



# Richmond upon Thames College

## **2021-2022**

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## **SECTION 2      INTRODUCTION**

- 2.1 This Health, Safety & Welfare Policy covers all activities undertaken throughout Richmond upon Thames College that comes under various legislation.
- 2.2 This policy describes how Richmond upon Thames College meets the requirements of the Health & Safety at Work etc. Act 1974 section 2(3)
- 2.3 This Health, Safety & Welfare Policy defines the organisation, responsibilities, arrangements, monitoring, and review activities.

## **SECTION 3      STATEMENT OF INTENT**

- 3.1 Richmond upon Thames College is committed to having an effective policy on the health and safety of its employees as well as those affected by its work activities such as contractors, visitors and members of the public.
- 3.2 The allocation of responsibilities for health and safety matters and arrangements for ensuring that the policy is implemented are set out in this Health and Safety Policy Manual.
- 3.3 This policy will be reviewed annually by the Health, Safety & Welfare Committee with the assistance of the Health & Safety Office.
- 3.4 Richmond upon Thames College will comply with all safety legislation and regulations that affects its undertakings.
- 3.5 A culture will be created in which every employee and student is involved in achieving a safe working environment.
- 3.6 Richmond upon Thames College will strive to continually improve the health, safety and welfare systems and thereby reduce the risks to people as far as practicable.

## SECTION 4 HEALTH & SAFETY POLICY STATEMENT

The Corporation, the CEO and Principal and the College Management Team are of the view that the health safety and welfare of all students, members of staff, contractors, visitors and other college stakeholders represents a major priority and accept full responsibility to ensure a safe and healthy learning and work environment for all who use the college and its facilities.

The Corporation through the CEO and Principal will take all reasonable steps within its power to ensure the achievement of the aims stated above, by paying particular attention to the provision and maintenance of:

- A healthy, safe and secure learning and work environment.
- Buildings, plant equipment and systems of work which are safe and without risks to health.
- Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of sufficient information, instruction, training and supervision to enable all Learners, Staff and other stakeholders to comply with their own statutory duties for taking reasonable care for their own health and safety and that of others.
- The provision of competent advice on Health and Safety matters.
- The assessment of risk to health and safety from any college undertaking and the implementation and communication of control measures identified as being necessary by the risk assessment process.
- Compliance with the Safe Learner Framework Learner Health, Safety and Welfare: Safe Learner Blueprint (Education and Skills Funding Agency) with the inclusion of risk education and health and safety as an integral part of Learners studies and where appropriate, as a special topic.
- The provision of adequate welfare facilities

The CEO and Principal has the final and overall responsibility for the implementation of this policy throughout the College and administers this through the CMT and health and safety office

The CMT shall, if necessary, raise appropriate matters through the College Health, Safety & Welfare Committee to enable the requirements of the Health and Safety at Work Act and associated legislation to be met.

Each Head or School and/or designated Line Manager shall prepare local Risk Assessments for any specialist or risk areas/work in their domain to supplement the College Safety Policy

The College and any relevant risk assessments shall be brought to the attention of all learners, staff and other stakeholders as appropriate.

Each Head of School and Department has the responsibility for implementing, communicating and taking effective steps to monitor the effectiveness of safety policy by carrying out regular checks to ensure that the principles are being met.

The College has established a Health, Safety & Welfare Committee comprising representatives from The CMT, Teaching and Non-teaching Staff, Unions, Student Union, Professional Advisors and other invitees as appropriate.

No Safety Policy is likely to be successful unless it actively involves all college stakeholders. The College, has therefore, co-operated fully in the appointment of Safety Representatives including those recognised by Trade Unions.

The Governors remind all Learners and Staff of their own duties under Section 7 of the Health and Safety at Work Act, to take care of their own safety and that of others and to co-operate with the College so as to enable it to carry out its own responsibilities successfully.

September 2021

Dr Jason Jones  
Interim CEO & Principal  
Richmond upon Thames College

A handwritten signature in black ink, appearing to be 'J. Jones', is written below a horizontal line.

Joint Consultative  
Committee

## **SECTION 5 HEALTH, SAFETY & WELFARE COMMITTEE**

### **Terms of Reference**

#### **5.1. Purpose**

5.1.1. The Health and Safety Committee assists the Principal and CEO and their Executive Team in the discharge of their health and safety responsibilities.

#### **5.2. Responsibilities**

5.2.1. The Committee shall take all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements. This will be supported by health, safety and welfare/well-being initiatives in liaison and collaboration with College Management Teams and working groups.

5.2.2. More detailed responsibilities of the Committee and its members are provided in the Health and Safety Policy document.

5.2.3 More detailed responsibilities relating to both physical and mental health, safeguarding, welfare and well-being are detailed in the policies under the responsibilities of this Committee listed at section 5.3.

5.2.4. In meeting its responsibilities, the Health, Safety and Welfare Committee will approach its work in a way which reflects and champions the Colleges values.

5.2.5 The remit of the committee covers:

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health, safety and welfare/ well-being training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

#### **5.3. Policies for approval by the HS&W Committee**

- College Health, Safety & Welfare Policy
- Contractors Disclosure & Barring policy
- Policy for Administration of Medication
- Policy for Alcohol & Drugs
- Policy for Disposal of Substances
- Policy for Driving at Work
- Policy for DSE
- Policy for Educational Trips approval
- Policy for Fire safety
- First Aid Call outs

- First Aid for 14-16 year olds in College
- Policy for First Aid off-site
- Policy for Inspections
- Policy for Lone Workers on Site
- Home working policy
- Policy for PPE
- Policy for Slips/Trips & Falls
- Work Experience Guide
- Smoking Policy
- Anti Bullying Policy
- Mental Health Policy for Students
- Screening & Searching for Prohibited Items Policy
- Use of Reasonable Force Policy
- Student E-Safety Policy
- RuTC Student Substance Misuse and Prohibited Items Policy
- Fitness to Study Procedure
- Death of a Student procedure
- Criminal Convictions Procedure

#### **5.4. Composition**

##### **Chair**

Assistant Principal

##### **Deputy Chair**

Head of Estates and Facilities (Facilities, Health & Safety, First Aid & Fire Safety)

##### **Members**

- Principal & CEO
- Deputy Principal Safeguarding Lead
- Minute Taker
- Head of Estates
- Head of Student Services
- Student Liaison
- Department Administrators Representative

- First aider representative
- Fire warden Representative
- Science, Construction & Engineering
- Sport, Tourism and Catering
- Creative Art, Music and Performing Arts
- Two safety representatives elected by the Trade Union side (UCU/Unison)
- A student representative
- When members are unable to attend substitutes are expected to attend from their areas of work and expertise.

5.3.1. The Health, Safety and Welfare Committee may invite other RuTC staff to attend a meeting to assist it with its discussions on any particular matter.

### **5.5. Authority**

5.5.1. The Committee's authority comes from the Principal and CEO (P&CEO).

5.5.2. The committee chair will report to CLT after each meeting, normally by tabling draft minutes at the following CLT meeting.

5.5.3. The Principal & CEO or CLT may ask the Health, Safety & Welfare Committee to convene to discuss any health and safety issues upon which they require further advice from the Committee.

### **5. 6. Budget**

5.6.1. The Committee has no budget.

### **5. 7. Quorum**

5.7.1. The committee will be quorate with the Chair, Head of Estates, at least one trade union safety representative and a staff representative present.

### **5.8. Secretariat**

5.8.1. Secretariat is provided by Principalship.

### **5.9. Frequency of meetings**

5.9.1. The committee will meet quarterly. The chair may convene additional meetings as necessary.

### **5.10. Evaluation**

5.10.1. The committee's effectiveness and terms of reference will be reviewed at least annually by CLT and the Committee.

## **SECTION 6. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

### **6.1 The CEO /Principal**

6.1.1. The ultimate responsibility for all College safety organisation and activity is delegated from the governing body and rests with the CEO Principal. Operational Management of Health and Safety is delegated to the Head of Estates (Responsible for the Health & Safety Office).

6.1.2. The Assistant Principal is to be responsible for Health and Safety and Welfare matters within the college's undertakings in accordance with statutory and legal requirements, including operational management of Health and Safety, Chairing the Health, Safety & Welfare Management Committee, developing the college's Health and Safety policies and procedures and the provision of written reports on Health and Safety Matters to the Finance & General Purposes Committee and subsequently the Corporation.

### **6.2 Health and Safety Office**

6.2.1. The Health and Safety Office is responsible for:

- The promotion of a 'Safe Learner' culture throughout the college, to include undertaking regular workplace and learner safety inspections in line with current legislation to a pre-agreed programme.
- To provide expert and authoritative advice on health & safety matters to college managers and staff; working with the Head of Estates to develop and review policy/codes of practice.
- To promote safe working methods and conditions;
- To record, monitor and investigate accident/incident/dangerous occurrence reports.
- To liaise with the college's outsourced occupational health service on Health and Safety matters.
- Checking and giving guidance on localised departmental policies and risk assessments.
- To instigate the safe storage of audits, assessments and reports.
- Assistance with the provision of training and information for Learners and Staff.
- To attend meetings of the Health and Safety Committee, and to liaise with college staff and Trade Union Representatives.
- The promotion of a "Safe Learner" culture for activities based outside the college, this will include, workplace learning, work experience, NVQ locations, franchises and any other external activity. This will be by visit and inspection.

### **6.3 Head of Schools & Cross-College Managers**

6.3.1 To have a general responsibility for the application of the Safety Policy of the College to their own operational areas and to be responsible to the Principal, for the application of safety measures and procedures.

6.3.2. To have specific responsibility for the Health, Safety and Welfare of all staff within their management remit.

6.3.3. To ensure compliance with the Safe Learner Framework with the inclusion of risk education and health and safety as an integral part of Learners studies and where appropriate, as a special topic

6.3.3. Are required to co-operate fully with the College Health, Safety & Welfare Management Committee.

6.3.4. Must carry out 'Safety Inspection' of their designated areas with assistance from the Health & Safety Team.

6.3.5. To ensure Risk Assessments are completed and reviewed regularly within their specific programme areas in line with current legislation.

6.3.6. Must budget for safety equipment and/or personal protective clothing.

6.3.7. Must ensure that new staff are made aware of safety procedures.

6.3.8. To ensure that Health and Safety is a regular item on Team Meeting Agendas

### **6.3.9. Nominated safety representatives and appointed union representatives**

6.4.1. Are empowered to carry out 'Safety Inspections'.

6.4.2. Are entitled to attend meetings of the College Health, Safety & Welfare Management Committee.

6.4.3. Are entitled to meet visiting inspectors and to receive information and inspect relevant documents.

6.4.4. Are entitled to take reasonable time off their normal duties, as agreed with their Manager to enable them to perform their duties as a health and safety representative.

6.4.5. Are to investigate complaints on safety matters made by employees.

6.4.6. To consult with the Principal or his representative on safety matters.

## 6.5. Employees of the College

### 6.5.1. Obligations of all Employees:

The Health and Safety at Work Act states: It shall be the duty of every employee whilst at work: *To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and, as regards any duty or requirement imposed on his/her employer or any other persons by or under any of the statutory provisions, to co-operate with him/her so far as necessary, to enable that duty or requirement to be performed or complied with.*

The Act also states:

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health safety or welfare in pursuance of any of the relevant statutory provisions.*

In order that the law might be observed and responsibilities to Learners, other Staff, Visitors to the college and other stakeholders are carried out, all employees of the College are also expected:

6.5.2. To know the special safety measures to be adopted in his/her own working area and to ensure that they are applied.

6.5.3. To observe standards of dress consistent with safety and/or hygiene.

6.5.4. To know and apply the emergency procedures and to adhere to them at all times

6.5.5. To use and not wilfully misuse, neglect or interfere with arrangements provided for his/her own safety and/or the safety of others.

6.5.6. To co-operate with his/her line manager in promoting improved safety measures, in their specialist area and to receive safety training.

6.5.7. To be conversant with the College disciplinary procedures in matters of Health & Safety. This will include matters where gross misconduct may be applicable.

### **College Disciplinary Procedure – Summary Dismissal.**

*Serious or deliberate violation of the College's rules and procedures concerning health and safety at work, including failure to ensure that students are wearing the correct personal protective equipment.*

## 6.6. Class Teachers/Lecturers.

A Class Teacher/Lecturer is expected

6.6.1. To know the emergency procedures in respect of fire and first aid, as posted in the rooms and to carry them out.

6.6.2. To know the special safety measures to be adopted in their own teaching and learning areas and to ensure that they are applied.

6.6.3.To ensure that students with disabilities and medical conditions have had risk assessments completed particularly with reference to undertaking Educational visits.

6.6.4.To give clear instructions and warnings to students as often as necessary (notices, posters, handouts, are not enough).

6.6.5.To integrate all relevant aspects of safety into the teaching and learning process and if necessary, give special lectures on safety.

6.6.6.To follow safe working procedures personally.

6.6.7.To call for personal protective clothing, guards, special safe working procedures, etc. where necessary and to ensure compliance by learners particularly for practical lessons in high risk areas

6.6.8.To make recommendations to their Head of School.

**6.6.9.Special obligations of Class Teachers Lecturers:**

The safety of students in classrooms, laboratories, workshops and other working areas is the responsibility of the class lecturers. Students should be supervised at all times in all areas

***If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a lecturer considers that they cannot accept the responsibility, they should discuss the matter with their line manager before allowing work to take place.***

**6.7. All Learners are expected to:**

6.7.1.Exercise personal responsibility for the safety of self and classmates.

6.7.2.To observe standards of dress consistent with safety and/or hygiene

6.7.3.To observe and follow all the safety rules of the College and in particular, the instructions given by staff in an emergency.

6.7.4.To use and not wilfully misuse, neglect or interfere with, arrangements provided for their safety. Such misuse will be regarded as a disciplinary matter

**7. Training**

7.1. All new starters undergo induction and mandatory health & safety training based on their position within the College.

7.2. Training records are held by the HR Department including any safety programmes conducted either in house, on-line or by an external organisation. There is an on-going assessment of staff needs and training may be designed to suit a specific need or department.

7.3. The college Health and Safety Office is responsible for co-ordinating the Health & Safety training needs with the HR Department and other interested parties and that respective training is implemented.

## **8. Monitoring**

8.1. In order to establish whether the Health and Safety systems are effective, suitable or sufficient various methods of measuring the data produced will be evaluated by the Health & Safety Office.

8.2. The data produced will consist of the following:

- Accident and Incident data and investigations
- HSE, Insurance, Fire Brigade reports
- Risk assessments
- Site inspections
- Safety inspections
- Health & Safety reports
- The data and any required actions will be reported to the appropriate manager as well as the Head of Estates.

8.3. The Finance and General Purposes Committee monitor Health & Safety Standards through the provision of regular information and reports from the Health, Safety & Welfare Committee and the Health & Safety Office.

## **9. Review**

9.1. The Health and Safety Office will review all the health and safety activities on an annual basis.

9.2. Any safety audits that have been performed in the period since the last review will form part of the agenda together with an overview of the data trends.

9.3. Health and Safety objectives will be set for the next review period

9.4. The Corporation receives reports from the Finance and General Purposes Committee for information purposes.

Approved by the Board 15 November 2021