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**HEALTH AND SAFETY POLICY**

**2022 / 23**

**1 ORGANISATION**

The College Merthyr Tydfil responsibility for the discharge of legal duties under the Health and Safety at Work Act rests with their respective Boards of Directors and the Principal.

College Executive and Head of Divisions are responsible for assigning health and safety tasks to line managers and staff within their Divisions. The Health and Safety Compliance Officer is to assist management within the College, but such delegation or appointment does not relieve the Vice Principals, Directors or Heads of Division of their personal responsibility and accountability to the Principal for health and safety.

A Health and Safety Committee is established to keep under review the measures taken to ensure the health and safety at work of staff; to act as the forum for formal consultation between College management and staff and student representatives in health and safety matters; to consider safety audit reports and reports on accidents and risks to health and safety and make recommendations to the Principal on appropriate action; to initiate and develop new policies on health and safety at work and to promote an awareness of health and safety at work.

All staff and students are responsible for taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions. They must co-operate with the College towards the achievement of the objectives of the Health and Safety Policy, conform to all safety instructions and not interfere with or misuse anything provided for the achievement of these objectives. They must report hazards and all accidents, whether injury is sustained or not.

The organisation is shown in the following chart.

**College Executive Team**

**Lisa M Thomas: Principal/CEO**

**Lesley Robins: Vice Principal Academic Sara Fowler: Vice Principal Resources**

Curriculum & Quality Finance

Skills HR

Enterprise/ World Skills/ Erasmus Estates & Infrastructure

ACL Health & Safety

Staff Development Creche

Externally Funded Projects

**Chris Ford: Director of Learning Simon Evans: Director of Data & Performance Leanne Jones: Director of Planning Paul Gray**

**& Head of Services to People & Head of STEAM & Operations & Head of Student Engagement CEO TTC**

TCMT A level Centre of Excellence Student Records HE/FE Curriculum Planning

Teaching & Learning UCAS Employability

MAT Sport Academy & Enrichment Marketing

Tutorial

Business Humanities & ESOL Student Support & Wellbeing

Hair & ILS Science & Maths Student Services

Sport Advanced Manufacturing & Built Environment Learner Voice /Complaints

Care Creative & Digital Industries Welsh Language

**2 Responsibilities**

**2.1 Principal**

The Principal is the manager ultimately accountable and responsible to the Board of Directors for achieving and ensuring the implementation of the objectives of the College’s Health and Safety Policy and procedures.

The Principal is to ensure that:

* Health and safety responsibilities are identified and allocated to appropriate members of staff.
* Managersknow and accept their individual responsibilities regarding health and safety.
* Each Division sets appropriate objectives in health and safety which will form part of the College's strategy.
* All statutory requirements are complied with and implemented and are regarded as minimum standards to be followed.
* Adequate resources are allocated for health and safety.
* The risks to the health and safety of staff, students and others from work activities are assessed and appropriate measures taken to eliminate or control those risks.
* The Policy is communicated to all staff and students.
* The Health and Safety Policy is kept under review.

**2.2 Vice Principal’s**

The Vice Principals are advisers to the Principal on all matters of health and safety. The Vice Principals are members of the Executive Team and the Vice Principal of Resources chairs the Health and Safety Committee.

The Vice Principal’s will:

* Ensure the College adherences to the requirements of health and safety legislation including HSE Approved Codes of Practice as the absolute minimum standard.
* Coordinate, in consultation with the Health and Safety Compliance Officer, the production of annual College objectives.
* Initiate measures to eliminate or control risks to the health and safety of staff, students, and others.
* Ensure that where circumstances require it, staff undergo appropriate health surveillance.
* Ensure that in consultation, the overall safety training needs of the College are assessed and that all Heads and other staff are provided with necessary health and safety training.
* Ensure that emergency plans and procedures are developed and maintained.
* Ensure the maintenance of an incident / injury / ill health recording system.
* Establish effective systems for joint consultation on health and safety and provide reasonable facilities and assistance to safety representatives, to allow them to undertake all their statutory functions.
* Receive and action reports from Inspections and Audits, as appropriate.

**2.3 Executive Team**

Members of the Executive Team will: -

* Ensure that they and all personnel under their control know and accept their responsibilities regarding health and safety, and that all personnel are adequately trained to discharge those responsibilities.
* Promote the implementation of the College Health and Safety Policy by establishing in their own areas of responsibility an adequate programme:
* to ensure that any potential for accidents and incidents is removed
* to conform with statutory and College Procedures, and to formulate suitable procedures for reporting accidents, communicating information, and the identification, assessment and elimination or control of hazards.
* Ensure the health and safety arrangements are fully discussed with the appropriate specialist support services with regard to:
* current working practices
* planning new operations or methods of work
* designing or acquiring new buildings, plant and equipment.
* Provide such information, instruction, training, and supervision as may be necessary to ensure the health and safety of those under their control.
* Receive regular health and safety reports from the Heads of Division / Functional Heads
* Ensure that the Principal is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level.
* Keep under constant review the effectiveness of the College's Health and SafetyPolicy and bring to the attention of the Principal any changes which they think may be necessary.

**2.4 Heads of Divisions / Line Managers**

Heads of Divisions are accountable to their Executive Team memberfor the detailed adoption of the College’s Policy within their area of control. They are to:

* Ensure that they are familiar with the College's Health and Safety Policy and other specific health and safety policies, schemes, and procedures and to ensure they know and understand their roles and responsibilities as a HoD.
* To set Divisional Health and Safety Objectives and KPI’s in-line with the College’s own and manage, monitor, and report on their progress.
* Define and implement Health and Safety Arrangements appropriate to the needs of their Division or area of responsibility, i.e. ensure that a Training Needs Analysis (TNA) is in place that identifies key personnel to support in the implementation of health and safety arrangements (both Divisionally and College wide), advise on employees requiring health surveillance and follow up actions, creation and implementation of area health and safety meetings, etc.
* Ensure that a Divisional hazard register is in place so that risks to health and safety arising within their sphere of control are properly assessed and controlled. This includes that risk assessments are conducted in-line with the hazards identified on their Divisional hazard register.
* Ensure that risk assessments are undertaken, andall reasonably practicable control measures are introducedand monitored to ensure the suitability of the control measures.
* Ensure that staff and students under their control receive induction and job training to enable them to work safely and without risk to health (this includes health and safety inductions and regular refresher training).
* Ensure that the staff, students, and others under their control maintain safe working standards and observe all safety rules.
* Inform the Health and Safety Compliance Officer of any accidents and incidents. Where an investigation is required to aid the Health and Safety Compliance Officer to conduct an investigation and comply with any controls or findings from any outcomes from an investigation.
* Ensure an equipment inventory (where applicable) is in place and communicated to the Health and Safety Compliance Officer. Ensure that statutorily controlled equipment and plant have been tested by the appropriate organisation and are being used in accordance with the relevant regulations and that no plant, equipment, or process pollutes the atmosphere.
* Provide such information as is required to ensure so far as is reasonably practicable the health and safety of all people under their control and others who may be affected by work activities.
* Ensure that any contractors employed on their behalffulfil their contractual responsibilities in accordance with any current statutory regulation, Approved Codes of Practice.
* Consult with the Estates Department when planning alterations to the fabric of the building or change of use.
* Ensure that the Executive Team member to which they are responsible is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level.

**2.5 Staffand Students**

Staffand students are responsible for taking reasonable care for the health and safety of themselves and others who may be affected by theiracts or omissions and must co-operate with the College in the achievement of objectives identified in the health and safety policy.

Staffand students will:

* Observe all instructions, whether written or verbal, given to ensure personal safety and the safety of others.
* Follow local arrangements identified e.g. PPE requirements.
* Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
* Use all health and safety equipment and / or protective clothing as instructed, reporting any loss or defect to their line manager / tutor.
* Not interfere or misuse any equipment provided for health and safety purposes.
* Avoid improvisation in any form which could create unnecessary risks to health and safety.
* Maintain tools and equipment in good condition, reporting any defects to their line manager / tutor.
* Acquaint themselves with all equipment, processes, materials, and substances used by them and draw attention to any processes, materials, or substances they are not trained to use.
* Report any hazard or malfunction to their line manager / tutor.
* Report all accidents to their line manager / tutor, whether injury is sustained or not.
* Attend appropriate health and safety training courses.
* Be familiar with the emergency evacuation procedure, and the location of fire alarm points and emergency equipment.

**2.6 Health and Safety Compliance Officer**

Health and Safety Compliance Officer is responsible across the College for the day-to-day coordination of health and safety matters within the College.

* Undertake appropriate training to a recognised level of competence, thus enabling them to discharge their duties.
* Be fully familiar with the College’s Health and Safety Policy and Divisional Health and Safety Procedures and assist the Heads of Division in ensuring compliance at all levels within their Division.
* Advise and assist managers and staff on any revision of the Health and Safety Procedures based upon risk assessment of work activities.
* Undertake regular health and safety inspections of the Divisions and participate in audits carried out by a Health and Safety Adviser from USW.
* Examine, communicate, and action any incident / accident reports, health and safety information and reports.
* Provide a link for Occupational Safety and Health and Well-being matters within the College and with the Health and Safety Committee, Trade Union Safety Representatives and Divisions.

**2.7 Health and Safety Committee**

The Committee will meet quarterly, and the main objectives of the Health and Safety Committee are as follows:

* To meet the requirements of the relevant provisions of the appropriate sections of the Health and Safety at Work Act and of any other related legislation that may be in force from time to time.
* To initiate and develop new policies / procedures on health and safety at work as and when appropriate.
* To act as a channel of two-way communication and consultation between employees, through their safety representatives, and management, as outlined below:

The functions of the Health and Safety Committee include:

* To receive and consider initiatives from the Principal relating to health and safety at work.
* To consider reports and information provided by inspectors of the Health and Safety Executive.
* To consider reports and information provided by the Health and Safety Compliance Officer.
* To consider the Health and Safety reports and any information submitted by each Division.
* To comment on and analyse the Divisional Health and Safety reports for monitoring of compliance within each Division.
* To consider reports submitted by appointed Safety Representatives.
* To assist in the development of procedures and safe systems of work.
* To monitor and review the effectiveness of the various specific health and safety policies.
* To monitor the adequacy of health and safety communication and publicity in the workplace.
* To study accident, dangerous occurrence and notifiable disease statistics and trends, so that reports can be made on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
* To examine safety inspection reports on a similar basis.

**3 Arrangements**

**3.1 Introduction**

The College's Health and Safety Policy and its supporting organisation and arrangements are not static but respond to new legislation and problems identified by the inspection, monitoring, and audit process. The formal expression of this development is the College's Health and Safety Plan and involves decisions about priorities, appropriate timescales, and allocation of resources.

**3.2 Performance Standards**

Performance standards are established in relation to work practices, working environment, equipment, etc. Performance standards are specific targets that are set in order to maintain and improve health and safety. A performance standard specifies not only what standards or requirements must be met but also who must carry them out, when and how often, with what equipment and what records need be created and maintained. Performance standards are integral to the planning process.

The sources of policy and performance standards are: -

1. The requirements of the Health and Safety at Work Act 1974, appropriateRegulations and Approved Codes of Practice together with the requirements of other regulatory bodies.

2. Guidance on safe working and conditions as developed by the Health and Safety Executive (HSE), British Standards Institution (BSI), Universities and Colleges Employers Association (UCEA),Trade Associations, etc. These standards (Health and Safety Management Profile or HASMAP) will be adopted whenever possible and particularly so in the absence of standards laid down by the University (USW).

3. The College's own Procedures developed with particular relevance to the College's activities. These state requirements and give guidance for practical compliance.

**3.3 Divisional Procedures**

Divisions must produce written arrangements which:

* Acknowledge the College Health and Safety Policy and sets out the Division’s commitment to health and safety.
* Establishes management arrangements setting out health and safety responsibilities of Heads of Division, and others with such responsibilities; College Management Team; consultation arrangements; communication arrangements; training arrangements.
* Includes specific procedures and working practices at Divisional level to effectively implement all appropriate College Procedures and Schemes and activities of a Divisional nature not covered by College Policy and Procedures.

**4 College Audits**

University of South Wales Senior Health and Safety Adviser will establish, document, and implement a programme of audits which objectively evaluate the adequacy and effectiveness of the Health and Safety Management System and its compliance with legislation and regulatory requirements. All activities are normally audited once every two years as per the audit schedule.

Audit reports and associated tasks are maintained and reviewed and notified to the relevant managers. Audit findings are to be analysed by Managers in order to detect and eliminate potential causes of non-conformance and thus prevent recurrence, wherever possible. All Managers have access to specific audit reports with and will be reviewed by College Executive.

Analysis of audit findings is to be included in the agenda for Health and Safety Committee, College Executive, College (Senior) Management Team and where necessary divisional meetings. All Managers must implement any changes to local procedures found to be necessary as a result of audit findings. All updates will be reviewed at the Health and Safety Committee.

**Managing Risk**

Continuous risk assessment is a core element of our overall management strategy. All activities must follow the College procedure in order to meet our legal requirements and assist personnel who are required to carry out risk assessments to generate a safe system of work for all operational activities carried out by College personnel, either on College premises, clients' sites or elsewhere and eliminate or reduce exposure to risk so far as is reasonably practicable.

Risk assessments identify:

* the risks to health and safety of any person arising out of, or in connection with, work or the conduct of their undertaking
* the potential impacts on the environments in which we conduct our activities
* the risks to the services we deliver and the impacts on our reputation.

Preparation of a written assessment of risk after "walking the job" should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational, and structured manner, and the action taken is proportionate.