

## 1. Overview

<b>Policy Title</b>	Health, Safety and Welfare Policy
<b>Who does the policy apply to?</b>	All Employees, Students, Visitors and Stakeholders of the College
<b>Aims</b>	To ensure the college adheres to all responsibilities as an employer as defined in the Health and Safety at Work (etc.) Act 1974, The Management of Health and Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.
<b>To be read in conjunction with</b>	Health and Safety at Work Act 1974 Environmental Protection Act 1990 All associated Regulations and ACOPs (Associated Codes of Practice). Staff Net: College/Department/Individual Risk Assessments Documented Health, Safety and Welfare Procedures
<b>Further advice may be sought from</b>	Health, Safety and Premises Manager and Head of Estates and Facilities
<b>Review arrangements</b>	This policy will be reviewed every three years, or earlier subject to operational/legislative requirement, to ensure its continuing relevance and effectiveness.

## 2. Context

- 2.1 Northern College is committed to the highest standards of health, safety and welfare, this being at the heart of all our working practices to support and sustain excellence for our students, staff<sup>1</sup> and all others<sup>2</sup>. The principles of Health and Safety set out in this policy have been designed to support the College's mission to:

*Inspire Positive Change through Adult Education*

- 2.2 This policy sets out the College's position in relation to the health, safety and welfare of our students, employees<sup>1</sup> and all others<sup>2</sup>, and contains the following:

- A statement of intent
- A description of how the College's responsibilities are organised
- An overview of the arrangements in place to support and fulfil our responsibilities

<sup>1</sup> Reference to employees should be taken to staff and individuals working with the college on a voluntary or placement basis

<sup>2</sup> Including but not limited to Stakeholders, Contractors and Visitors who may be affected by its undertaking

### **3. Statement of Intent**

3.1 Northern College recognises and accepts its duties as an employer as defined in the Health and Safety at Work (etc.) Act 1974, The Management of Health and Safety Regulations 1999 and all other applicable regulations and codes of practice.

In order to ensure the health, safety and welfare of all, Northern College will ensure, so far as reasonably practicable:

- A safe working and studying environment with safe means of access and egress
- Safe plant, equipment and systems of work
- Appropriate information, instruction, training and supervision relating to health, safety and welfare
- Consult as appropriate on matters affecting health, safety and welfare
- Commit to provide adequate resources to health, safety and welfare

3.2 All Northern College activities must ensure, so far as is reasonably practicable, the health, safety and welfare at work of students, employees<sup>1</sup> and all others<sup>2</sup>.

3.3 Northern College expects students, employees<sup>1</sup> and all others<sup>2</sup> to co-operate and comply with the Health and Safety Policy and Procedures, and all relevant legal obligations, by taking care of their own health, safety and welfare and having regard for the health, safety and welfare of others.

3.4 In deciding what is reasonably practicable, Northern College will ensure that any action taken to eliminate or control a risk is proportionate to the magnitude of that risk by balancing the cost of managing risk with the severity and probability of any potential injury, damage or financial loss.

3.5 Northern College will manage its health, safety and welfare strategic decision making in relation to operational practice through the Health and Safety and Welfare Committee which will have staff, student and trade union representation.

3.6 Performance relating to the management of risks will be measured and reported to the Health and Safety and Welfare Committee so as to be able to: identify safe systems of work, review risks and mitigate, and to identify any deficiencies in control measures.

3.7 Health, Safety and Welfare Procedures and supporting management systems, will be monitored, audited and reviewed regularly to ensure that they remain effective and to facilitate progressive improvements.

3.8 In order to implement this Statement of Intent, Northern College will take advice and assistance where necessary from external specialists and consultants, to ensure best practice.

3.9 A Health, Safety and Welfare Report will be submitted to the Governing Body on health and safety issues associated with the College annually.

3.10 The overall responsibility for Health, Safety and Welfare rests with the Principal & Chief Executive and the Chair of Governors, with operational oversight delegated to the Head of Estates and Facilities, and operational management and implementation delegated to the Health, Safety and Premises Manager.

Signed:

*Yultan Mellor*

Principal & Chief Executive – Yultan Mellor  
11 March 2021

Signed:

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a horizontal line and a short vertical stroke at the end.

Chair of Governors – Clive Macdonald  
11 March 2021

## 4.0 Roles and Responsibilities

### 4.1 Organisation and Leadership Responsibilities

Northern College, led by the Principal & Chief Executive, and Governing Body are directly responsible for health, safety and welfare matters within the College. The Executive Leadership Team (ELT) will oversee their areas of responsibility to ensure that the College meets statutory obligations laid down in this Health, Safety and Welfare Policy.

The Board of Governors will:

- a) Ensure that Northern College operates to a documented Health, Safety and Welfare Policy, with clearly assigned responsibilities for effective Health, Safety and Welfare management.
- b) Receive and consider information on the organisation and practices relating to health, safety and welfare via an annual report.
- c) Comply with the responsibilities set out under Section 2 of the Health and Safety at Work Act (1974) for the employees<sup>1</sup> of the College and under Section 3 for students and all others<sup>2</sup> who may enter the premises.

The College Leadership Team (CLT) and the Health, Safety and Premises Manager, under the line management of the Head of Estates and Facilities, are responsible for ensuring that the Northern College Health, Safety and Welfare Policy and associated Procedures are implemented by all Northern College employees<sup>1</sup>, and also for providing and maintaining an environment for students and all others<sup>2</sup> that is, so far as is reasonably practicable, safe, without risks to health, and adequate in regard to facilities and arrangements for their welfare.

### 4.2 Student, Employee<sup>1</sup> and All Others<sup>2</sup> Responsibilities

All students, employees<sup>1</sup> and all others<sup>2</sup> have a statutory duty to take reasonable care in relation to their own health, safety and welfare, and the health, safety and welfare of any other person who may be affected by their acts or omissions.

Therefore, it shall be the responsibility of all students, employees<sup>1</sup> and all others<sup>2</sup> whilst at Northern College:

- To co-operate and ensure that suitable and proportionate risk control measures are identified, implemented, and maintained, and to comply with the college Health, Safety and Welfare Policy and Procedures, alongside all other Northern College policies, guidance and procedures.
- To refrain from intentional or reckless misuse of equipment and/or systems provided in the interest of health, safety and the environment.
- To co-operate with management in areas such as; contribution to accident prevention measures, near miss and accident reporting, contribution and adherence to safe systems of work and all procedures relating to health, safety and the environment as set out in the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs (Associated Codes of Practice).
- To maintain good standards of housekeeping at Northern College.
- To report any accident or incident including near-misses (whether or not personal injury results) to the Health, Safety and Premises Manager.
- To report any defects in equipment without delay to their immediate line manager/course tutor/contact and not to attempt repairs which they have not been authorised and specifically trained to undertake.

- To ensure that no potentially hazardous item, substance or machine is brought into the College or used without the prior knowledge and authority of the Health, Safety and Premises Manager.
- To use, and where applicable, wear and maintain any appropriate item of Personal Protective Equipment (PPE). It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- To undergo any health, safety and welfare training deemed necessary by Northern College.

If a student, employee<sup>1</sup> or any other<sup>2</sup> becomes aware of any potential breach of health and safety law, or unsafe working practices they must immediately notify the Health, Safety and Premises Manager or a member of the CLT.

If a student, employee<sup>1</sup> or any other<sup>2</sup> feels that health, safety and welfare procedures may be improved, this should be discussed with the Health, Safety and Premises Manager or a Health and Safety Committee representative immediately.

#### 4.3 Specific Safety Functions and Named Responsibilities

Safety Function	Person Responsible
Accident reporting	All Employees <sup>1</sup>
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.	Health Safety and Premises Manager
First Aid Training	Health Safety and Premises Manager
Health and Safety Training	Health Safety and Premises Manager
Equipment Inspections	Health Safety and Premises Manager
Safety Inspections	Health Safety and Premises Manager
Internal Safety Audits	Health Safety and Premises Manager
Fire Warden Training	Health Safety and Premises Manager
Contractor Assessment	Head of Estates and Facilities
Contractor Review	Head of Estates and Facilities
Environmental Waste Management and Pollution Control	Head of Estates and Facilities
Mental Health First Aid	Head of Human Resources
Health Screening	Head of Human Resources
Department and Individual Risk Assessments	College Leadership Team

#### 5.0 Health, Safety and Welfare Procedures

Linked to this Policy, the Health, Safety and Premises Manager is responsible for the production and implementation of up to date documented Procedures. Health, Safety and Welfare Procedures provide guidance and instruction to students, employees<sup>1</sup> and all others<sup>2</sup> on specific areas of health, safety and welfare that must be adhered to by all. These include, but are not limited to:

- HSWA01 - Accidents and Incidents reporting ([VLE](#))
- HSWA02 - Control of Asbestos ([VLE](#))
- HSWA03 - Control of Legionella ([VLE](#))
- HSWA04 - Control of Substances Hazardous to Health ([VLE](#))

- HSWA05 - Display Screen Equipment ([VLE](#))
- HSWA06 - Driving and the use of Vehicles for Work ([VLE](#))
- HSWA07 - Electricity at Work ([VLE](#))
- HSWA08 - Environmental and Sustainability ([VLE](#))
- HSWA09 - Fire Safety ([VLE](#))
- HSWA10 - First Aid ([VLE](#))
- HSWA11 – Health Screening ([VLE](#))
- HSWA12 - Infection Disease and Biological Hazards ([VLE](#))
- HSWA13 - Lone Working ([VLE](#))
- HSWA14 - Machinery Maintenance ([VLE](#))
- HSWA15 - Management of Contractors ([VLE](#))
- HSWA16 - Manual Handling ([VLE](#))
- HSWA17 - New and Expectant Mothers ([VLE](#))
- HSWA18 - Noise at Work ([VLE](#))
- HSWA19 - Personal Protective Equipment ([VLE](#))
- HSWA20 – Purchasing ([VLE](#))
- HSWA21 – RIDDOR ([VLE](#))
- HSWA22 - Risk Assessment ([VLE](#))
- HSWA23- Work at Height ([VLE](#))
- HSWA24 - Workplace, Health, Safety and Welfare ([VLE](#))
- HSWA25 - Young Workers ([VLE](#))

## 6.0. Policy Sign Off and Ownership Details

<b>Document Name:</b>	Health and Safety & Welfare Policy
<b>Version Number:</b>	1.0
<b>Effective from:</b>	March 2021
<b>Next scheduled review date:</b>	March 2024
<b>Policy owner:</b>	Assistant Principal – Student Experience
<b>Approved by:</b>	The Board of Governors

## 7.0. Revision History

Version No	Effective date	Revision description/summary of changes	Author
2.0	March 2021	Complete re-draft	Assistant Principal – Student Experience (Diane Lawson)