



South Gloucestershire and Stroud College

Health and Safety Policy

(including Specific Organisation and Arrangements
for Practical Construction work and
Science Departments)

If you would like this document in an alternate format
Please contact the Human Resources Department

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Approved by:	Corporation
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Impact Assessment



<p>Have you consulted on this policy? Details:</p> <p>What evidence has been used for this assessment?</p>	<p>No</p> <p><i>The appended documentation: Equality Act 2010 et. al.</i></p>		
<p>Could a particular group be affected (negatively or positively)?</p>	<p>Positive Impact Indicate Y where applicable</p>	<p>Negative Impact Indicate Y where applicable</p>	<p>Evidence</p>
<p>Characteristics protected by the Equality Act 2010</p>			
Age	N/A	No	
Disability	N/A	No	
Gender Reassignment (inc. Transgender)	N/A	No	
Race (inc. Gypsy & Traveller)	N/A	No	
Religion and Belief	N/A	No	
Sex	N/A	No	
Sexual Orientation	N/A	No	
Marriage & Civil Partnership	N/A	No	
Pregnancy & Maternity	N/A	No	
<p>Characteristics designated by SGS as requiring due regard</p>			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
<p>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No If yes, please detail: <i>This policy is E&D neutral it neither provides advantage nor does it breach our equal opportunities statement, the Equality Act or other relevant legislation.</i></p>			
<p>Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? <i>No (none required)</i></p>			
<p><i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i></p> <p><i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment</i></p> <p>Completed by: <i>Joe Tripp</i> Position: <i>Health & Safety Advisor</i> Date: <i>September 2013</i></p> <p>Checked by: <i>Gavin Murray</i> Position: <i>Head of Quality</i> Date: <i>September 2013</i></p>			

Health and Safety Policy

1. Introduction

- 1.1. South Gloucestershire and Stroud (SGS) College is unequivocal in its commitment to high standards of health & safety, and to progressive improvements in health & safety performance. The College regards the legal requirements within the Health and Safety at Work Act, and regulations made under the Act, as defining the minimum level required and recognises that high standards of health and safety compliance contributes to College performance by reducing injuries and work related ill health.
- 1.2. The College's Corporation, Principal and Executive acknowledge their duties under the Health and Safety at Work etc. Act 1974. The College aims to provide and promote healthy and safe working environments for all College users, so far as is reasonably practicable, while on College premises or while taking part in external activities controlled by the College.
- 1.3. All College staff have a duty to take reasonable care of their own safety and health and that of others who may be affected by their acts or omissions. All College staff also have a duty to co-operate with the College on health and safety matters in order to discharge legal obligations.
- 1.4. The College has a management structure to monitor the implementation of its Health and Safety Policy. The College shall identify and assess the significant risks that its activities present to the health and safety of all College users. These risks shall then, so far as is reasonably practicable, be eliminated or adequately controlled with the provision of the necessary resources.
- 1.5. Please see **Appendix 1** for Construction Academy and **Appendix 2** for Science Department specific arrangements

2. Statement

- 2.1. SGS College's Health and Safety Policy (Summary) is to:
 - 2.1.1. provide adequate control of the health and safety of employees, learners and members of the public from risks arising from work activities, with specific attention given to safeguarding vulnerable groups of learners and visitors;
 - 2.1.2. consult with our employees through a Health and Safety Committee on matters affecting their health and safety;

- 2.1.3. make risk assessment central to the implementation of our policy;
- 2.1.4. provide safe equipment, plant and facilities;
- 2.1.5. ensure safe handling, transportation, storage and use of substances;
- 2.1.6. provide information, instruction, training and/or supervision for employees and learners in order to ensure they are competent and able to carry out tasks safely;
- 2.1.7. monitor and investigate accidents and cases of work-related ill health;
- 2.1.8. maintain safe and healthy working conditions; and
- 2.1.9. review and revise this policy as necessary at regular intervals

Signed:
Principal



Date: 26th September 2013

Signed:
Chairman



Date: 26th September 2013

3. Objectives

- 3.1. Central to the College's Health & Safety Policy is the application of risk assessments. Risks shall then, so far as reasonably practicable, be eliminated or adequately controlled with the provision of the necessary control measures and resources.
- 3.2. The Health & Safety at Work Act 1974 imposes obligations on all users of the College who have a duty to take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions, and to co-operate with the College on health and safety matters.

4. Implementation

- 4.1. The College shall have a management structure to implement the Health and Safety Policy and to monitor its application. Detailed arrangements are contained within the College's Procedures, which are available within the health and safety section of the Staff (SharePoint) and Learner (e-Campus) Intranets.

- 4.2. In addition to specific responsibilities listed later in this document, all members of the College community shall:
- 4.2.1. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
 - 4.2.2. observe the maximum speed limits in force;
 - 4.2.3. observe the College's policy of no smoking except within designated areas;
 - 4.2.4. keep their areas of responsibility tidy to ensure a safe working environment;
 - 4.2.5. observe Risk Assessments and Safe Systems of Work; and
 - 4.2.6. comply with the wearing of ID badges while on College business

5. Responsibilities

5.1. Terminology

- 5.1.1. Principal and Chief Executive
 - 5.1.1.1. The person with the ultimate executive accountability for the management of the College. The Principal/Chief Executive is the Accounting Officer to the Skills Funding Agency (SfA).
- 5.1.2. Chair of the Board of Governors
 - 5.1.2.1. The governor with overall responsibility for the Corporation.
- 5.1.3. Board of Governors
 - 5.1.3.1. The governing body has overall responsibility for ensuring effective management and overall functioning of the College, including the financial health of the College and the proper use of public funds.
- 5.1.4. Board of Governor's Health & Safety Champion
 - 5.1.4.1. A member of the Board of Governors who has responsibility for health and safety

- 5.1.4.2. The current Health & Safety Champion for 2013 to 2014 is Kevin Hamblin (SGS Principal).
- 5.1.5. Member of Executive
 - 5.1.5.1. The Principal
 - 5.1.5.2. Vice Principals
 - 5.1.5.3. Assistant Principals
- 5.1.6. The nominated member of the Executive Team
 - 5.1.6.1. Assistant Principal – Finance, Planning and Estates
- 5.1.7. The Head of Estates responsible for Health and Safety
 - 5.1.7.1. A member of the Management Team who has responsibility for the management of health and safety
- 5.1.8. Health and Safety Advisor
 - 5.1.8.1. Member of the College business staff who has responsibility to provide competent advice, in accordance with the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 5.1.9. Union Health & Safety Representative
 - 5.1.9.1. A member of the recognised College Trade Unions on the Health & Safety Committee in matters relating to health and safety
- 5.1.10. Health and Safety Committee
 - 5.1.10.1. Nominated member of the Board of Governors (Health and Safety Champion)
 - 5.1.10.2. Nominated member of the Executive Team (Chair)
 - 5.1.10.3. Executive Head of Human Resources (Vice Chair)
 - 5.1.10.4. Head of Estates with responsibilities for Health and Safety

- 5.1.10.5. Union Representatives appointed from each of the recognised College Trade Unions (3 from each)
- 5.1.10.6. Health & Safety Advisor
- 5.1.11. College Directorate
 - 5.1.11.1. The College Management Team comprises all members of Executive, the Directorate, and all Heads of Departments, Academic and Business teams
- 5.1.12. Teaching staff
 - 5.1.12.1. Employees of the Corporation who deliver teaching and learning
- 5.1.13. Staff
 - 5.1.13.1. Employees of the Corporation
- 5.1.14. Nominated Staff (Departmental Level)
 - 5.1.14.1. Staff selected by Heads of Department who have been trained to complete Departmental Risk, CoSHH and Manual Handling Assessments in accordance with College Procedures.
- 5.1.15. Learners
 - 5.1.15.1. College users who are enrolled on courses at SGS
- 5.1.16. Visitors
 - 5.1.16.1. College users who are not formally enrolled at SGS
- 5.1.17. Contractor
 - 5.1.17.1. Any 3rd party delivering a service to the College

5.2. Organisational Responsibilities

- 5.2.1. The Principal and Chief Executive:
 - 5.2.1.1. has overall accountability for ensuring that the appropriate structures for health and safety are in place and for the arrangement of the effective

planning, organisation, control, monitoring and review of preventive and protective measures

- 5.2.2. The Board of Governors shall:
 - 5.2.2.1. be responsible, both individually and collectively, for health and safety; to ensure health and safety is an integral part of the College's culture, of its values, and performance standards;
 - 5.2.2.2. have overall responsibility for the implementation and monitoring of the Health and Safety Policy; and
 - 5.2.2.3. ensure that College budgets reflect the funds necessary to implement health and safety measures
- 5.2.3. Board of Governor's Health & Safety Champion shall:
 - 5.2.3.1. be the representative on the Health and Safety Committee for the Board of Governors
- 5.2.4. Members of Executive shall:
 - 5.2.4.1. be accountable for ensuring that the appropriate structures for health and safety are in place and for the arrangement of the effective planning, organisation, control, monitoring and review of preventive and protective measures
- 5.2.5. The Principal shall:
 - 5.2.5.1. ensure that an effective Health and Safety Policy for the College is prepared and that proper management procedures exist to secure its implementation and review;
 - 5.2.5.2. ensure that the Corporation is informed of the budgetary requirements necessary to comply with statutory requirements;
 - 5.2.5.3. ensure that adequate arrangements are in place for consultation with members of staff;
 - 5.2.5.4. ensure that the College's Health and Safety Policy and the detailed arrangements concerning health, safety and welfare of all members of staff are made known, implemented and maintained;

- 5.2.5.5. ensure that all College policies and procedures in respect of Health & Safety are reviewed at appropriate intervals or when organisational or legislative changes occur;
 - 5.2.5.6. ensure, as so far as is reasonably practical, that suitable and sufficient risk assessments have been carried out to ensure health and safety of all College users; and
 - 5.2.5.7. be responsible for the implementation and actioning of the Health and Safety Policy in all areas
- 5.2.6. The nominated member of the Executive shall:
- 5.2.6.1. be responsible for the implementation and actioning of the Health and Safety Policy;
 - 5.2.6.2. make recommendations to the Principal on matters concerning new and existing Health and Safety legislation;
 - 5.2.6.3. periodically review the Health and Safety Policy, and current practices and recommend any changes as they become apparent;
 - 5.2.6.4. ensure that adequate first aid facilities are available and medical and incident reports are kept;
 - 5.2.6.5. monitor medical and accident reports to identify long-term areas of concern and trends and make recommendations to prevent recurrence;
 - 5.2.6.6. ensure that all new employees receive adequate safety training and induction before commencing work;
 - 5.2.6.7. ensure that appropriate Health and Safety training is delivered whenever needed, including procedures on protection of vulnerable people;
 - 5.2.6.8. ensure that statutory records under his/her control are maintained;
 - 5.2.6.9. have the authority to take immediate action necessary to ensure compliance with College policy; and

- 5.2.6.10. liaise with the Health and Safety Executive as and when required
- 5.2.7. The Head of Estates with responsibilities for Health and Safety shall:
 - 5.2.7.1. monitor the Risk Assessment procedure and arrangements of the effective planning, organisation, control, monitoring and review of preventive and protective measures;
 - 5.2.7.2. monitor the physical practices adopted on site against the requirements of the Health and Safety Policy, and make recommendations to ensure the policy is correctly implemented;
 - 5.2.7.3. monitor accident reports and the taking of corrective actions;
 - 5.2.7.4. ensure the identification and clear marking of systems and equipment likely to cause injury;
 - 5.2.7.5. liaise with Health & Safety Advisor to ensure the implementation and monitoring of College health and safety procedures;
 - 5.2.7.6. ensure that adequate first aid facilities are available and accident and incident reports are kept;
 - 5.2.7.7. arrange and manage statutory records and ensure controls are maintained within their area of responsibility; and
 - 5.2.7.8. have the authority to take immediate action necessary to ensure compliance with College policies
- 5.2.8. Health and Safety Advisor shall:
 - 5.2.8.1. review/implement the Health and Safety Policy, Procedures and current practices and recommend any changes as they become apparent;
 - 5.2.8.2. monitor the Risk Assessment Procedure and arrangements of the effective planning, organisation, control, monitoring and review of preventive and protective measures;

- 5.2.8.3. monitor the physical practices adopted on site against the requirements of the Health and Safety Policy, and make recommendations to ensure the policy is correctly implemented;
- 5.2.8.4. monitor accident and accident reports to identify long-term areas of concern and trends and make recommendations and corrective actions to prevent recurrence;
- 5.2.8.5. monitor the maintenance of emergency equipment to ensure it is regularly inspected and serviced;
- 5.2.8.6. advise the Health and Safety Committee, Managers and all staff on new and current legislation, best practices and procedures and in particular actions necessary to maintain legal compliance;
- 5.2.8.7. advise the nominated member of the Executive of any action necessary to ensure compliance with Health and Safety Policy;
- 5.2.8.8. ensure the identification and clear marking of systems and equipment likely to cause injury;
- 5.2.8.9. ensure that appropriate Health and Safety training is delivered whenever needed, including procedures on protection of vulnerable people;
- 5.2.8.10. ensure that statutory records and controls are maintained within their area of responsibility;
- 5.2.8.11. maintain appropriate statistics for the measurement of the College's health and safety performance;
- 5.2.8.12. consult with outside agencies for advice on legislation, best practice and all matters concerning health and safety when needed;
- 5.2.8.13. liaise with the Health and Safety Executive and other government and independent bodies on matters concerning health, safety and welfare;
- 5.2.8.14. deputise for the Radiation Protection Supervisor in their absence; and
- 5.2.8.15. have the authority to take immediate action

necessary to ensure compliance with College policies

- 5.2.9. Health and Safety Committee (selected College staff and Safety Representatives) shall:
 - 5.2.9.1. abide by the Terms of Reference of the committee as set out in the Health and Safety Committees Constitution
- 5.2.10. Health and Safety Union Representatives shall:
 - 5.2.10.1. represent their area as a nominated member of the Health and Safety Committee;
 - 5.2.10.2. carry out auditing and monitoring of the requirements of the Health and Safety Policy and Procedures made under it;
 - 5.2.10.3. actively implement their delegated health and safety responsibilities in furtherance of the College's Health and Safety Policy; and
 - 5.2.10.4. monitor the CoSHH and Risk Assessment procedures to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and reviewed
- 5.2.11. Executive Head of Human Resources shall ensure that:
 - 5.2.11.1. all new employees receive adequate safety training and induction before commencing work; and
 - 5.2.11.2. the College staff development budget reflects the funds necessary to implement annual health and safety training requirements as identified through the Risk Assessment Procedure
- 5.2.12. Heads of Departments shall:
 - 5.2.12.1. comply with the requirements as detailed under all staff responsibilities;
 - 5.2.12.2. ensure that the College's Health and Safety Policy is fully implemented at all times;
 - 5.2.12.3. make recommendations to the Health and Safety Committee on improving safety practices;

- 5.2.12.4. implement the CoSHH and Risk Assessment Procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed;
- 5.2.12.5. ensure that all equipment and materials ordered or used are investigated and risk assessed by a competent person so that any safety hazard can be eliminated or minimised and controlled;
- 5.2.12.6. ensure that protective clothing, equipment and devices are available for the use of staff, and used correctly, and that no staff and learner be permitted to undertake any hazardous activity without appropriate training and protection;
- 5.2.12.7. ensure that Personal Protective Equipment (PPE), safety guards/devices are used as required;
- 5.2.12.8. ensure that employees and learners are trained and competent to deal with hazards of any activities through the use of Risk Assessment and Safe Systems of Work to avoid or minimise the risk of injury;
- 5.2.12.9. investigate and take appropriate corrective action whenever an incident that has the potential to cause an accident has been identified;
- 5.2.12.10. ensure that all injuries are promptly reported and that they are investigated so corrective action can be taken to reduce and minimise the risk;
- 5.2.12.11. liaise with the Health and Safety Advisor and, where appropriate, the nominated member of the Executive on matters concerning safe practices, procedures and legislation, as appropriate;
- 5.2.12.12. identify, and as far as reasonably practicable, remove or minimise potential risks concerning activities, introduce control measures and regularly monitor those risk control measures;
- 5.2.12.13. ensure that any necessary disciplinary action is taken against staff or learners in breach of the College's Health and Safety Policy, in accordance with College disciplinary procedures;
- 5.2.12.14. follow and promote good housekeeping

procedures in that all work areas are kept clean, tidy and free from obstructions;

5.2.12.15. ensure a common sense approach to the promotion of a disciplined work and training environment where the management of risk is paramount; and

5.2.12.16. nominate members of staff who will be trained and approved in order to carry out the CoSHH/ Risk Assessment Procedures within their Department

5.2.13. Radiation Protection Supervisor

5.2.13.1. The College has category C radioactive substances – Ionising Radiation. It has appointed a Radiation Protection Supervisor who shall be responsible for the safekeeping, use, storage, issue, disposal, record keeping and training requirements for the radioactive materials

5.2.13.2. The Radiation Protection Supervisor shall also ensure that radioactive sources are annually inspected by the College's nominated Radiation Protection Adviser

5.2.14. Teaching Staff shall:

5.2.14.1. take care of their own health and safety and that of others who may be affected by their acts or omissions;

5.2.14.2. ensure learners are aware of emergency evacuation procedures (termly) and the location of the nearest emergency exits;

5.2.14.3. behave in accordance with the College Health and Safety Policy and to ensure the safety of learners in their charge by carrying out suitable and sufficient induction, Risk Assessment and Safe Systems of Work;

5.2.14.4. implement the Risk Assessment Procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed;

5.2.14.5. implement the controls identified within CoSHH

- assessments in accordance with the College Procedure;
 - 5.2.14.6. create and adhere to safe systems of work and safety regulations;
 - 5.2.14.7. ensure their learners are aware of first aid procedures;
 - 5.2.14.8. isolate faulty plant and equipment immediately and report to appropriate Managers;
 - 5.2.14.9. ensure that PPE, Safety guards/devices are provided and used as required;
 - 5.2.14.10. carry out any other specific duties set out in Procedures and/or Safe Systems of Work in accordance with the training received; and
 - 5.2.14.11. ensure that learners under their supervision are correctly trained, assessed, and signed off as “competent” or “competent under supervision” before being permitted to carry out hazardous processes
- 5.2.15. All Staff shall:
- 5.2.15.1. implement the College Health and Safety Policy, with specific attention given to safeguarding vulnerable groups of people;
 - 5.2.15.2. take care of their own health and safety and that of others who may be affected by their acts or omission;
 - 5.2.15.3. implement the Risk Assessment Procedure to ensure that all actual or potential risks are identified, assessed, recorded and their findings implemented and periodically reviewed in accordance with College Procedures;
 - 5.2.15.4. implement the controls identified within CoSHH assessments in accordance with the College Procedure;
 - 5.2.15.5. bring to the attention of their Line Manager, or Health & Safety Advisor as appropriate any deficiencies within the College Health & Safety Management arrangements;

- 5.2.15.6. follow safe systems of work and observe safety regulations;
- 5.2.15.7. not abuse, interfere or make inappropriate adjustments to any fire safety features and equipment, plant, tools, equipment or welfare facilities provided by the College;
- 5.2.15.8. ensure that PPE, safety guards/devices are used as required as identified in the risk assessment;
- 5.2.15.9. if faults, hazards, or potential dangerous plant equipment are found, isolate immediately and report to appropriate the Manager;
- 5.2.15.10. be aware of the first aid procedures and in particular how to raise first aid assistance;
- 5.2.15.11. report any accident, incident or dangerous occurrence on the College's Accident / Incident Form within 24 hours;
- 5.2.15.12. report all accidents that have necessitated hospital treatment as soon as practical following the event to the Health & Safety Adviser and Duty Manager;
- 5.2.15.13. ensure that in the event of a serious accident, nothing is moved at the scene of the accident excepting where it is essential to prevent another accident happening or to move a casualty;
- 5.2.15.14. ensure awareness and compliance of the College Fire Drill and Evacuation procedure;
- 5.2.15.15. as far as reasonably practicable, ensure that all work carried out conforms with the requirements of the Health and Safety at Work Act 1974 and Corporate Manslaughter and Corporate Homicide Act 2007, by acting in accordance with the:
 - College's Health and Safety Policy;
 - Procedures made under the Health and Safety Policy;
 - Risk Assessments and Safe Systems of Work; and

- by following the instructions of staff with designated health and safety roles; and
- 5.2.15.16. carry out any other specific duties set out in the College's Health and Safety Policy. Copies of which are available on SharePoint, e-Campus and the College Website
- 5.2.16. Nominated Staff – (Departmental Level) shall carry out:
 - 5.2.16.1. Risk Assessments in accordance with College Procedures ensuring that, any additional controls identified are implemented or brought to the attention of their Line Manager as appropriate; and
 - 5.2.16.2. CoSHH assessments in accordance with College Procedures ensuring that, any additional controls identified are implemented or brought to the attention of their Line Manager as appropriate
- 5.2.17. Learners shall:
 - 5.2.17.1. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
 - 5.2.17.2. comply with Risk Assessments, Safe Systems of Work and health and safety instruction;
 - 5.2.17.3. use the appropriate safety equipment and PPE as instructed;
 - 5.2.17.4. not abuse, interfere or make inappropriate adjustments to any fire safety features and equipment, plant, tools, equipment or welfare facilities provided by the College;
 - 5.2.17.5. report faults, hazards, potential dangerous plant or equipment to supervising staff immediately;
 - 5.2.17.6. report accidents immediately to the Lecturer or to any member of the College staff;
 - 5.2.17.7. ensure a safe working environment and keep a tidy site;
 - 5.2.17.8. apply common sense and avoid horseplay, improvising and taking unnecessary risk; and

- 5.2.17.9. ensure awareness and compliance of the College Fire Drill and Evacuation Procedure
- 5.2.18. Visitors shall:
 - 5.2.18.1. report to Reception and wear the Visitor's Identification Badge;
 - 5.2.18.2. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions; and
 - 5.2.18.3. ensure awareness and compliance of the College Fire Drill and Evacuation procedure
- 5.2.19. **Contractors shall comply with all the requirements of the College's specific Health and Safety rules for Contractors, and in particular shall:**
 - 5.2.19.1. as far as reasonably practicable, ensure that all work carried out conforms with the requirements of the Health and Safety at Work Act 1974, by acting in accordance with the College's Health and Safety Policy;
 - 5.2.19.2. take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
 - 5.2.19.3. complete a Health and Safety Induction;
 - 5.2.19.4. sign in with their College Contact prior to undertaking work and wear Identification Badge;
 - 5.2.19.5. liaise with the appropriate Manager on matters concerning safe practices, procedures and legislation, as appropriate;
 - 5.2.19.6. identify, and as far as reasonably practicable, remove or minimise potential risks concerning activities, introduce control measures and monitor those risk control measures for the period of the contract;
 - 5.2.19.7. ensure awareness and compliance of the College Fire Drill and Evacuation Procedure;
 - 5.2.19.8. observe the maximum speed limit for the site
 - 5.2.19.9. observe the College no smoking policy, except

for designated areas;

5.2.19.10. ensure a safe working environment and keep a tidy site;

5.2.19.11. observe Safe Systems of Work; and

5.2.19.12. provide appropriate Health and Safety documentation upon request before commencement of works e.g. proof of Employer's / Public Liability Insurance, Risk Assessments, Safe Systems of Work, and compliance with Work Permits

5.2.20. Sub-contracting Teaching and Learning

5.2.20.1. All sub-contractors providing teaching and learning on behalf of the College, are required to sign a College contract on an annual basis. The College contract includes all health and safety requirements that need to be in place in order to ensure the safety of College learners whilst under their supervision

5.3. Monitoring

5.3.1. Monitoring of Health and Safety of working practices shall be checked on or after:

5.3.1.1. accidents;

5.3.1.2. incidents;

5.3.1.3. near misses; and

5.3.1.4. Work Related Sickness

5.3.2. Monitoring shall also take place through:

5.3.2.1. an annual review of all Risk Assessments;

5.3.2.2. reviews by the Health and Safety Committee;

5.3.2.3. periodic audit;

5.3.2.4. annual Health & Safety Report; and

5.3.2.5. regular reporting through the Executive to the Governors

6. Related Policies, Procedures, Guidance and Legislation

6.1. SGS Policies and Procedures (Copies can be found on SharePoint, Website and/or e-Campus)

- 6.1.1. Health and Safety Policy Statement
- 6.1.2. Health and Safety Actions
- 6.1.3. CoSHH Procedure
- 6.1.4. PPE Policy & Procedure
- 6.1.5. PAT Procedure
- 6.1.6. Work at Height Procedure
- 6.1.7. Manual Handling Policy and Procedure
- 6.1.8. Work-Placements, Work Experience, Work Based Assessment and Apprenticeships Policy
- 6.1.9. Fire Evacuation Procedures
- 6.1.10. Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure
- 6.1.11. Learner Disciplinary Policy and Procedure
- 6.1.12. Staff Disciplinary Policy

6.2. Government Guidance and Legislation (Links can be found on SharePoint – Health and Safety)

- 6.2.1. Health and Safety at Work Act 1974
- 6.2.2. Regulations made under the Health and Safety at Work Act
- 6.2.3. Corporate Manslaughter and Corporate Homicide Act 2007
- 6.2.4. Safe Systems of Work
- 6.2.5. Skills Funding Agency (SfA) Guidance

SGS Construction and Engineering Specific Organisation and Arrangements for Practical Construction work

All practical construction work, both off site and on SGS property must be managed in accordance with this policy.

1. Introduction

- 1.1. In order to give construction learners valuable experience of site work, the College shall employ a limited number of appropriately skilled construction learners to undertake selected construction and maintenance tasks on College Property.
- 1.2. Learners and Supervisory staff may also be used for selected Construction projects in private households.
- 1.3. SGS College recognises that construction work, particularly off College owned sites, will involve a higher level of risk and thus additional Health and Safety organisation and arrangements are required to ensure risks are appropriately managed in accordance with College's Risk Assessment procedure.

2. Responsibilities

- 2.1. The Head of Estates/Estates Manager (site specific) shall:
 - 2.1.1. identify and allocate appropriate construction work on College property – including selected in house 'projects' for completion by Construction and Engineering learners;
 - 2.1.2. provide a project/work brief and appropriate documentation, including all relevant site Health and Safety information to supervising staff for inclusion in method statements and/or risk assessments;
 - 2.1.3. approve method statements and risk assessments from supervising construction staff prior to giving authorisation to proceed with the work;
 - 2.1.4. monitor works to ensure compliance with method statements and risk assessments;
 - 2.1.5. issue permit to work authorisation as required for higher risk activities including: Hot works, working at height, Electrical work, confined spaces and work with hazardous substances;
 - 2.1.6. ensure no work is allocated to learners on, or adjacent to,

materials that may contain asbestos; and

- 2.1.7. inspect and sign off completed tasks to confirm the quality of the work is acceptable and that the site has been left in a safe and satisfactory condition

2.2. Head of Faculty – Construction and Engineering shall:

- 2.2.1. have the devolved responsibility for ensuring that the requirements of the College Health and Safety Policy are implemented within the Construction and Engineering Faculty;
- 2.2.2. provide a project/work brief and appropriate documentation, including all relevant site Health and Safety information to supervising staff for inclusion in method statements and/or Risk Assessments in preparation for all off College property work;
- 2.2.3. on completion of all appropriate documents; give written authorisation for the construction project to proceed;
- 2.2.4. formally approve Health and Safety Construction plans produced by the Apprentice Master for projects falling within the Construction, Design and Management Regulations for projects undertaken off College property; and
- 2.2.5. monitor construction projects to ensure compliance with the College Health and Safety Policy and the associated Procedures

2.3. The Apprentice Master:

- 2.3.1. has the devolved responsibility for ensuring that the requirements of the College Health and Safety Policy are implemented for all activities undertaken by Construction Apprentices;
- 2.3.2. shall act as CDM Co-ordinator for all projects falling within the Construction, Design and Management Regulations in accordance with requirements contained within the approved code of practice to the regulations;
- 2.3.3. **CDM co-ordinators** - *A 'CDM co-ordinator' has to be appointed to advise the client on projects that last more than 30 days or involve 500 person days of construction work. The CDM co-ordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work;* and

2.3.4. shall ensure all Construction Apprentices hold the appropriate Construction Skills Certification Scheme card commensurate with their level of qualification prior to undertaking any practical construction work for SGS

2.4. Heads of Department shall:

2.4.1. hold the supervisors gold Construction Skills Certification Scheme card or be actively working towards one;

2.4.2. select suitably competent learners for employment within the Construction Department and in particular for the Construction task being considered;

2.4.3. complete method statements and risk assessments for all projects undertaken by the SGS apprentices. Where work is to take place off site, pre work visit/s shall be undertaken in order to ensure all site specific hazards have been included with the method statement and subsequent risk assessment for the work required. Risk assessments shall be carried out in accordance with statutory requirements and the SGS Risk Assessment Procedure;

2.4.4. ensure method statements and risk assessments have been approved by the site specific Estates Manager before any work is undertaken on College sites;

2.4.5. include within the risk assessment the security measures required to prevent unauthorised access to construction sites when unattended. Measures to prevent access to building areas by children are to be given particular attention;

2.4.6. ensure sufficient time has been allocated for the work and agreed with clients at the planning stage of the project;

2.4.7. ensure any Construction projects taking place off College property has received written approval by the Head of Faculty – Construction and Engineering prior to undertaking any such works;

2.4.8. ensure a permit to work is issued and authorised by the Head of Estates or site specific Estates Manager prior to undertaking work involving: Hot works, working at height, Electrical work, confined spaces, use of substances hazardous to health, demolition;

2.4.9. liaise with the Head of Estates or site specific Estates Manager to agree alternative fire escape arrangements/ procedures and signage should work potentially affect emergency fire exit routes. The setting up of alternative fire

exit routes will be included within the method statement if required;

- 2.4.10. ensure all work is carried out in accordance with the method statement and that all controls identified within the risk assessment are implemented for the duration of the work (including the wearing of PPE if required);
- 2.4.11. ensure any work equipment used (including any hired equipment) has been maintained in accordance with statutory requirements and physical checked for obvious faults prior to use;
- 2.4.12. ensure all accidents and incidents are reported as required by the College Accident and Incident Procedures;
- 2.4.13. ensure appropriate levels of first aid cover have been arranged and recorded within the risk assessment for the work;
- 2.4.14. ensure all employees receive Health and Safety Induction appropriate for the type of work being undertaken. Note – this is particularly important for off-site venues;
- 2.4.15. maintain written training records for all employees – including induction and site specific inductions;
- 2.4.16. ensure all construction materials are delivered at appropriate times and are stored appropriately on site. For projects being undertaken on College property the storage location of materials and or equipment shall be agreed in advance with the Estates Manager;
- 2.4.17. ensure all waste materials are removed from site in accordance with statutory requirements; and
- 2.4.18. shall utilise locally sourced building materials and services whenever reasonably practical to do so

2.5. All SGS Construction and Engineering Employees shall:

- 2.5.1. carry out all work with due regard for their own Health and Safety and the Health and Safety of others who may be affected by their work. In particular, employees shall keep their own working areas tidy and free from tripping risks;
- 2.5.2. co-operate with the College and their colleagues to achieve a safe and healthy environment by following laid down policies, procedures and instructions;

- 2.5.3. carry out all works in accordance with the method statement for the work;
- 2.5.4. implement all controls identified within the risk assessment for the work – including the wearing of any PPE;
- 2.5.5. use all materials and equipment only for the purpose for which it was intended and in accordance with instructions issued by supervising staff; and
- 2.5.6. report any Health and Safety Concerns to their Head of Faculty/Department as a matter of urgency

Risk Assessments within Science Departments

1. Introduction

- 1.1. SGS follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which the College Science Department will adapt to their local circumstances.
- 1.2. This method replaces the normal requirements under the SGS Risk Assessment Policy.
- 1.3. SGS has endorsed the use of the following publications as sources of model (general) risk assessments within the Science Department:
 - 1.3.1. CLEAPSS publications generally
 - 1.3.2. CLEAPSS, Hazcards
 - 1.3.3. CLEAPSS, Laboratory Handbook
 - 1.3.4. CLEAPSS, Recipe Cards
 - 1.3.5. CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances
 - 1.3.6. ASE, Safeguards in the School Laboratory – Topics in Safety
 - 1.3.7. DfE, Safety in Science Education
- 1.4. If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment will need to be obtained from CLEAPSS
- 1.5. Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) will be checked against model risk assessments. Significant findings (controls identified) are to be incorporated into texts in daily use, i.e., the Scheme of Work, Lesson Plans, syllabus, technician notes and/or handouts to learners
- 1.6. Since the Scheme of Work/Lesson Plans/syllabus/learner handouts may provide information for the control of hazards, staff should deviate from them only if their proposed activities have been also checked against the model risk assessment and agreed with their Head of Department
- 1.7. Summary Guidelines – all Science Staff
 - 1.7.1. Teachers and technicians have a general duty to take

reasonable care for the health and safety of themselves, of other members of staff and of learners. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must co-operate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must co-operate with colleagues in their specific health & safety duties. They have a duty to report to their Line Manager any failure of equipment that has a health & safety function.

- 1.7.2. Staff practice must set a good example to learners and be consistent with laboratory rules, e.g., wearing of eye protection.
- 1.7.3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; emergency eye wash stations; the main gas cock; the main electricity switch and the nearest spill kit.
- 1.7.4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
- 1.7.5. Eating, drinking and the application of cosmetics are forbidden in laboratories, storage areas or preparation rooms. Learners are not allowed to drink from water bottles.
- 1.7.6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
- 1.7.7. In general, Learners must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, e.g., an experienced member of staff in an adjacent room.
- 1.7.8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. Learners must never be allowed into preparation rooms unless under one to one

supervision.

- 1.7.9. Laboratories must only be used by teachers who are not scientists for teaching or registration, after they have received a laboratory Health & Safety Induction or if the laboratories have been specially cleared of hazards.

1.8. Summary Guidelines – all Science Teaching Staff

- 1.8.1. At the beginning of each year, teachers must make sure that their classes have copies of the laboratory health and safety rules and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
- 1.8.2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
- 1.8.3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), only after making a further risk assessment, checked with subject specialist where available and/or obtained a special risk assessment from CLEAPSS. Teachers should explain precautions to Learners as part of their health & safety education, (using the CLEAPSS Student Safety Sheets, where appropriate).
- 1.8.4. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision must be agreed in conjunction with the Head of Department.
- 1.8.5. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
- 1.8.6. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.