

Writtle University College Health and Safety Policy 2018 - 2019

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Health and Safety Officer	Health and Safety
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Yes	Yes
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Approved by the Chair of Governors	Signature:
Date Approved	

Policy Overview and Scope

1. Policy Statement

Writtle University College accepts that it is collectively responsible for providing a healthy and safe environment for all staff, students, visitors, contractors and members of the public, who visit Writtle University College, take part in University organised activities or who may be affected by activities organised by the Writtle University College.

The Governors (The Board of Corporation), Vice Chancellor and Leadership Group recognise and accept their responsibilities and duties as set out in the Health and Safety at Work Act (1974) and other relevant statutory legislation. It is the responsibility of the Vice Chancellor to ensure that the policy is implemented, monitored and reviewed.

The Vice Chancellor has overall and final responsibility for health and safety. The Vice Chancellor is committed to the provision of safe, healthy working conditions for staff and students at Writtle University College. Day to day responsibility for ensuring this policy is put into practice is delegated to: The Health and Safety Officer.

Health and safety responsibilities are delegated to line managers who assign tasks to the appropriate job roles.

Writtle University College reviews and evaluates health and safety performance and strives to continually improve health and safety through training and guidance to person's assigned health and safety responsibilities this ensures that they are competent to fulfil those roles.

This policy identifies the duties of employers and employees. A breach of these duties may lead to prosecution of the corporate body and / or individuals. The failure of employees to comply with Writtle University College safety requirements and procedures could also lead to internal disciplinary action.

Writtle University College Leadership Group also recognise their duties under the Counter-Terrorism and Security Act 2015 to do all that is practicable to prevent people from being drawn into terrorism and as such takes its Prevent duties seriously.

This policy will be reviewed annually and will be presented to the Board of Governors.

Policy and Procedure

2. The Policy

Writtle University College will comply with all relevant statutory and regulatory provisions and take any additional measures it considers necessary to achieve levels of best practice.

The University College will:

Manage its activities in such a way as to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, students, contractors, visitors and any other persons who are not in Writtle University College employment through:

1. The provision of safe plant and machinery and safe systems of work;
2. The arrangements for the safe use, handling, storage and transport of articles and substances;
3. The provision of adequate information, instruction, training and supervision. Where appropriate this will include refresher training which will be delivered at specified periods;
4. A safe and healthy workplace, with adequate welfare facilities and safe access and egress;

5. A safety culture promoted through consultation and other means, the active involvement of all staff and students in the development, implementation and monitoring of all measures provided for health, safety and welfare;
6. Ensuring that 'suitable and sufficient' risk assessments are carried out for all activities as required by the Management of Health and Safety at Work Regulations, Regulation 3, to ensure the health, safety and welfare of staff, students and others who may be affected by the institutions activities.
7. Ensuring that all persons responsible for completing the risk assessment process understand that a risk assessment is a careful examination of what, in the work place, could cause harm to people, so that they can weigh up whether they have taken adequate precautions or should do more to prevent harm.
8. Carry out 'suitable and sufficient' risk assessments for all activities as well as those specified in the following legislation which may be relevant to College activities:
 - Control of Asbestos at Work Regulations;
 - Control of Lead at Work Regulations;
 - Control of Noise at Work Regulations;
 - Control of Substances Hazardous to Health Regulations;
 - Control of Vibration at Work Regulations;
 - Dangerous Substances and Explosive Atmospheres Regulations;
 - Health and Safety (Display Screen Equipment) Regulations;
 - Manual Handling Operations Regulations;
 - Personal Protective Equipment at Work Regulations;
 - Regulatory Reform (Fire Safety) Order;
 - Work at Height Regulations.

NB: Approved codes of practice and Writtle University College guidance is available from the Health and Safety Officer to assist in compliance with the above regulations;

9. Ensure co-operation in safety matters with other employers who may share Writtle University College buildings and co-ordinate safety arrangements;
10. Appointing competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations 1999;
11. Investigating thoroughly all accidents and near-miss incidents affecting health and safety with the aim of prevention and protection;
12. Seeking to achieve continual improvement in health and safety and produce the 'Monitoring and Compliance' report, which is reviewed weekly by the Health & Safety Officer in order that Senior Management are aware of non-compliance issues to be able to progress the subject matter through to a satisfactory conclusion;
13. Provision of training, standards and guidance to assist those responsible for health and safety to achieve their goal;
14. Monitoring compliance with legislation and identified control measures by means of safety inspections, monitoring and auditing;
15. Providing adequate resources and facilities to enable legislative requirements to be achieved.

Attached is an organisation chart which briefly sets out how Writtle College manages health and safety (appendix 1).

3. The Organisation

3.1 The Board

The Board, including the Vice Chancellor, has overall responsibility for health and safety within the organisation. The Board will receive and discuss regular reports from the Health, Safety and Welfare Committee on the effectiveness of this policy.

3.2 The Vice Chancellor

The Vice Chancellor is accountable to the Board for ensuring the implementation and annual review of this policy. The Vice Chancellor is the senior manager responsible for oversight and management of health and safety throughout Writtle University College.

3.3 Leadership Group

The Leadership Group and UCLF will receive regular health and safety reports by the Health and Safety Officer on effectiveness of policies and procedures, accident investigations or trends, identified non-compliance and any recommendations for Leadership Group approval.

3.4 The Head of Facilities & Operations

The Head of Facilities & Operations is responsible for:

1. Ensuring that the Facilities & Operations Department maintains the infrastructure in order to provide a safe learning environment for the students and others, as well as a safe workplace for employees of the College.
2. Vetting and reviewing of contractors s/he engages to make sure that they have the appropriate competence to carry out the work safely and to manage contractors whilst carrying out work on University College premises
3. Ensuring that all service contracts for emergency equipment are in place and that the equipment is properly maintained.
4. Liaise with the Health and Safety Officer to ensure that WUC duties to manage asbestos requirements are fulfilled ensuring that written reference is made to checking of the asbestos register prior to the commencement of any works which affect the fabric of the building
5. The Health and Safety Officer will liaise and report back and failing during the fire drills.
6. Ensuring that all Writtle University actions identified during the Fire Risk Assessment process are addressed within a timely manner. In addition to the servicing of all equipment provided for the purpose of fire safety, in house monthly checks will be completed for emergency lighting and fire extinguishers and weekly fire alarm tests these checks will be completed and recorded and any defects addressed in a timely manner. The Health and Safety Officer will raise all fire safety concerns requiring remedial actions.
7. Liaising with the Health and Safety Officer to ensure that compliance is met regarding L8 – the control of Legionella bacteria in water systems.

3.5 Health and Safety Officer

The Health and Safety Officer is responsible for:

1. Advising the organisation's personnel and management on all aspects pertaining to Health and Safety matters. In the event that specialist advice is required, external consultants may be contracted.
2. Maintaining dialogue on Health and Safety matters with nominated representative.
3. Monitoring health, safety and welfare arrangements and recommending improvements where necessary.
4. Ensuring all Codes of Practice, legislative documents, HSE guidance and information is accessible – e.g. available on the intranet and is current.
5. The dissemination of health and safety information to assist the institution in meeting its statutory obligations, and provision of a safe working environment.
6. Assisting in the identification and delivery of some health and safety training needs within the University College.
7. Assisting in the promotion of a health and safety culture within the organisation.
8. Monitoring and assisting with the program of safety inspections. Monitoring the effectiveness of the College Health and Safety Policy and compliance with appropriate legislative requirements. Advising and assisting with the monitoring of safe operation of the premises.
9. Liaising with external services, enforcing authorities and health and safety specialists.
10. Ensuring that all accident and near miss incidents are recorded and where necessary investigated.
11. Ensuring that inspections and records for the management of water is carried out in accordance with the requirements in the Health and Safety Approved Code of Practice, L8,- The control of legionella bacteria in water systems.
12. Ensuring that inspection, recording and maintenance work is carried out in accordance with the requirement of the Control of Asbestos at Work Regulation 2002 – Duty to Manage.

13. Ensuring that all Writtle University actions identified during the Fire Risk Assessment process are addressed within a timely manner. In addition to the servicing of all equipment provided for the purpose of fire safety, in house monthly checks will be completed for emergency lighting and fire extinguishers and weekly fire alarm tests these checks will be completed and recorded and any defects addressed in a timely manner.
14. Ensuring that fire drills are carried out, that the findings of the drills are recorded and any identified failings are properly dealt with and resolved in a timely manner.
15. To ensure that every building on the WUC estate has a current fire risk assessment, fire safety policies, procedures, fire drills and training is delivered in accordance with WUC and legislative requirements.

3.6. Senior Academic Managers

The Senior Academic Managers are responsible for ensuring that Course Teams promote and enforce a safe work and learning environment.

3.8 Managers

Every manager is responsible for implementing the requirements of this policy in his / her area of work activity. Managers may delegate their actions for health and safety to others; however they cannot delegate responsibility and will be accountable for ensuring that their area of responsibility is compliant.

Managers must ensure:

1. that those tasked with carrying out health and safety duties are competent to do so, are aware of their responsibilities and are fulfilling those duties; this also applies to any contractors that are engaged by a manager to undertake work in their area. An example of this would be a farrier who comes in specifically to shoe horses.
2. that employees, students and others are made aware of any local risk associated with the workplace;
3. there are sufficient qualified first aiders, giving due consideration to the level of risk connected to all activity undertaken within each facility; the list of current qualified first aiders can be found on MyWi front page top right hand corner of the page.
4. there are sufficient trained fire marshals to deal with an emergency evacuation giving due consideration to the size and location of the area, as well as the level of fire risk; the list of current trained fire marshals can be found on MyWi front page top right hand corner of the page.
5. that staff, students and others receive adequate information, instruction, supervision and training to carry out activities in a safe manner;
6. that all new employees and temporary staff hired attend a Health and Safety Induction session as stated in the 'Induction Checklist';
7. health and safety should be included as an agenda item for team meetings covering relevant local issues and those discussed at the University College Health, Safety and Welfare Committee meetings.
8. that any statutory inspections or maintenance of plant and equipment, within a manager's area of responsibility, is fulfilled;
9. that 'suitable and sufficient' risk assessment are carried out for all activities. Where appropriate managers should develop written safe operating procedures. Managers / supervisory staff must ensure that in the absence of a 'suitable and sufficient' risk assessment, work does not progress. Managers must also ensure that those risk assessments are reviewed at least annually, or following changes in work practice or technology or following an accident;
10. that risk assessments are held on the risk assessment data base and/or are available for inspection;
11. that all accident and near-miss incidents are reported without any delay to the Health and Safety Officer;
12. that a risk assessment is carried out to safeguard new or expectant mothers. The assessment process must be undertaken as soon as the member of staff notifies their Line Manager or HR. This process must be completed in order to comply with the requirements of the Management of Health and Safety at Work Regulations and in line with the appropriate Writtle College guidance. Assistance with the completion of this process can be sought from the Health and Safety Officer if required;

13. that regular safety inspections are completed for all areas responsible for with the assistance of the Health and Safety Officer if required. Outcomes of the new programme of area based inspections will be reported through to Leadership Group.
14. that a Young Person's risk assessment is carried out as required by the Management of Health and Safety at Work Regulations and the Writtle University College guidance. This process must be completed when employing a young person (i.e. who has not attained the age of 18) or when hosting a work experience person (i.e. under the age of 16)
15. that good housekeeping standards are maintained within their area of responsibility;
16. monitor and enforce the use of appropriate Personal Protective Equipment (PPE), within their areas of responsibility, when there is a foreseeable risk and PPE has been identified as the only method to control the residual risk, this also includes the enforcement of use of the lone working alarm system where necessary;
17. that all RIDDOR reportable accidents are notified to the Health and Safety Officer immediately to report on to the HSE.
18. To ensure that robust emergency procedures are implemented and maintained. That all staff within the Line Managers areas of responsibility is aware and trained in line with the procedures. It is also the Managers responsibility to ensure that adequate measures are developed as to fulfil the requirements of the Business Continuity Plan.

3.9 Duties for All Staff

Section 7 of the Health and Safety at Work Act 1974 requires all employees to take reasonable care of their own health and safety and that of their colleagues or others, who may be affected by personal acts or omissions.

Employees must co-operate with Writtle University College and assist in the organisation's compliance with its legal duties. This includes the use of appropriate Personal Protective Equipment where the activity's risk assessment identifies a need.

Section 8 of the Health and Safety at Work Act 1974 requires that no persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

3.10 Health, Safety and Welfare Committee

The Board has established a Writtle University College Health, Safety and Welfare Committee (HSWC). It is currently chaired by the Vice Chancellor, Tim Middleton. The membership includes managers representing cross University College areas, and a representative from the Governing Body. The Committee meets at least three times a year.

The aims of the HSWC are to promote a health and safety culture through consultation, review and development of policies and procedures, review accident statistics, to consider the effects of major legislative changes on the business and to make recommendations on the implementation of improvements in health and safety. The HSWC's Terms of Reference are available from the Chair of the Committee stated above.

Copies of the minutes of meetings are considered by the University College's Leadership Group, the Personnel & Remuneration Committee of the Governing Body. Copies of the minutes are accessible by Writtle University College employees through MyWI and a copy of the last three meeting's minutes are posted on the Health and Safety Notice Board at Writtle, which is located outside the Reception area in the main corridor.

The HSWC has agreed that a team of area health & safety champions will be established who will work with Managers, the Health & Safety Officer and Leadership Group to enhance our work to maintain WUC as a safe and healthy place to study and work. A risk based programme of health and safety audits will be undertaken during 2017-18 and outcomes reported via the UC H&S committee and also via Leadership Group.

4. Students

4.1 Student Responsibilities

Whilst at Writtle University College or taking part in any University College activity, students:

1. must follow the Health and Safety Policy together with its Codes of Practice. These are available in the University College library and on Moodle;
2. must comply with any health and safety instructions given to them by a person in authority;
3. must not alter or remove health and safety notices or equipment;
4. must not intentionally or recklessly interfere with or misuse anything provided by the College in the interest of health and safety;
5. must not introduce any equipment which could cause harm or damage to a person on College premises without express permission from a member of staff; please refer to the student handbook for detail of items that are prohibited.
6. must at all times have regard for the health, safety and welfare of themselves and others.

4.2 General Regulations

The Writtle University College's General Regulations are applicable to students and failure to comply will lead to disciplinary action being taken following the [Student Disciplinary Policy & Procedure \(incorporating the Code of Conduct\)](#). According to the circumstances, any identified failure to comply may be treated as "serious" or "gross misconduct". The details of sanctions applied to students can be found in the relevant Student Handbook, and in the Student Disciplinary Policy both of which can be found on [Moodle](#).

4.3 Work Place Learning

Writtle University College acknowledges that the health, safety and welfare of all learners are fundamental and the institution will ensure, so far as is reasonably practicable, that learning takes place in a safe, healthy and supportive environment.

Students who are directly funded and based in a work place but attend college on a part-time basis will be monitored in line with the Educational Funding Agency (EFA) and Skills Funding Agency requirements. Work-based Learning Apprentices (funded via Writtle University College) will be monitored in line with the Apprentice Health and Safety Procedure Manual, a copy of which can be located within the Work-based Learning Department.

4.3.1 Further Education (FE) and Higher Education (HE) Work Placement Safety

All FE and HE work placements will be vetted, assessed and visited during the placement as necessary according to the level of risk relating to the business, subject area for suitability and safety of the learner by the designated Writtle University College employees as is stated and set out in the FE and the HE Work Placement policies. These policies are found on MyWi under the Health & Safety Policies tab.

With regards to all Educational Funding Agency (EFA) and Skills Funding Agency (SFA) funded learners the vetting, assessment and visit process will be carried out in conjunction with the requirements set by the relevant funding agency.

5. Health & Safety Arrangements for University College Employees

5.1 General Arrangements

All Directors, Managers, Supervisors, Lecturers, Instructors, Technicians and Demonstrator Technicians are responsible for implementing this safety policy within their areas of responsibility. Specific management responsibilities are identified within this document by job title.

By means of assessing, reviewing, planning, implementing and monitoring, Writtle University College's approach is that there is a continuous review and improvement process in order to achieve the highest standard of health, safety

and welfare as possible for all. This is controlled via the Monitoring & Compliance Reporting mechanism and internal audits referred to earlier.

5.2 Implementation

Managers are responsible for putting the appropriate documented systems in place in order to achieve continuous progress towards improving health, safety and welfare performance.

5.3 Training

Managers must ensure that all new members of staff including temporary staff, attend a health and safety induction session. Details of all planned inductions can be obtained from the HR department. Departmental/school/faculty health and safety induction undertaken by the line manager in situ should also complement the college's standard health & safety induction session. Any gaps in knowledge or understanding relevant to the job or job holder can and should then be addressed without delay.

It is important that periodic refresher training for all staff is undertaken. Managers, as part of the staff performance development review system (PDR) should identify relevant health and safety training needs with their own staff. Governors, staff and students will be required to attend training events to ensure Writtle University College meets its duty to provide competent fellow workers.

Health and safety training sessions considered mandatory by the organisation are published by HR on MyWi on the year's training plan. In the main sessions are put on in-house. Where a manager identifies a training need for staff to attend any form of training the manager must arrange for a Staff Development form to be completed which should be submitted to HR.

5.4 Accident and Near-Miss Events

Writtle University College has a [standard reporting and review procedure](#) for accidents and near miss events. Copies of the [reporting form](#) can be found on MyWi, in the main staff common room, at Cow Watering Campus. For further information refer to the Writtle University [College Accident and Incident Reporting procedure](#) to be found on MyWi. All incidents should be reported in order that trends can be identified and control measures introduced.

All incidents are reviewed by the Health and Safety Officer and the Health Safety & Welfare Committee Members.

In the event of a serious incident, following the safe removal of the injured person(s), the area must be cordoned off until the Health and Safety Officer and an investigation team arrive, or in the event of a fatal injury the arrival of the Police.

A list of First Aiders in each campus location can be found on MyWi at the top right hand corner of the front page and is displayed in relevant locations.

5.4.1 Learner Incidents – Education Funding Agency/Skills Funding Agency

With regards to accidents / incidents involving all Further Education (FE) students, Writtle University College has a duty to investigate all incidents.

All incidents should be assessed by someone competent in accident investigation, and use the HSE publication HSG245 as its basis. The Health & Safety Officer or FE Senior Management will advise on the process to be followed.

5.5 Fire and Emergency Procedures

In order to comply with the legislative requirements of the Regulatory Reform (Fire Safety) Order 2005, all buildings have current fire risk assessments. These risk assessments are reviewed on an annual basis, following any structural changes which may impact on the means of evacuation of a building or following any fire incident.

The Health and Safety Officer and Head of Operations and Facilities act as the Fire Officers.

Details of area fire wardens in each campus location can be found on MyWi at the top right hand corner of the front page and is displayed in relevant locations.

For further information contact the Health and Safety Officer.

5.6 Reporting of Defects

Reporting of any identified structural or condition issues which may be detrimental to health and safety, any broken furniture etc., which may present a health and safety problem must be reported to the line manager in the first instance and then added to the Property Tracker System which can be accessed on the home page on [MyWI](#).

Staff must report to the line manager any defective or missing equipment which may have been provided for the purpose of health and safety. This includes machinery guarding, fire extinguishers, fire doors and personal protective equipment (PPE).

5.7 Health and Safety Monitoring

Health and Safety is a standard item on agendas for the Leadership Group within the People and Organisation section of its agenda, the Academic Board, and the Course Scheme meetings. The Health, Safety & Welfare Committee has both staff and student representatives on it and acts as another conduit for issues to be raised for them to be dealt with. All meetings set out in this section are minuted where minutes are transmitted upwards, and members expected to communicate and report downwards and across.

5.8 Safety Audits

Health and safety audits are intended to provide an objective and qualitative assessment of all elements of a health and safety management system. The Health and Safety Officer carries out departmental audits (with the assistance from others as appropriate) using the appropriate key performance indicators which are that suitable and sufficient risk assessments are documented for every activity and there is full compliance with statutory requirements. Findings are reported to the Board of Governors via its Personnel & Remuneration Committee, Senior Management Team and to the Health Safety & Welfare Committee.

5.9 Safety Inspections

To assist Writtle University College to meet its obligations under Section 2 of the Health and Safety at Work Act 1974 to provide and maintain a safe working environment for all staff, students and others, annual safety inspections are carried out, a sample of these inspections will be reviewed by the Leadership Group to monitor compliance. These inspections monitor and measure safety performance within the department / area against legal requirements and Writtle University College standards.

The [Safety Inspection checklist](#) must be completed and returned to the Health and Safety Officer by the responsible manager. All action points, identified as a result of the inspection, will be added to the 'Monitoring and Compliance' report with achievable completion dates for monitoring purposes.

5.10 Construction (Design and Management) Regulations 2015 (CDM)

Writtle University College will adhere to the client's legal requirements as stated in the CDM Regulations for any works which meet the definition of construction as set out in the regulations.

As a result of amendments to the Construction (Design and Management) Regulations and the Construction (Health, Safety and Welfare) Regulations all works which meet the criteria of 'construction', whether notifiable or non-notifiable must follow the requirements of CDM.

5.11 Machinery and Equipment Safety

All machinery and equipment used by Writtle University College staff and / or students must be serviced and maintained in line with the manufacturers, suppliers and / or legislative standards.

All machinery and equipment will undergo recorded pre-use checks. These checks are carried out to ensure that the machinery / equipment is safe to use, is in good working order, essential guarding is in place and any safety critical standards are met.

Records are maintained by the individual departments.

In the event of an accident where following investigation it is identified that unsafe machinery or equipment existed that should have been picked up by the manager concerned or where there has been a failure to complete and record inspections, this may result in disciplinary action being taken against individuals responsible.

5.12 Driving on College Property

All Staff and Students must abide by the Writtle University College rules and signage relating to safe [Driving at Work](#) and vehicle movement and parking on campus.

Drivers must not drive at excessive speed which may be unsafe for other drivers or pedestrians.

Drivers must not use a mobile phone whilst driving a vehicle on College property. – It is illegal to do so in any event.

All accidents and any damage which occurs whilst a vehicle is in the custody of an authorised College driver must be reported immediately to the Transport Administrator,

In order to comply with insurers requirements staff and students will not be permitted to drive owned or hired vehicles unless they have presented their driving license to the Transport Administrator: Paul Clarke. Licenses will then be checked annually.

It is the responsibility of any manager charged with the custody of a vehicle / plant that they are aware that any staff or student who wishes to take possession of a College vehicle has their licence details checked and recorded.

Failure to abide by these rules may result in disciplinary action against the driver concerned.

5.13 Access to Policy Statement

This policy statement will be placed on MyWI. A copy will also be placed on the Health & Safety Notice Board. Further copies are also held in each School or Faculty, the Library and in the HR department.

A copy of this Policy Statement is issued to every new employee on a contract, temporary or permanent. Areas of the Policy Statement are discussed at the College induction.

5.14 Review of the Health & Safety Policy

This policy will be reviewed by the Leadership and the Governing Body annually as part of its review of the H&S annual report to the Board of Governors which goes to the Board in Summer term of each year. Following completion of the annual review, the Policy will be re-published on MyWI and on Moodle. Notification of the completed process will be published in an e-mail will be sent to all staff and all students.

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
0001	Annual review and transfer to WUC format	Aug 2016
0002	Annual review	September 2017
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0004	Annual review	November 2018

