

Health and Safety Policy

Review

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Policy Owner	David Howells, Chief Operating Officer		
Policy Author	Andrew McKenna, Group Director (Health, Safety and Environment)		

Approvals

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01	26/11/20	Full review and update by Group Director (Health, Safety and Environment)	A Mckenna	ELT

Contents

- 1 Policy Statement.....3
- 2 Responsibilities4
 - 2.1 The College Management Structure.....4
 - 2.2 Board of Governors4
 - 2.3 Chief Executive4
 - 2.4 Principals.....5
 - 2.5 Executive & Senior Leadership Teams (ELT & SLT).....5
 - 2.6 ELT Member Responsible for Health and Safety5
 - 2.7 Vice Principal/ Associate Principal/ Head of Centre/ Head of Sixth Form6
 - 2.8 Group Director of Facilities and Capital Projects.....6
 - 2.9 Group Director (Health, Safety and Environment).....7
 - 2.10 Curriculum and Service Managers and Supervisors8
 - 2.11 Colleagues.....9
 - 2.12 Students and Apprentices10
- 3. Arrangements10
 - 3.1 Health and Safety Procedures10
 - 3.2 College Health and Safety Team.....11
- 4. Policy Monitoring and Review11
- 5. Equality Impact Assessment.....11
- Appendix 1- Terms of Reference of College Health & Safety Committee and Sub Committees13
 - Purpose.....13
 - Agenda Standing Items.....13
 - Authority.....13
 - Budget13
 - Quorum14
 - Frequency of Meetings.....14
 - Members of the Main Health and Safety Committee14
 - Members of the Ashington Health and Safety Sub Committee14
 - Members of the Bede Health and Safety Sub-Committee15
 - Members of the City Health and Safety Sub-Committee15
 - Members of the Hartlepool Sixth Form Health and Safety Sub Committee16
 - Members of the Kirkley Hall Health and Safety Sub Committee16
 - Members of the Washington Health and Safety Sub-Committee.....16

1 Policy Statement

- 1.1 The Governing Body and the Leadership and Management team of the Education Partnership North East (EPNE) recognises and accepts their responsibilities for providing a safe and healthy working environment for all colleagues, students and other visitors or contractors. The Governing Body and Executive Leadership Team are committed to ensuring the highest standards of health and safety and the development of a positive health and safety culture.
- 1.2 This policy identifies the responsibilities and arrangements for the effective management of health and safety at the College. The arrangements in this policy are supported by procedure documents which provide further guidance.
- 1.3 The College will take all reasonable steps to meet its responsibility under the Health and Safety at Work etc. Act 1974 and any associated regulations, paying attention to:
- Complying with all current health and safety legislative requirements and approved codes of practice.
 - Implementing and adopting this policy and all associated procedures and guidance.
 - Allocating enough resources and ensuring access to competent health and safety advice is maintained.
 - Providing suitable information, instruction, supervision and training for staff and students to ensure they are competent to carry out work activities.
 - Communicating and consulting with colleagues, students, trade unions and others with respect to their health, safety and welfare.
 - Taking all reasonable measures to prevent and learn from accidents, near misses and work-related ill-health.
 - Providing and maintaining safe plant, equipment and systems of work.
 - Ensuring that the storage, handling and use of articles and substances are carried out in a manner which controls any health, safety and/or fire risks.
 - Ensuring our Estate is safe for its intended purpose.
- 1.4 This policy is published on the College website for all staff and students to access. Failure to comply with these requirements may lead to formal action in accordance with the disciplinary policy and/ or potential legal action by relevant enforcement agencies.
- 1.5 The Colleges collective aim is to provide an excellent health and safety culture and a continuous improvement in performance. All colleagues and students are required to play their part in making health and safety a top priority.

Ellen Thinnesen

Principal and Chief Executive

2 Responsibilities

2.1 The College Management Structure

- 2.1.1 For health and safety purposes the two bodies which hold prime organisational responsibility are the Governing Body of Education Partnership North East and the Executive Leadership Team (ELT). The Principal and Chief Operating Officer is primarily accountable for all decisions. The specific posts involved and core responsibilities are detailed below.

2.2 Board of Governors

- 2.2.1 The Board of Governors are responsible for ensuring the College is managing health and safety risks to anyone who could be affected by College activities, both on and off college occupied premises. In order to fulfil its responsibilities, the Board will:
- Ensure the college has an appropriate health and safety policy and statement of intent in place which is regularly monitored and reviewed.
 - Ensure the Colleges main Health and Safety Committee functions in accordance with its terms of reference.
 - Provide arrangements for recognised trade unions to appoint safety representatives and enable them to undertake their responsibilities including representation at the Colleges Health and Safety Committees.
 - The Board will be provided with an annual health and safety report which will include measures of performance and a summary of key health and safety initiatives and plans.
 - The Board will review any incidents that present a significant risk to health and safety and any enforcement action taken against the College, including any response taken.
 - Appoint a Board member with lead responsibility for health and safety. The Lead Governor will comply with the remit and requirements of the role of Lead Governor including making visits to college sites and working closely with the Group Director of Health, Safety and Environment.
 - The lead Governor for health and safety will receive reports from the main Health and Safety Committee.

2.3 Chief Executive

- 2.3.1 The Chief Executive is ultimately responsible for the overall management of health and safety across the whole College group. It is the Chief Executives legal duty to ensure along with the Executive & Senior Leadership teams the health and safety of all colleagues, students and others who work for or with the College. The Chief Executive is responsible for ensuring that enough resources are provided and there is effective planning and communication of health and safety. The Chief Executive has delegated day to day management of health and safety to the Executive and Senior Leadership Teams for their areas of responsibility.

2.4 Principals

- 2.4.1 These roles are accountable for ensuring areas under their direct control are run in a healthy and safe manner. These roles will:
- Ensure the implementation of health and safety policy arrangements and any other procedures.
 - Provide visible leadership on health and safety and act as an example to colleagues and students.
 - Provide adequate resources for the management of health and safety.
 - Ensure health and safety is considered as part of the planning process for any new activities.
 - Receive reports about the management of health and safety including serious accidents or near misses, staff and student training and serious defects in their College areas.
 - Include health and safety as a standing agenda item in all relevant meetings.

2.5 Executive & Senior Leadership Teams (ELT & SLT)

- 2.5.1 The Executive and Senior Leadership Teams (SLT) will monitor the delivery of the Colleges health and safety policy and procedures. They will provide leadership and direction for health and safety issues and may be asked to lead or support health and safety initiatives in their service areas. They will ensure that health and safety is integrated into the day-to-day management of the College. ELT and SLT will provide the Principal and Chief Executive and the Board of Governors with assurance that health and safety is being appropriately managed.
- 2.5.2 SLT members will undertake health and safety tours to promote a top-down approach to show their commitment to health and safety in their service areas. They will also chair health and safety sub committees for each campus.

2.6 ELT Member Responsible for Health and Safety

- 2.6.1 The Chief Operating Officer (Finance & Resources) is the executive lead for championing health and safety. They will undertake the position of lead sponsor for health and safety at ELT meetings and will present health and safety information to SLT.
- 2.6.2 The Chief Operating Officer will chair the main health and safety committee and ensure the committee operates in accordance with its terms of reference. They will have final authority for the enforcement of health and safety where there is a need to compel actions. They will provide an assurance for the Board of Governors that policy is being developed, health and safety matters are being adequately managed and that sufficient resource is deployed to deliver the arrangements detailed in the Colleges health and safety policy across all sites owned or occupied by the college.

- 2.6.3 The Chief Operating Officer will work with the Group Director (Health, Safety and Environment) to produce an annual plan for the Board of Governors.

2.7 Vice Principal/ Associate Principal/ Head of Centre/ Head of Sixth Form

2.7.1 These roles have personal responsibility for ensuring areas under their direct control are run in a healthy and safe manner. They are accountable for health and safety and must ensure that their areas activities are undertaken with due regard to the health and safety of all colleagues, students, visitors and contractors. These roles will:

- Ensure the implementation of health and safety policy arrangements and any other procedures.
- Provide visible leadership on health and safety and act as an example to colleagues and students. A safety tour with union representatives and Group health and safety personnel should be conducted at regular intervals to demonstrate their leadership for health and safety.
- Provide adequate resources for the management of health and safety.
- Ensure health and safety is considered as part of the planning process for any new activities.
- Ensure staff and students are competent to operate their areas safely including the provision of internal and external health and safety training in accordance with the colleges training matrix.
- Ensure there are sufficient colleagues to fulfil health and safety roles including fire wardens and first aiders as necessary.
- Communicate any new or amended health and safety procedures to their service areas.
- Receive reports about the management of health and safety including serious accidents or near misses, staff and student training, physical defects and the completion of risk assessments in their service areas.
- Include health and safety as a standard agenda item in all relevant meetings.
- Consider health and safety as part of the recruitment process.

2.8 Group Director of Facilities and Capital Projects

2.8.1 The Group Director of Facilities and Capital Projects will ensure College premises are managed and operated in line with statutory requirements. They will:

- Fulfil the duties of commercial clients for capital and refurbishment projects as required by the Construction Design and Management Regulations.
- Manage contractors engaged by the Estates team to carry out construction, improvement or repair works.
- Take lead responsibility for the management of asbestos in College buildings and work with other stakeholders to ensure the College complies with its legal duty to manage asbestos containing materials.

- Engage a water hygiene specialist to help the College manage the risks from legionella bacteria in hot and cold-water systems.
- Work with other stakeholders to as far as reasonably practicable segregate pedestrians from vehicles on all college sites.
- Maintain electrical systems to prevent danger and provide central co-ordination of the portable electrical appliance testing regime.
- Ensure fixed gas systems are commissioned and maintained in a safe manner.

2.9 Group Director (Health, Safety and Environment)

2.9.1 The Group Director (Health, Safety and Environment) will act as the Colleges competent person for health and safety. They will work closely with other College colleagues to ensure compliance with health and safety legislation and to create a positive health and safety culture across the College. They will:

- Review the organisation's Health and Safety Policy. The policy will be formally reviewed at 3-year intervals. Minor amendments will be made as required.
- Coordinate the risk assessment process in liaison with college colleagues.
- Monitor, review and introduce suitable policies/procedures on health, safety and welfare to cover 'The College' activities and provide an annual report to Governors on the effectiveness of those policies.
- Undertake audits, inspections, walk-throughs and spot checks to monitor compliance with statutory requirements for health, safety and welfare and where necessary provide advice and guidance for improvement.
- Work with other Teams to ensure the health and safety of students placed with other organisations including arrangements to assess the safety competence of these organisations.
- Monitor, report and advise on the investigation of accidents, incidents or ill health involving staff, students, visitors and contractors. Ensure a system for the investigation of accidents, near misses, dangerous occurrences or diseases and prepare reports as necessary for submission to the Board of Governors, ELT/ SLT, the Health and Safety Executive (HSE), 'The Colleges' Insurers or legal advisers, and the recognised Trade Union Representatives and make recommendations to prevent reoccurrence.
- Provide health and safety key performance indicators for health and safety.
- Liaise with representatives of the enforcement authorities, acting as a central point of contact for HSE, fire authorities and the Environment Agency.
- Provide health and safety advice and assistance to College departments; to include information pertaining to compliance with health and safety legislation, staff training, health surveillance programmes, environmental surveys (noise, ventilation, lighting etc.), personal protective equipment (PPE) inspections and disposal of hazardous waste.

- Plan and deliver a health and safety induction and training programme for colleagues including a combination of eLearning and face to face courses in partnership with the Learning and Development Business Partner.
- Inspect all new College premises, provisions or facilities for the purpose of health, safety and welfare and sanction the use by College colleagues and students. Report any identified risks to ELT/ SLT.
- Lead the Colleges fire risk assessment programme.
- Complete the annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for the Health & Safety team.

2.10 Curriculum and Service Managers and Supervisors

2.10.1 The health and safety of individual curriculum and service areas or specific work activities is the responsibility of this broad group of colleagues. They are responsible for the health and safety management of their curriculum or service area and any other projects or activities under their control. This group of colleagues may not delegate this accountability and must ensure that appropriate planning for health and safety is completed and College procedures are followed. These roles will:

- Ensure risk assessments are completed following College guidelines and that adequate control measures are in place for all activities.
- Report accidents and near misses to the Health & Safety Team and investigate to ensure you understand what happened and why and that remedial actions are taken to prevent a recurrence.
- Ensure adequate resources are made available to ensure the health and safety of colleagues, students, contractors and visitors.
- Ensure all staff under your control are familiar with the content of the Health and Safety policy and procedure documents.
- Ensure that health and safety risks associated with suppliers and contractors are adequately managed.
- Receive feedback to ensure controls are working effectively.
- Conduct periodic departmental inspections or tours with Safety Representatives and/or the appropriate Group Health and Safety personnel.
- Include health and safety as a standard agenda item in all relevant team meetings.
- Ensure where appropriate health and safety experience or qualifications are included in job descriptions and person specifications for roles.
- Identify health and safety training needs for colleagues, including ongoing refresher training and ensure training is completed and staff are competent to carry out their roles.

- Ensure there are is adequate provision of first aiders and fire wardens in all your work locations.
- Ensure the effectiveness of arrangements for emergency procedures.
- Where applicable, manage the health and safety implications of student visits, excursions, work experience, industry placements, apprenticeships, enterprise initiatives and outreach work arranged by your area.
- Ensure your service or curriculum area is represented on the Health and Safety Sub Committee for your campus.

2.11 Colleagues

2.11.1 All colleagues are responsible for their own health and safety and for anyone who may be affected by their work activities. All colleagues will:

- Familiarise themselves with 'The College's' Health and Safety Policy and supporting procedures and complete the [Essentials for Excellence](#) induction training.
- Be responsible for the health, safety and welfare of themselves and of students or other persons in their control.
- Ensure compliance with health and safety legislation and codes of practice relevant to their activities.
- Refrain from undertaking any activities that may constitute a danger to themselves or others. Disciplinary action may be taken against individuals for serious health and safety failings.
- Report in accordance with procedures, any accident, injury, near miss, or breach of health and safety standards to their line manager.
- Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service, marked appropriately and notified to line manager / supervisor and where appropriate, Estates.
- Provide suitable supervision and leadership at all times to those who may be vulnerable and / or classed as 'Young Persons'.
- Ensure clear information, instructions and warnings are given to students and other persons in their care.
- Not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare by 'The College'.
- Ensure that personal protective clothing and equipment are worn and used at all times.
- Ensure that safety devices, equipment and guards are in place and always used.
- Be responsible for good housekeeping within the area they are working / teaching.

- Notify line managers and / or appropriate the Health & Safety Team of any ill health or other factor(s) likely to affect your safety at work or that of any other party covered by this policy.
- Assist with identifying hazards and ensuring controls are implemented to reduce significant risks.
- Assist with reviewing risk assessments.
- Attend and ensure timely completion of essential health and safety training including refresher training.

2.12 Students and Apprentices

2.12.1 Students and apprentices will:

- Be informed by staff and employers of all health and safety procedures and local rules, applicable to their course of study (including work experience or industry placement) or Apprenticeship.
- Comply with the health and safety procedures some of which are detailed in the Student Handbook issued to all students on enrolment.

3. Arrangements

3.1 Health and Safety Procedures

3.1.1 The Colleges health and safety arrangements are contained in a series of Health and Safety Procedures which set out what the College expects to be achieved for each individual health and safety topic. The procedures explain responsibilities, the process, forms and any databases used for different topics e.g. risk assessment, first aid etc. These procedures are to be considered as College policy and must be complied with at all times. The procedures cover the following topics:

<ul style="list-style-type: none"> • Aggression and Violence • Asbestos • Contractors • Control of Harmful Substances (COSHH) • Construction and refurbishment projects (compliance with CDM regulations) • Confined spaces • Display Screen Equipment • Electricity (including Portable Appliance Testing -PAT) • External visits • Fire and explosion • First Aid 	<ul style="list-style-type: none"> • Lone Working • Lifting Operations • Manual handling • Occupational Noise • Personal protective equipment • Risk Assessments • Stress • Student placements & work experience • Testing of Lifting, Pressure and Ventilation systems (Statutory Testing) • Health & Safety Training • Work at Height
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<ul style="list-style-type: none"> • Incident reporting & investigation • Gas Safety (natural gas & liquified petroleum gas LPG) • Health Surveillance 	<ul style="list-style-type: none"> • Workplace transport (including driving for work) • Work Equipment • Workplace and Welfare • Vibration
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3.2 College Health and Safety Team

3.2.1 The College has a small team of health and safety specialists who provide a central support service to all colleagues at the college. The Health and Safety team are responsible for:

- Maintaining the Health and Safety Policy.
- Writing Health and Safety Procedures.
- Providing advice to colleagues on all aspects of health and safety.
- Responding to complaints.
- Provide a system for the College to report accidents, near misses, first aid incidents and sports injuries.
- Assisting managers to investigate accidents and near misses.
- Providing health and safety training for staff.
- Liaising with enforcement agencies.

3.2.2 The Health and Safety team are based at Washington campus and can be contacted by:

Telephone: 0191 511 6000 x 08121

Email: health&safety@educationpartnershipne.ac.uk

4. Policy Monitoring and Review

4.2.1 This policy will be reviewed by the Colleges Health and Safety Committee and ELT and reviewed every 3 years.

5. Equality Impact Assessment

Have you sought consultation on this policy?				
Details:				
Could a particular group be affected (negatively or positively)?	Impact Y/N	Description of Impact	Evidence	Mitigation/Justification
Protected characteristics under the Equality Act 2010				
Age	N			
Disability	N			

Gender Reassignment	N			
Marriage and Civil Partnership	N			
Pregnancy and maternity	N			
Race	N			
Religion or belief	N			
Sex	N			
Sexual Orientation	N			
Additional characteristics to consider				
Young Persons in Care & Care Leavers	N			
Young Carers & Care Givers	N			
Young Parents	N			
Youth Offenders	N			
Those Receiving Free School Meals	N			
If there is no impact, please explain:	Policy applies equally to all groups regardless of protected characteristics under the Equality Act or the other additional characteristics listed above.			

Appendix 1- Terms of Reference of College Health & Safety Committee and Sub Committees

Purpose

The Health & Safety Committee and sub committees act as the focal point for all matters relating to the management of Fire and Health & Safety. More specifically the Committee aims:

- To advise and assure the Executive Leadership Team and Board of Governors on all matters relating to Fire and Health & Safety
- To review performance of Education Partnership North East (EPNE) against legislation, policies and procedures and communicate any concerns through the Committee and subcommittee structure.
- Allow consultation between management, trade union representatives and staff on fire and health and safety issues.

Agenda Standing Items

The Committees will cover the following items:

- Updates or items of concern from each campus, curriculum or service area.
- Health & Safety Team update including:
 - Resources
 - Updates to Health & Safety Policy or Procedures
 - Fire Safety & Fire Risk Assessment programme
 - Inspection programme
 - Statistics on accidents and near misses
 - Health and safety training
 - Enforcement Agency visits
 - Changes in legislation or guidance
- Estates and Security Team update
- Union representatives update

Authority

The Committees authority comes from the Chief Executive Officer. The Committee will report to Executive Leadership Team and the Board of Governors by tabling a short summary report.

Budget

The Committee has no budget

Quorum

The Committee will be quorate (the number of members present to transact business) with the Chair (or nominated second), a representative from the Health & Safety and Estates Teams and 1/3 of normal members.

Frequency of Meetings

The Committees meet 3 times per year typically November, March and June.

Members of the Main Health and Safety Committee

- Chief Operating Officer (chair)
- Chief Executive Officer
- Principal Sunderland
- Principal Northumberland
- Chair of Ashington (including Berwick) Health & Safety Sub Committee
- Chair of Bede Health & Safety Sub Committee
- Chair of City Health & Safety Sub Committee
- Chair of Hartlepool Sixth Form Health & Safety Sub Committee
- Chair of Kirkley Hall Health & Safety Sub Committee
- Vice Principal Partnerships & Commercial
- Associate Principal – Resources and Legal Services
- Group Director of Facilities & Capital Projects
- Student Representative – Chair of Student Council
- UNISON Representative
- UCU Representative
- Group Director (Health, Safety and Environment)

Members of the Ashington Health and Safety Sub Committee

- Associate Principal- Ashington, Berwick & Blyth (Chair)
- Curriculum Director (Technical)
- Curriculum Manager- Health Care & Sport

- Curriculum Manager- Engineering, Automotive & Construction
- Director of Estates
- UCU/ Unison Representative
- Group Director (Health, Safety and Environment)

Members of the Bede Health and Safety Sub-Committee

- Interim Deputy Principal Curriculum (Chair)
- Faculty Director (Digital, Creative & Business)
- Faculty Director (English & Maths)
- Faculty Director (Sport, Health & Wellbeing)
- Head of English & ESOL
- Director of Inclusive Learning
- Estates Operation Manager
- Head of Student Registry, Data & Resource
- UCU Representatives
- PA to Vice Principal (Secretariat)
- Group Director (Health, Safety and Environment)

Members of the City Health and Safety Sub-Committee

- Associate Principal – Technical
- Faculty Director- Technical
- Curriculum Manager- Salon Professionals
- Curriculum Manager- Advanced Manufacturing & Engineering
- Curriculum Manager- Construction and Building Services
- Lecturer Travel & Tourism
- Student Progress and Development Manager
- Work Based Learning Manager
- Group Director of Facilities & Capital Projects
- HR Business Partner
- UCU Representative
- Group Director (Health, Safety and Environment)

Members of the Hartlepool Sixth Form Health and Safety Sub Committee

- Head of Hartlepool Sixth Form (Chair)
- Curriculum Manager- Humanities, Social Sciences & Creative
- Curriculum Manager- Health, Sport & Business
- Curriculum Manager- STEM & Digital
- Student Progress & Development Manager
- Senior Estates Technician
- Group Director of Facilities & Capital Projects
- Student Services Team Leader
- Group Director (Health, Safety and Environment)

Members of the Kirkley Hall Health and Safety Sub Committee

- Associate Principal – Land Based
- Curriculum Manager- Land & Outdoor
- Curriculum Manager- Animal, Equine and Veterinary
- Resource Manager- Animal Centre
- Resource Manager- Equine Centre
- Farm Manager
- Group Food & Beverages Manager
- HR Business Partner
- Director of Estates
- Group Director (Health, Safety and Environment)

Members of the Washington Health and Safety Sub-Committee

- Associate Principal – Adult & Academic (Chair)
- Curriculum Manager- Education & Care
- Estates Operations Manager
- Associate Principal Resources & Legal Services
- Head of MIS
- Group Director of Finance

- UCU/ Unison Representatives
- Work Based Learning Manager
- Group Director of ICT & Learning Innovation
- Group Director (Health, Safety and Environment)