

## IEG Health and Safety Policy Statement

### General Statement of Intent

The members of the Corporation of Inspire Education Group (IEG), in recognition of its corporate responsibilities as defined in the Health and Safety at Work Act 1974, undertakes to conduct its activities without, so far as is reasonably practicable, causing harm to its employees, learners including 14-16 years old on school programmes, trainees, contractors, visitors, or the environment.

IEG recognises and accepts its responsibility as an employer and a public body to provide a safe and healthy workplace and environment for all employees, learners including 14-16 years old on school programmes, trainees, contractors, visitors and members of the public, who may be affected either directly or indirectly by its operations.

IEG recognises its general responsibilities to provide, so far as is reasonably practicable:

- A safe place of work, and safe access to it and egress from it
- A safe and healthy working environment and adequate welfare facilities and arrangements at work
- Maintain plant, equipment, and systems of work that are safe and minimise risk to health
- Arrange and ensure the safe use, handling, storage and transport of articles and substances, and the safe disposal of waste materials
- Sufficient information, instruction, training, and supervision to ensure that all its employees, learners including 14-16 years old on school programmes, trainees and contractors are aware of the hazards at their workplace and the necessary measures to be taken to protect themselves against these hazards, if they are at risk
- Adopt an active system of monitoring and measuring health and safety performance involving regular inspections, periodic and systematic auditing of premises and/or activities and the production of annual accidents and other reports
- Ensure that sufficient funds and resources are available to allow the efficient implementation of this policy

IEG is closely monitoring the ongoing Coronavirus (Covid-19) situation and taking prudent measures regarding the safety and wellbeing of its employees, learners including 14-16 years old on school programmes, trainees, contractors and visitors to restrict the risk posed by Covid-19. It is updating its policies in line with Government advice and both colleges have a strategy and risk assessment in place covering cleaning/hand washing/hygiene procedures, helping people to work from home, ensuring social distancing is in place and managing transmission where this is not possible.

IEG recognises the need to assess the risks that its activities present, to avoid, or eliminate them and if that is not possible to minimise and control them with the provision of necessary resources.

Health and safety is considered to be a management responsibility and management at all levels are required to display a positive attitude to health and safety. All employees are required to support and cooperate with the management to achieve the objectives of its Health & Safety Policy.

All employees, learners including 14-16 years old on school programmes, trainees, contractors, and

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visitors are responsible for taking reasonable care of their own health and safety, as well as that of others who may be affected by their acts or omissions. They must cooperate with IEG to enable it to meet all legal obligations and must not interfere or misuse anything provided by IEG to achieve its health and safety objectives. All employees, learners including 14-16 years old on school programmes, trainees, contractors, and visitors must conform to all safety instructions and report all hazards and accidents.

Safety will be taught as an integral part of all induction or study programmes. Learners and trainees will only be exposed to or be shown the best commercial and industrial practices. Particular care must be taken in all practical areas and in areas where learners and trainees with special needs receive instruction. The College wishes its learners and trainees on leaving to accept good safety practice as normal.

The senior management team will consult and ensure the support of the Health & Safety Officers and Safety Representatives of recognised Trade Unions, and other employee members in all aspects of health and safety.

Safety Representatives will cooperate with management and promote a positive and appropriate code of practice for employees.

The IEG Corporation will ensure the provision of competent advice on health and safety matters.

This policy will be reviewed and revised annually, and each revision will be made available to all persons covered by its principles.

Signed by Chair of the IEG Corporation



Signed by IEG Chief Executive Officer



Date: 01 August 2022

Date of Last Review July 2021

## **Purpose**

This policy is designed to cover Inspire Education Group (IEG). It sits alongside the Health and Safety Policy Statement, which covers all college sites, staff and students within the group.

Inspire Education Group and subsidiary companies are committed to maintaining the health, safety and welfare of all employees, learners, apprentices, contractors, and visitors who attend the college. The provision of a healthy and safe workplace and teaching environment is central to the Groups commitment to reduce the risk of injury or ill health, it will contribute to a first class staff and student experience and enhance the reputation of the Group.

The Group is preparing students for future life and the world of work, so it has a responsibility to lead by example in meeting its health and safety obligations, creating safe learning environments, demonstrating sound and sensible health and safety risk management, and embedding health and safety education into learning. The achievement of high standards in health, safety and welfare requires the commitment and involvement of all staff at every level of the organisation.

To enable the Group to deliver its aims, we all need to consider health and safety as a natural and fundamental element of our behaviours, in all its activities and operations and in all planning and decision-making thus creating a safe and healthy environment for all.

This policy will be reviewed and each revision will be made available to all persons covered by its principles.

## **Scope**

All staff, learners, contractors, and visitors.

## **IEG Responsibilities**

### **Organisation**

Overall responsibility for the Health & Safety Policy within the Group rests with the IEG Corporation. To fulfil this obligation the following arrangements, operate:

Responsibility for ensuring the effective implementation of the Health & Safety Policy is vested in the Chief Executive Officer and Principal as a member of the IEG Corporation.

At both colleges the Executive Team, Directors, and Line Managers are responsible for the organisation and arrangements to ensure that the Health & Safety Policy is put into effect in their respective areas.

Employees, learners and trainees have a personal responsibility to ensure that as far as reasonably practicable they promote and maintain:

- Their own health and safety whilst at work
- The health and safety of those who work with them
- The health and safety of learners, trainees, contractors, visitors, and members of the public affected by their work for the Group

Employees, learners, trainees, contractors, and visitors are required to fulfil the specific responsibilities set out in the Roles and Responsibilities of Individuals section. All employees must

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familiarise themselves with the relevant section(s) in the Group Health & Safety Policies and other relevant publications held within the Group.

It is the duty of all employees, learners, trainees, contractors, and visitors to conform to the IEG Health & Safety Policy and procedures, and to cooperate with all statutory and legal obligations.

A copy of the IEG Statement of Intent will be made available to all new employees during their health and safety induction training. It is also displayed on the College's health and safety notice boards and throughout the Group for existing employees.

IEG encourages full consultation with employees on health and safety matters and in monitoring and reviewing the effective implementation of its Health & Safety Policy as outlined in the Plan, Do, Check, Act approach.

Safety Representatives elected by Trade Unions in accordance with the Health & Safety at Work Act 1974 will participate in this process through the Health & Safety & Environmental Committee.

The Health, Safety & Environment Committee will meet not less than six times per year or more frequently if necessary. The Committee has a broad representation from members across the group. The minutes of each meeting are published, circulated, and made available to all employees.

The ultimate responsibility for health and safety within the IEG group lies with the Group Corporation through its Chief Executive, the Principal. However, in practice, these duties and responsibilities must be delegated, and it is this delegation that forms the administration and control of the policy.

## **General**

Whilst specific responsibilities for health and safety are delegated to individuals, all employees, learners, and apprentices have a common responsibility to ensure that they maintain acceptable standards for their own health and safety and that of others, and shall:

- Fully familiarise themselves with the Group's Health & Safety Policy and all safety procedures as issued
- Maintain a personal concern for the health and safety of themselves and others, whether colleagues, learners, apprentices, contractors, visitors, or members of the public
- Ensure that all visitors are made aware of the safety policies and procedures
- Ensure that they maintain their classrooms, offices or work areas in a safe and tidy condition
- Use the correct tools and equipment for the operation or work being undertaken and to report any defects in plant or equipment immediately
- Wear appropriate safety clothing, safety equipment and use appropriate safety devices at all times
- Avoid improvising or taking short-cuts, which would involve unauthorised or unnecessary risks
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their respective line manager, whether person(s) are injured or not
- Instigate and participate in accident reporting and investigations as required
- When visiting locations and premises other than their usual place of work, carry out a risk assessment or follow the organisation's policies/procedures
- When visiting other locations or premises ensure that their conduct does not constitute a hazard either to themselves or to other persons

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- Report breaches of health and safety as soon as reasonably practical to their line manager for investigation
- Make suggestions or identify actions to their line manager that would improve health, safety and welfare within the Group
- Set a personal example to others on health and safety matters at all times

In addition to these common responsibilities, the operation of the IEG Health & Safety Policy requires specific responsibilities to be identified with individual posts.

### **The Board of Governors**

- Review the IEG Health & Safety annual report and initiate action to address matters of concern
- Ensure the development and implementation of an effective Health & Safety Policy
- Satisfy themselves that sufficient personnel, financial and other resources are made available to achieve the stated objectives and to implement this policy
- Satisfy themselves that employees are consulted on health, safety and welfare matters
- Ensure that the Chief Executive, as a nominated Governor of the Corporation, will take specific responsibility for the health and safety policy
- Ensure that routine and regular health, safety, risk inspection and audits are conducted, and the subsequent management reports are received
- Ensure that each project includes a planning stage at which health, safety & welfare is given full consideration

### **The Chief Executive**

The law identifies the overriding responsibility and authority for all matters relating to health, safety, and welfare at the College, with the Chief Executive who shall:

- Ensure that there is an effective policy for health, safety and welfare within the College, and shall ensure its complete implementation
- Ensure that responsibilities are properly assigned, accepted and understood by IEG employees at all levels
- Ensure that adequate channels of communication exist for health, safety and welfare information and instruction
- Periodically appraise the effectiveness of the implementation of this policy with the Executive Team and Directors to ensure that any necessary changes are implemented
- Ensure that adequate resources are provided for the Health and Safety Committee, to meet the requirements of the Health & Safety at Work Act 1974
- Review the IEG annual Health & Safety report and initiate action to address matters of concern
- Encourage liaison with other Colleges, Department for Education, Health & Safety Executive (HSE) and the Education and Skills Funding Agency (ESFA), and other appropriate Authorities
- Authorise the halting or modification of operations or processes deemed to be unsafe
- Coordinate any actions to address specific health and safety objectives within the Strategic Plan
- Take any appropriate action on accident investigation reports, to ensure the full implementation of any recommendations

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## **Health and Safety & Environment Committee**

- Provides a forum for expertise within the Group
- Consider and feedback to employees and the Board of Governors health and safety issues brought to the committee by employee representatives and student representatives
- Make recommendations for changes in the Group's policies and procedures
- Follow the objective, terms of reference and membership as laid out in the IEG H&S Policy

## **IEG Chief Financial Officer**

The IEG Chief Financial Officer in addition to the duties outlined previously in the section titled General above, is responsible for specific health and safety and shall:

- Assume the responsibilities of the Chief Executive for health, safety and welfare matters in the Principal's absence
- Act as the Chair for the IEG Health and Safety Committee
- Coordinate safety action within IEG in conjunction with the Chief Executive, Group Director of Estates, Facilities and Health and Safety, Health & Safety Officers, and the Executive Team
- Liaise with the Health & Safety team to ensure that all new employees are given health and safety induction training as soon as possible after commencing work
- Arrange the preparation of any health and safety reports as required by the Chief Executive and the Corporation

## **Assistant Principals & Group Directors**

The Assistant Principals and Group Directors, will coordinate health and safety policies, procedures and practices within the Group as a whole, in conjunction with the CEO and shall:

- Ensure the effective implementation of the IEG Health & Safety Policy within their areas of responsibility
- Have an understanding of the application of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and other regulations relevant to their College work
- Ensure that responsibilities are properly assigned, accepted and understood by employees at all levels
- Ensure that adequate channels of communication exist for health & safety information and instruction
- Liaise with the Health & Safety team over the full range of their individual responsibilities, to maintain the health and safety standards required by legislation and procedures
- Promote health and safety awareness and monitor the implementation of health and safety procedures within the College environment
- Discipline any of their employees failing to comply with the requirements of the policy
- Coordinate any actions to address specific health and safety objectives within the Strategic Plan
- Take any appropriate action on accident investigation reports, to ensure the full implementation of any recommendations
- Assist in the overall management of the Risk Management function to ensure that an integrated approach to health and safety management, risk assessment and loss control is adopted within IEG
- Ensure assessment of significant risks arising from the identified hazards and the recording of the assessment has been made by their managers

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- Ensure control measures, including any relevant training, identified as necessary for the prevention of exposure to the risks or protection against them
- Ensure that all employees in their department, section or workplace know what action must be taken in the event of an emergency and be aware procedures and equipment when necessary
- Seriously consider any representation about health, safety and welfare from their employees, learners, Apprentices, or visitors

### **Emergency Control Officer (ECO)**

The ECO is the main contact in Fire or other Emergency Evacuations. ECO will include senior staff on a rota basis and evening Duty Principal will act as ECO between 5pm – close. A copy of the rota will always be held in Reception. Should substitutions be arranged, then Reception must be notified immediately, and the rota adjusted accordingly.

When in charge, with the full backing of the Principal, the ECO shall:

- Provide appropriate advice, guidance and decision making. Decisions may be delayed, where appropriate, for further consultation with the Executive Team
- Be responsible for all security and safety matters, including fire, emergency evacuations, major injury and security threats
- Not leave the College premises during their duty period, except in extraordinary circumstances and only then when arrangements have been made for a deputy to take over
- At all times have sufficient Estates staff, security/campus officers on duty, who can be contacted by radio, either directly or via Reception

### **Line Managers**

In addition to the information above, Line Managers are also responsible for coordinating, implementing, and monitoring health and safety arrangements and shall:

- Ensure that responsibilities are properly assigned, accepted and understood by employees at all levels
- Ensure that adequate channels of communication exist for health, safety and welfare information and instruction
- Promote health and safety awareness and monitor the implementation of health and safety procedures within the College environment
- Implement the disciplinary procedures in the event of any of their employees failing to comply with the requirements of the policy
- Organise their department, section, or workplace so that operations or work carried out are to a satisfactory standard of safety to ensure there is minimal risk to persons, equipment and materials
- Where complex operating procedures are involved, SSOW and permits are obtained
- Ensure risk assessments are in place, understood and adhered to in relation to all hazards
- Budget for and arrange for the ordering of safety materials and equipment for their areas of responsibility
- Ensure that all employees in their department, section or workplace know what action must be taken in the event of an emergency and be aware procedures and equipment when necessary
- Ensure that all employees attend health and safety training, relevant specialist training and adhere to all policies and procedures
- Ensure that all relevant health, safety and welfare information about new methods of accident prevention, new legislation requirements and codes of practice are acted upon

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- Ensure measures are in place and reviewed including SSOW by ensuring plant and equipment is regularly inspected and maintained and ensure proper training is made available to all employees, when required
- Ensure that all machinery and equipment is regularly inspected to ensure it is safe to use e.g. that guards are correctly fitted and operational, and are authorised to close down any machinery or equipment considered to be in an unsafe condition
- Develop health and safety practices in their department, to ensure maximum safety for those under their responsibility and control e.g. ensuring that adequate supervision is available at all times, particularly where students, Apprentices or inexperienced employees are concerned
- Ensure that personal protective clothing and equipment where appropriate, is available and is used, and it is fitted correctly and serviceable
- Ensure that all defects in their section, department or workplace are properly reported by way of a maintenance order and rectified
- Ensure that safety advice is published within the student and trainee publications
- Ensure that all accident/incident report forms are completed for all accidents involving physical injury and damage to equipment in their department
- Investigate all accidents thoroughly and promptly to discover their cause and to avoid recurrences prepare an action plan
- To assist the Health & Safety Officers in their investigation of reportable accidents and incident under the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Accompany the Health & Safety Officers on inspections and co-operate with them on safety matters
- Liaise with the Health and Wellbeing Advisor, Occupational Health Specialist, HR, and Health & Safety Officers as appropriate, in respect of assessing health and welfare status of their employees
- Agree safety rules specific to their employees and workplaces in conjunction with the Health & Safety Officers
- Ensure that all safety rules are observed and that the control measures in place are at all times operable

### **Group Director of Estates, Facilities and Health and Safety**

In addition to the information above, the Group Director of Estates, Facilities and Health and Safety is responsible for specific health and safety issues affecting employees, contractors and workplace activities under their control in Estates and shall:

- Ensure that all group sites are maintained and organised such that there are no unacceptable risks to any persons using the facilities
- Organise their section, department or workplace so that operations or work carried out are to a satisfactory standard of health and safety to ensure there is minimal risk to persons, equipment and materials
- Assist the Health & Safety Officers in the investigation of reportable accidents and incident under the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Ensure new structures, plant or systems being designed, erected, installed and commissioned to appropriate legislative and technical requirements and relevant standards
- Oversee the preparation of building alteration and new building programmes ensuring compliance with current Building and Construction (Design & Management) (C.D.M.) Regulations

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- Ensure structures, plant or systems no longer required for service are being decommissioned and demolished/dismantled in a manner which does not give rise to the health and safety of anyone who may reasonably foreseeable be affected thereby, in accordance with relevant legislative and technical requirements and standards
- Accompany the Health & Safety Officers on inspections and cooperate with them on safety matters
- Have overall management of Group insurance and for liaison with the Insurance Brokers
- Budget for and arrange for the ordering of safety materials and equipment
- Ensure defects identified in existing buildings are categorised and made good on a scheduled basis depending on the risk assessment and the financial resources available for their remedy
- Ensure that all relevant health, safety and welfare information obtained from the Health & Safety Officers about new methods of accident prevention, new legislation requirements and codes of practice are acted upon
- Ensure measures are in place and reviewed including SSOW by ensuring plant and equipment is regularly inspected and maintained and ensure proper training is made available to all employees, when required
- Ensure that personal protective clothing and equipment where appropriate, is available and is used, and it is fitted correctly and serviceable
- Investigate all accidents thoroughly and promptly to discover their cause and to avoid recurrence and prepare an action plan
- Agree safety rules specific to their employees and workplaces in conjunction with the Health & Safety Officers, and draw them to the attention of employees and insist upon compliance
- Obtain specialist safety information and safety training or toolbox talks for their employees as necessary in consultation with the Health & Safety Officers
- In circumstances of joint occupancy with other employers (including the self-employed), will ensure that arrangements are in place for cooperation and coordination between the employees under their control and those of the other employer such as sharing information about risks, control measures and emergency procedures, which may affect either party as a consequence of the joint occupancy

## **Estates Managers**

In addition to the information above, the Estates Managers shall:

- Ensure that arrangements are made to verify the competence of the contractor for the particular tasks to be undertaken
- Be responsible for the management and supervision of the Group maintenance work carried out by external contractors
- Include provisions for monitoring a contractor's performance to ensure that risks to employees and service users, a contractor's own employees, and any other person who may reasonably foreseeable be affected by the activity or its consequences are adequately controlled
- Ensure the buildings, services and appropriate plant and equipment are maintained in accordance with statutory, schedules and requirements
- Ensure that all contractors/subcontractors have been issued with the Group Guidelines and that they comply with all statutory regulations whilst working on the premises
- Ensure that contractors on site are aware of the hazards and know what to do in the event of fire, know the location of firefighting equipment, and escape route and assembly areas
- Be aware of the hazards that contractors are likely to bring into the College

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- Ensure that the Electrical Portable Appliance Database is maintained, and items are inspected and tested in accordance with the agreed schedules
- Ensure that all machinery and equipment is regularly inspected to ensure it is safe to use e.g. that guards are correctly fitted and operational, and is authorised to close down any machinery or equipment considered to be in an unsafe condition
- Ensure that all defects are properly reported by way of a maintenance order and rectified

## **Health and Safety Officers**

In addition to the information above, the Health and Safety Officers shall:

- Monitor and maintain the Health & Safety Policies
- Assist with specific health and safety objectives within the Strategic Plan
- Regularly carry out site audits and present reports with any necessary recommendations to the Group Director of Estates, Facilities and Health and Safety and the Executive Team
- Advise all managers across the group of any relevant changes in health and safety legislation
- Provide support and advice to all employees on matters relating to health and safety
- Receive and apply relevant health and safety information from other sources, e.g. the Health & Safety Executive (HSE), journals, and Trade Associations, regarding new methods of accident prevention, new legislation requirements and code of practice
- Investigate all reportable accidents and recommend corrective action to the Group Director of Estates, Facilities and Health and Safety and the Executive Team
- Ensure that clear evacuation procedures are laid down for all buildings and that employees and learners understand and follow the procedures and organise regular emergency evacuation practices/drills in order to find and rectify any weaknesses in the procedures
- Inspect and investigate specifications for all new plant, unusual equipment and processes for potential hazards in conjunction with responsible Managers prior to their commission implementation
- Advise on the development of the health and safety policies and procedures in conjunction with responsible Managers to ensure working practices are safe and without risk to the safety and health of employees, learners, apprentices, contractors, visitors and members of the public
- Be responsible for producing and delivering health and safety training to employees as agreed with Human Resources
- Liaise with the Health and Wellbeing Advisor relating to first aid in the College and to ensure that there is a rota of available First Aiders at times when the Health and Wellbeing Advisor is not available
- Liaise with health & safety personnel at other Colleges, the HSE Inspectors, Fire Officers, Police, Skills funding Agency (SFA) and appropriate authorities
- Monitor procedures for the disposal of hazardous waste ensuring that such waste is disposed of in accordance with the agreed procedures in a safe and legal manner
- Assess the flow of vehicular and pedestrian traffic on site and make recommendations to improve safety where appropriate. Liaise with the vehicle inspectors at Vehicle & Operators Service Agency (VOSA) to ensure periodic vehicle checks are carried out on contract transport
- Assist Estates in drawing to the attention of the self-employed and employers of person(s) engaged to carry out work within the College are conversant with the Health & Safety at Work Act 1974, Group produces and that they are appropriately insured

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- Advise on the Health and Safety Committee to maximise co-operation throughout the Group to instigate, develop and carry out measures to promote health, safety and environmental awareness
- Provide advice, guidance and make recommendations regarding risk assessment for employees, non-employees or members of the public with disabilities using the College
- Be authorised to close down any machinery or equipment considered to be in an unsafe condition
- Be aware of the hazards that contractors are likely to bring onto the premises and inform the relevant staff
- Audit, monitor and review all risk assessments including educational visits
- Service the Health and Safety Committee

**NOTE: THE HEALTH & SAFETY OFFICERS SHALL NOT INSPECT THE CONTRACTORS' EQUIPMENT AS THIS IMPLIES KNOWLEDGE OF THE TRADE AND ABSOLVES THE CONTRACTOR FROM THEIR RESPONSIBILITIES. IF SOMETHING IS OBVIOUSLY AMISS, THE CONTRACTOR SHALL BE ASKED TO SUSPEND THEIR ACTIVITIES AND TO CONTACT THE ESTATES OR IN THEIR ABSENCE THE GROUP DIRECTOR OF ESTATES, FACILITIES AND HEALTH AND SAFETY.**

## **Teaching Staff**

In addition to the above all teaching staff shall cooperate fully with management in applying a safe and healthy workplace for their colleagues, learners, apprentices, visitors and anyone affected by their activities, and shall:

- Fully familiarise themselves with the Health & Safety Policy and all safety procedures as issued from time to time
- Accept responsibility for the health and safety of the learners, apprentices, Learning Support Assistants and technicians under their control
- Ensure that learners and apprentices under their control are aware of the hazards and know what to do in the event of fire, know the location of firefighting equipment, escape route and assembly areas
- Ensure that learners and Apprentices know the locations of first aid facilities and trained First Aiders
- Ensure that adequate supervision is available to learners and apprentices at all times, particularly where machinery and equipment is being used
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their respective line manager, whether person(s) is injured or not
- In conjunction with their Line Manager investigate all accidents promptly to establish the cause and to avoid recurrence
- Where specifically required, complete accident reports for all accidents and or dangerous occurrences
- Ensure that all health and safety procedures and section safety rules are observed
- Ensure that the correct protective equipment is used where appropriate; it is correctly fitted and serviceable
- Ensure that all plant, machinery and equipment in their work areas are safe to use; and that all safety devices and guards are always fitted and properly adjusted and maintained
- Ensure that any plant, machines, or equipment defects that are contrary to health and safety are reported promptly for corrective action
- Maintain suitable ratios during classroom-based training with learners: staff ratio of 30: 1 or better, and during practical based training with learners: staff ratio of 15: 1 or better, or where risk assessments identify otherwise
- Consider any representation about H&S from the students, apprentices or visitors

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## **Trainers/Leads/Assessors/Technicians/Employers**

In addition to the above all Trainers/Leads/Assessors/Technicians/Employers have supervisory responsibilities for learners and apprentices with special knowledge of their area of work for which they are responsible, and shall:

- Ensure that all arrangements for working are safe and that all work colleagues, learners, apprentices and visitors under their supervision are aware of relevant safe working practices
- Familiarise new members of staff to ensure they are familiar with the health and safety aspects of their work
- Set good examples to colleagues, learners, apprentices and visitors by working in a safe way themselves
- Develop safe practices and ensure the safety of all those under their supervision
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their respective Line Manager/College Representative, whether person(s) is injured or not
- In conjunction with their Line Managers investigate all accidents promptly to identify likely causes and to assist in the development of a corrective action plan
- Consider any representation about H&S from the employees, students, apprentices or visitors

## **College Receptionist**

In addition to the above, the College Receptionist shall:

- Ensure that all contractors, visitors and or members of the public, are issued with a visitor's badge
- First time or infrequent visitors must be issued with a copy of the Visitor's Health and Safety Guidance Leaflet. Visitors must remain in reception until collected by the host who will escort the visitor throughout the premises. However, if the visitor is a frequent visitor, they may be permitted to proceed to the place of the appointment
- Ensure that contractors, visitors and or members of the public are made aware that on completion of their visit they must hand in their visitor's badge
- Ensure all emergency contact details are held at reception and reviewed regularly
- Contact the emergency services where applicable or if instructed by a work colleague located in another building or department

## **Learners/Apprentices**

At all times, all safety regulations and instructions in operation within the Group, must be adhered to by learners and apprentices, who shall:

- Be given initial health and safety training as a key component of their induction
- Take personal responsibility for the health and safety of themselves and others with whom they are working and training
- Observe safe standards of behaviour, dress and use protective clothing as required by the Health and Safety Policy and as directed by staff
- Use correctly and not wilfully misuse, neglect, and damage or interfere with devices, equipment and materials that have been provided for their health and safety
- Be aware of the correct emergency action to be taken in the event of accident or fire
- Be provided with adequate supervision while on the premises at times when not undergoing training

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- When visiting locations and premises other than their usual place of work, acquaint themselves with the hazards likely to be encountered and the necessary precautions to be taken
- When visiting other locations or premises to ensure that their conduct does not constitute a hazard in itself either to themselves or to other persons

In addition to the above responsibilities, apprentices will be advised of the requirements of this policy through their Training Agreement and induction programme. Apprentices shall also:

- Receive any task specific health and safety training during periods of practical experience in their workplace (i.e. away from the College)
- Be issued with various Health & Safety Executive (HSE) leaflets and other literature as an integral part of their training
- Be continuously supervised while on the premises whilst undertaking “on the job training”
- Be supervised during classroom based training with a trainee: staff ratio of 30: 1 or better, be supervised during practical based training with a trainee: staff ratio of 20: 1 or better, or where risk assessments identify otherwise
- In the unavoidable absence of teaching staff, have suitable alternative supervision provided. In case of alternative supervision not being available, the training learning shall be rearranged

### **Catering Staff/Contracted Security Staff**

In addition to the duties outlined previously above, Catering Staff/Contracted Security Staff shall:

- Make themselves familiar with the Health & Safety Policy and all health and safety procedures, and observe safety rules at all times
- Carry out all operations and work in a professional manner, developing a personal concern for the health and safety of themselves and others
- Conform to all advice given by the Health & Safety Officers and instructions of others with a responsibility for health and safety
- Report all accidents/incidents which have led or may lead to damage to plant or equipment to their manager whether anyone was injured or not
- Report all accidents/incidents to the Health & Safety Officers or their Line Manager
- Ensure that transferred or new employees are given information and instructions of hazards involved in their operation/work within their department i.e. chemicals, manual handling, use of equipment, etc
- Make suggestions to improve health and safety within their role to their Line Manager or the Health & Safety Officers
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent a recurrence
- Be aware of the correct emergency action to be taken in the event of accident or fire
- Ensure that their visitors are aware of the emergency procedures

### **Contractors and Visitors**

A general duty of care is also placed on all contractors and visitors for their own health and safety whilst on site. Contractors and visitors shall:

- Visitors must report to reception where they will be issued with a visitor or contractor's badge. Visitors are to remain at reception until collected by the College employee who will then escort them throughout the premises

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- Observe the Group safety rules, and the instructions given by persons enforcing the Health & Safety Policy
- In the event that any contractor, visitor, or general public sustains a personal injury whilst at the College, it must be reported immediately to either the Health and Wellbeing Advisor or Health and Safety Officers. In the absence of both, to the Group Director of Estates, Facilities and Health & Safety
- Complete an accident form under the direction of a college employee as soon as possible, the accident form must be sent to the Health & Safety Officers for recording on the electronic database
- Not undertake any work on the premises until all relevant health and safety induction procedures are read, understood and accepted
- Not undertake work on the premises unless covered by adequate insurance against risk and a copy of the insurance has been seen by the Estates office
- Not undertake work on the premises until submission of contractors safety policy documentation along with their tenders, permits to work (if required) and permits to use utilities, copies of any relevant risk assessments, method statements regarding the work to be carried out on site
- Recognise that employees escorting visitors are responsible for their health and safety for the duration of the visitor's stay. Strict discipline and control are to be maintained for parties and groups visiting the College and must follow all health and safety advice given to them at the start of all visits
- Return their visitor's badge to reception on completion of visit

**NOTE: THE GROUPS PREMISES ARE "OUT OF BOUNDS" TO ALL PERSONNEL WHO DO NOT CONFORM TO THE POLICIES AND PROCEDURES.**

## **Employees Safety Representatives**

### **Trade Union Representation**

Under the Health and Safety at Work Act 1974 (S.2.4) recognise Trade Unions i.e. UCU, Unison, AMIE, may appoint Safety Representatives from amongst employees to represent those employees in consultation with the Management. The Unions must inform the Group, in writing, of the names of representatives and the groups of employees they represent.

Under the Health and Safety at Work Act 1974 (S.2.6) IEG is required to consult with any such representatives on the arrangements for co-operation on, and the monitoring of, safety measures.

The Management of Health and Safety at Work Regulations (MHSWR) 1999, Regulations 7(1) and 8(1) requires IEG to consult with safety representatives, in good time, on matters concerning the introduction of any measures, including new technology, that will affect the health and safety of represented employees, persons nominated to provide health and safety assistance i.e. Health & Safety Officers, and assist in emergency evacuations and the provision of statutory health and safety training.

Trade Union appointed Safety Representatives will carry out their functions, and be provided with appropriate facilities by the Group, in accordance with the Safety Representatives and Safety Committee Regulations 1977, shall:

- Make representations on behalf of their members to their Line Managers on general matters affecting health, safety and welfare of employees at the workplace

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- Assist Line Managers and co-operate in the promotion and development of measures to ensure the health, safety and welfare of all employees; students, Apprentices, contractors and visitors
- Assist their Line Manager and or the Health & Safety Officers, to undertake safety inspections accordance with current regulations
- Assist their Line Manager to investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents and dangerous occurrences where appropriate
- Investigate and report any complaints by any of their membership relating to their health, safety or welfare and make representations to the responsible Line Managers where appropriate
- Keep abreast of current legislation and requirements, and take such training as is necessary to fulfil responsibility as a Trade Union Safety Representative
- Attend, as required, any Health and Safety Committee meetings arranged to discuss health safety matters within the Group
- In particular, they shall consult with, and make representations to, the IEG Management on all workplace health, safety, and welfare matters. They may investigate accidents, hazards, and dangerous occurrences, carry out Safety Inspections, consult with, and receive

information from the Health Safety Executive (H.S.E.) Inspectors and attend Safety Committee meetings in their capacity as Safety Representatives

### **Representatives of Employees Safety (ROES)**

The Health and Safety (Consultation with Employees) Regulations 1996 requires the IEG Management to consult with all employees who are not represented by trade union appointed safety representatives, either on an individual basis or through a safety representative elected by the workforce, known as ROES.

Employees can be consulted directly or via elected representatives. IEG will consult through an elected member of the Employee Consultation Group (ECG) who will then give feedback to the ECG group.

In particular employees should be consulted, in good time, on the introduction of any measures, including new technology that will affect the health and safety of employees, the appointment/nomination of persons to assist in the provision of health and safety i.e. Health & Safety Officers, and to assist in emergency evacuation and the provision of statutory health and safety training. Additionally, the Group must provide all relevant health and safety information to its employees or ROES to enable them to participate fully in the consultations.

ROES may make representations to the IEG Management on any hazards, dangerous occurrences and general health and safety matters. They may also represent their group of employees in consultations with enforcing authority inspectors.

The function of ROES is similar to those under the Safety Representative and Safety Committee Regulations 1997 as are the rights to health and safety training (i.e. time off and costs covered by the employer).

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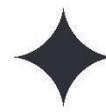
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## **IEG Health and Safety Committee**

### **Terms of Reference**

#### **Objectives**

Under Section 2 (7) of the Health and Safety at Work Act Health and Safety Committees have “the function of keeping under review the measures taken to ensure the health and safety at work of employees”. Within the Group this function extends to students and visitors.

The objective of the Health and Safety Committee is the “promotion and development of cooperation between all employees in instigating, developing and carrying out measures to ensure the health and safety at work of all employees, students, trainees and visitors to the College”.

The work of the Health and Safety Committee covers employees, students, and trainees on all premises and at other venues such as work experience placements and when on educational visits.

#### **Terms of Reference**

- To consider and advise on policies for health, safety, and welfare, both statutory and otherwise and monitor and review their effectiveness
- To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations
- To promote health and safety training at all levels and to ensure that appropriate emergency procedures are in place
- To receive detailed reports of investigations into all reportable accidents, dangerous occurrences, and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- To receive a report from the relevant department manager of recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents and that the necessary action has been implemented and is effective
- To consider reports of formal audits of workplaces and activities and such other reports as may be submitted
- To request formal inspections of workplaces as the Committee think appropriate and to receive reports of such inspections
- To consider and keep under review building work which may be needed to conform to good health, safety, and welfare practice
- To keep under review communications and publicity relating to health, safety, and welfare and where necessary to recommend any improvements or changes
- To consider reports and information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons
- To contribute to, and prepare the annual Health, Safety and Welfare Report for presentation to the Governors

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- Consider relevant health, safety, welfare, and safeguarding matters raised by members of the Committee and the Group community
- To take part in the annual risk assessment audit, receive the summary report and monitor implementation of action identified for improvements
- To receive from the Human Resources team a report on sickness absence
- To consider and review the Group approach to sustainability and the environment

## **Membership**

The membership of the Committees will be as follows:

To be determined based on the IEG management structure. The Health and Safety Management Group Committee will include:

- CEO
- IEG Chief Financial Officer (Chair)
- Executive Director of Business Development
- Vice and Assistant Principals
- Group Directors
- Group Director of Estates, Facilities' and Health and Safety
- Health and Safety Officers
- Staff/Union representatives

A substitute for any member will be allowed provided this is acceptable to other members.

Specialist officers and other members of staff may be invited to present papers and give professional advice, etc.

## **Meetings**

The Health and Safety Management Group Committee Meetings will take place once per term and at other times if necessary.

## **Quorum**

A quorum shall be 50% of the Membership.

## **Reporting**

The minutes of the meeting will be presented to the Executive Team.

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## **Other Group Related Information**

### **Measuring and Reviewing Performances**

The Group monitors its own health and safety performance at all levels by employing the measures detailed below:

#### **Safety Inspections**

The purpose of any inspection system is to ensure that what is being inspected conforms to recognised standards, which are set by legislation, by codes of practice or local expectations (where these exceed the former). The emphasis will be placed on safe places of work, safe systems of work, safe means of access and egress, safe plant, safe equipment and safe places of welfare and recreation.

Safety inspections are primarily the responsibility for management and non-managerial function of appointed Safety Representatives. The Management of Health & Safety at Work Regulations 1999 places a duty on all establishment managers as competent persons to safeguard the employer's responsibilities to ensure that systems are implemented to ensure that health and safety is managed in the same manner as the rest of the business or undertaking.

#### **Safety Survey**

Carried out by Line Manager to give:

- Information on inadequately controlled hazards in their department
- Check that the safety policy applicable to employees in their area is relevant and up to date
- Liaise and seek advice from the Health & Safety Officers as required

#### **Safety Sampling**

Carried out by Employees at all levels to see where:

- Accidents could occur
- Conditions exist that could affect the employee and implement measures to remove/reduce risks

#### **Safety Audits**

Carried out by a team, to include the Health & Safety Officers, Line Managers, members of the Health & Safety Committee and selected Trade Union Safety Representatives and Representatives of Employees Safety (ROES) to:

- Examine levels of housekeeping
- Standards of machinery safety
- The use of personal protective equipment
- The operation of established safe systems of work

Internal Auditors undertake a Health and Safety Audit on a 3-year cycle. This audit is provided by an external company.

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Ofsted, who inspect all FE Colleges provide a further endorsement of the effectiveness of the College Health and Safety management system.

Safety Audit systems are intended to assess the following key elements of Health & Safety Management as outlined in the health and safety guidance.

**“Successful Health & Safety Management” – Delivering effective arrangements: The Plan, Do, Check, Act approach – taken from the HSE INDG275**

<b>Plan, Do, Check, Act</b>	<b>Conventional health and safety management</b>	<b>Process safety</b>
<b>PLAN</b>	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed Identify and assess risks/Identify controls/Record and maintain process safety knowledge Implement and manage control measures
<b>DO</b>	Profile risks/Organise for health and safety/Implement your plan	
<b>CHECK</b>	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
<b>ACT</b>	Review performance/Act on lessons	

**IEG Related Procedures and Documentation**

- Learner Disciplinary Procedure
- Staff Disciplinary Policy and Procedure
- Staff Grievance Policy
- Equality & Diversity Policy
- Safeguarding Policy

**This policy is the responsibility of:**

- CEO and College Principals
- IEG Chief Financial Officer
- Group Director of Estates, Facilities and H & S
- Health and Safety Officers

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