

CANTERBURY COLLEGE
HEALTH AND SAFETY POLICY

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CANTERBURY COLLEGE HEALTH AND SAFETY POLICY

1 STATEMENT OF POLICY AND INTENT

- 1.1 The Corporation Members of Canterbury College consider that one of their primary objectives is the achievement and maintenance of a high standard of health, safety and welfare on all College premises.
- 1.2 They also recognise and accept their obligations under the Health and Safety at Work Etc Act 1974 and related legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and of all people who may be affected by their activities.

2 DUTIES WITHIN THE ORGANISATION

- 2.1 It is the College policy that all reasonable practical steps will be taken to ensure the health and safety of all staff and students and to prevent damage to College property. In particular the following specific responsibilities are allocated. All staff with specific health and safety responsibilities will ensure that those responsibilities are adequately delegated in their absence.

3 DUTIES OF THE CORPORATION

- 3.1 The Corporation accepts its role both collectively and individually to provide health and safety leadership in the College. One member will be appointed to ensure that the Corporation is kept informed of and alert to relevant health and safety risk management issues.
- 3.2 The Corporation will take account of the health and safety implications of all decisions taken.
- 3.3 Section 2(3) of the Health and Safety at Work Act lays certain duties on the Corporation as the employer. These are:
 - To produce a written Statement of the organisation's general policy on health and safety.
 - To include within that Statement the organisation and arrangements for carrying out that policy.
 - To bring the Statement to the notice of all the employees.
 - To review and revise the Statement as often as may be appropriate and to bring any revision to the notice of all employees.
- 3.4 The Act lays emphasis on the duty of the employer to ensure that particular attention is paid to:
 - a) Plant, equipment and systems of work that are safe and without risk.

- b) Safe arrangements for the use, handling and storage of articles and substances.
- c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- d) A safe place of work without risk to health and with safe access and egress.
- e) A working environment that is safe and without risk to health.
- f) Adequate welfare facilities.

3.5 The Corporation Members require that:

- a) Employees of the College at all levels display a positive attitude towards health and safety and pursue the College's objectives in respect of health and safety.
- b) All accidents at work and occupational ill health will be investigated to try to prevent further occurrence.
- c) A copy of this statement is issued to all employees. From time to time it is to be reviewed and amendments advised to employees.

4 DUTIES OF PRINCIPAL

- 4.1 To ensure that health and safety issues are an integral part of all decision making.
- 4.2 Promote a safety culture.
- 4.3 Ensure there is a comprehensive and effective Health and Safety Policy within College.
- 4.4 Approve and enforce the Health and Safety Policy.
- 4.5 Ensure that adequate funds are included in all financial planning to meet the requirements of College policy.
- 4.6 Chair the College Health and Safety Committee.
- 4.7 Ensure that there is a Duty Officer on duty during normal College hours. Outside of normal hours ensure that a risk assessment and procedures are in place.

5 DUTIES OF DIRECTORS

- 5.1 Directors are responsible to the Vice Principal for the safety of work undertaken within their areas. They will oversee the safety of work undertaken within their areas and in particular:
- 5.2 Ensure that health and safety issues are integral in all decisions made.
- 5.3 Hold a meeting every half-term expressly to discuss health and safety issues. The minutes of these meetings to be forwarded to the Health and Safety Committee. The meetings will include a review of risk assessments, room safety checks, accidents and near misses.
- 5.4 Carry out the requirements of the College Health and Safety Policy and support all staff in its execution.
- 5.5 Ensure that the College Health and Safety Policy is understood by staff.
- 5.6 Ensure that responsibility is properly assigned and accepted in all levels of his/her area.
- 5.7 Ensure that adequate funds and materials are provided to meet the health and safety requirements of College policy.
- 5.8 Consult with the Safety Adviser on a regular basis.
- 5.9 Directors are responsible for the implementation of health and safety procedures within their own offices and where appropriate those of their immediate administrative staff.

6 DUTIES OF FACULTY HEADS AND MANAGERS

- 6.1 These duties apply to all College Faculty Heads and Managers.
- 6.2 Responsible to their Director for the safety of work undertaken in their areas of responsibility. They are also responsible for taking the necessary action to ensure the health and safety of employees, students and others in their areas and for maintaining and improving the standards of safety within their areas. In particular they are responsible for.
- 6.3 Implementing College Policies and Codes of Practice and all statutory requirements.
- 6.4 Authorising local rules and Codes of Practice after consultation with staff and ensuring that these are communicated to members of staff, students and where appropriate the College Safety Adviser.
- 6.5 Ensuring that Curriculum Leaders and/or team leaders are aware of their responsibilities and carry them out.
- 6.6 Ensuring that risk assessments are undertaken and are monitored at appropriate periods and at least annually.

- 6.7 Ensuring that actions arising from risk assessments are fully implemented.
- 6.8 Ensure that when producing job descriptions health and safety responsibilities are identified.
- 6.9 Ensuring that all staff responsible for students are aware of their responsibilities for health and safety. Also that the knowledge and experience of the staff is sufficient for them to carry out their work in a safe manner or otherwise arrange training.
- 6.10 Ensuring that new staff are made fully aware of local rules, risk assessments and safe systems of work.
- 6.11 Ensuring that safety training for staff and students is arranged which enables them to undertake the job safely.
- 6.12 Ensuring the adequacy of the arrangements for the safe use, storage, transfer and disposal of hazardous materials and waste, including periodic purges of unwanted hazardous materials.
- 6.13 Ensuring that all staff are aware how to activate fire alarm systems, who to contact in event of emergencies and know the emergency evacuation procedures in the areas in which they work.
- 6.14 Ensuring that accidents, dangerous occurrences and near misses are reported to the College Safety Adviser.
- 6.15 Liaising with the College Safety Adviser.
- 6.16 Ensuring liaison with the Director of College Support Services in all matters concerning the design, maintenance, conversion and use of College buildings. Also ensuring that Union health and safety representatives are advised of any changes.
- 6.17 When contractors are brought into College the Estates Co-ordinator must be informed; the contracting Manager assumes the responsibility for these contractors in all respects.
- 6.18 Ensuring the safe conduct of any off-site activities.

7 DUTIES OF SECTION MANAGERS AND TEAM LEADERS

- 7.1 Section Managers and Team Leaders are responsible to their Faculty Head or Manager for the safety of work undertaken in their areas of responsibility. They are also responsible for taking the necessary action to ensure the health and safety of employees, students and others in their areas and for maintaining and improving the standards of safety within their areas. In particular they are responsible for:
- 7.2 Implementing College Policies and Codes of Practice and all statutory requirements.

- 7.3 Authorising local rules and Codes of Practice after consultation with staff and ensuring that these are communicated to members of staff, students and where appropriate the College Safety Adviser.
- 7.4 Where appropriate appointing a Safety Officer to be responsible for the safety of each discipline within an area. If a Curriculum Leader considers that the work within all of the disciplines to be at low risk ie not involving workshop or laboratory activities, then a single Safety Officer may be appointed for the area.
- 7.5 Displaying statutory notices, including Fire Notices. Fire notices are supplied by the Estates & Facilities Manager and local signage is the responsibility of the area Manager.
- 7.6 Arranging risk assessments and ensuring that they are monitored at appropriate periods and at least annually.
- 7.7 Ensuring that actions arising from risk assessments are fully implemented.
- 7.8 Ensuring the maintenance of records on all matters relevant to safety and equipment logs.
- 7.9 Ensure that when producing job descriptions health and safety responsibilities are identified.
- 7.10 Ensuring that all staff responsible for students are aware of their responsibilities for health and safety. Also that the knowledge and experience of the staff is sufficient for them to carry out their work in a safe manner or otherwise arrange training.
- 7.11 Ensuring that new staff are made fully aware of local rules, risk assessments and safe systems of work.
- 7.12 Ensuring that safety training for staff and students is arranged which enables them to undertake the job safely.
- 7.13 Ensuring the adequacy of the arrangements for the safe use, storage, transfer and disposal of hazardous materials and waste, including periodic purges of unwanted hazardous materials.
- 7.14 Ensuring that adequate storage and handling arrangements are made for gas cylinders and that all pressure vessels are tested and inspected in accordance with The Pressure Vessels Regulations 1988.
- 7.15 Ensuring that all electrical equipment is tested regularly and equipped with adequate wiring and insulation in accordance with The Electricity at Work Regulations 1989. This should be done in consultation with the Estates Co-ordinator.

- 7.16 Ensuring that the performance of fume cupboards is adequate for the use to which they are put, that they are tested regularly and appropriate records maintained.
- 7.17 Ensuring that all staff are aware of how to activate fire alarm systems, who to contact in event of emergencies and know the emergency evacuation procedures in the areas in which they work.
- 7.18 Ensuring that accidents, dangerous occurrences and near misses are reported to the College Safety Adviser.
- 7.19 Liaising with the College Safety Adviser.
- 7.20 Ensuring liaison with the Director of College Support Services in all matters concerning the design, maintenance, conversion and use of College buildings. Also ensuring that union health and safety representatives are advised of any changes.
- 7.21 When contractors are brought into College the Estates Co-ordinator must be informed; the contracting person assumes the responsibility for these contractors in all respects.
- 7.22 Ensuring the safe conduct of any off-site activities.
- 7.23 Ensuring the area is kept clean and tidy and that any waste is stored and disposed of in accordance with regulations.
- 7.24 In carrying out these responsibilities Section Managers/Team Leaders will appoint such persons to assist them as Safety Officers who are appropriate locally and will make this information readily available to their staff and to the College Safety Adviser.

8 DUTIES OF SAFETY OFFICERS

- 8.1 Area Safety Officers are appointed to assist in providing a health and safety culture. They are responsible to their line managers for the health and safety of identified areas within the College; they are particularly responsible for:
- 8.2 Ensuring that they are fully aware of the statutory requirements and College policies relating to those areas.
- 8.3 Ensuring that any breaches of the statutory requirements are notified to the Manager so that they can be acted upon.
- 8.4 Ensuring that hazards are identified and rectified.
- 8.5 Ensuring that safe practices of work are followed by staff and students.
- 8.6 Ensuring that risk assessments and room safety audits are carried out and records kept.

9 DIRECTOR OF COLLEGE SUPPORT SERVICES

- 9.1 The Director of College Support Services has responsibility for advising the Senior Management Team of health and safety issues that require their attention.
- 9.2 Will be Vice Chair of the Health & Safety Committee.

10 DUTIES OF PERSONNEL MANAGER

- 10.1 The Personnel Manager is responsible to the Vice Principal for the organisation and provision of all occupational health services within the College including those relating to eyesight tests for the VDU regulations.
- 10.2 These responsibilities are in addition to the responsibilities as a Manager.
- 10.3 The Personnel Manager will ensure that training needs in respect of health and safety are identified at interview and upon appointment are passed to the appropriate Manager to arrange with the Staff Development Office.
- 10.4 The Personnel Manager will ensure that every member of staff receives and signs for a copy of the College Health and Safety Policy and that records are kept.

11 DUTIES OF ESTATES CO-ORDINATOR

- 11.1 The Estates Co-ordinator is responsible to the Director of College Support Services for building and maintenance works authorised by the Estates & Facilities Department and in particular are responsible for:
- a) the safe working of external contractors, working in College buildings, on contracts that have been initiated by her.
 - b) ensuring that all College buildings, fittings, services and installations are maintained in good order.
 - c) ensuring that all College buildings are equipped with adequate means of escape for personnel and adequate means of access for the emergency services in the event of fire or other emergency.
 - d) arranging engineering inspections of pressure vessels, lifting equipment etc in compliance with the appropriate regulations.
 - e) co-ordinating the testing of portable electrical appliances under the Electricity at Work Regulations 1989.
 - f) co-ordinating the inspection of fire fighting appliances as required by regulations.

12 DUTIES OF CAPITAL PROJECT MANAGERS

- 12.1 The Client Representative and Capital Project Manager are responsible for ensuring that the contractors undertake their work in a safe manner compliant with all relevant legislation.
- 12.2 They will ensure that all contractors are aware of the constraints of the site including raising their awareness of working with young people.

13 DUTIES OF SAFETY ADVISER

13.1 General responsibilities are:

- a) To be general adviser to the Principal and the Health and Safety Committee on matters of safety.
- b) To assist all members of the College to perform their duties under the Health and Safety at Work Act.
- c) To provide advice and to supply safety information.
- d) To ensure that members of the College are aware of and comply with current legislation.
- e) To act as Secretary to the Safety Committee.
- f) To assist with the education in safety of staff and students.
- g) To attend/undertake training.

13.2 Responsibilities for fire are:

- a) To arrange an evacuation drill at least once a term

13.3 Responsibilities for accidents are:

- a) To report to the Health & Safety Executive any accident subject to the RIDDOR Regulations.
- b) To maintain records and provide the Health and Safety Committee with any reports on request.
- c) To ensure adequate First Aid cover.
- d) To ensure maintenance of First Aid boxes.
- e) To organise First Aid training for College First Aiders.

14 DUTIES OF HEALTH & SAFETY COMMITTEE MEMBERS

- 14.1 Members are appointed by Directors to serve on the Health and Safety Committee to act as representatives of their colleagues with particular responsibilities to:
- 14.2 Communicate between colleagues and the Health and Safety Committee.
- 14.3 Liaise with the College Safety Adviser on all matters of health and safety.
- 14.4 Fully familiarise themselves with College Safety Policy.
- 14.5 Regularly attend the College Health and Safety Committee meetings.

15 DUTIES OF ALL STAFF

- 15.1 To take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.
- 15.2 Familiarise themselves with and conform to the Health and Safety Policy of the College at all times.
- 15.3 To work in accordance with any instruction and training that they may have received.
- 15.4 Report promptly all accidents, incidents and near misses to the College Safety Adviser whether persons are injured or not.
- 15.5 Report all hazards or potential hazards to the Caretakers Helpdesk.
- 15.6 Make suggestions to improve health and safety to the College Health and Safety Committee through their representative on the Health & Safety Committee or to the Safety Adviser.
- 15.7 It is the responsibility of each person to:
- 15.8 Take part in all procedures to ensure the promotion of a health and safety culture within the working environment.
- 15.9 Use or operate equipment and machinery in the correct way ensuring all guards are in place.
- 15.10 Use any personal protective equipment that has been provided for hazardous work and to store it properly and to report any loss or defects in the equipment to the appropriate individuals.
- 15.11 Undertake risk assessments, or take part in the process, on all potentially hazardous activities and keep records. This will include assessments under the Control of Substances Hazardous to Health Regulations (COSHH), Manual Handling Regulations, Visual Display Unit Regulations and risk assessments under any legislation relating to a specific operation.

- 15.12 Ensure a task is not undertaken if a risk assessment shows that it will prove unsafe until the risks have been eliminated or controlled.
- 15.13 To ensure that a portable appliance is not used if it has been rejected under the Electricity at Work Regulations procedures.
- 15.14 Advise his/her Manager of Safety Training requirements.
- 15.15 Undertake training when arranged and put into practice.
- 15.16 To receive and sign for a copy of the Health and Safety Policy.

16 DUTIES OF OUTWORKERS

- 16.1 All College employees working in premises other than those owned by the College must, whilst observing the health and safety requirements of the College, work in co-operation with other employers' health and safety requirements as specified in the Management of Health and Safety at Work Regulations 1992, Regulation 9. In case of difficulty the employee should raise the matter with his/her line manager.

17 DUTIES OF VISITORS

- 17.1 All visitors must observe the College safety and security rules.

18 DUTIES OF STUDENTS

- 18.1 To take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.
- 18.2 To familiarise themselves with and observe College rules.
- 18.3 To work in accordance with any instruction and training that they may have received.
- 18.4 To co-operate with the College to enable it to fulfil obligations in respect of health and safety.
- 18.5 On discovering a dangerous situation to report it without delay to a member of staff.
- 18.6 To provide as necessary and use any personal protective equipment specified for a course of study.

19 COLLEGE HEALTH AND SAFETY COMMITTEE

19.1 Membership

The members of the Health and Safety Committee shall be:

The Principal
Safety Adviser
Director of College Support Services (Vice Chair)
Director of Student Support Services
Capital Project Manager
Faculty Head responsible for Independent Living & Leisure Skills
Student Services Manager
Cross-College Health Promotion Manager
Work Based Learning Manager
First Aid Curriculum Team Member

Union Safety Representatives

NATFHE	(3)	2 for Canterbury 1 for Sheppey
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UNISON	(2)	
Student Union	(1)	

FE Curriculum	(5)	
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HE & Quality	(1)	
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Finance & Funding	(1)	
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Sheppey College	(1)	
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A member of the Committee may fulfil more than one role.

The names of Committee members are given in Appendix A.

19.2 Persons co-opted when deemed appropriate by the Committee either as permanent members or for the discussion of specific topics.

19.3 Officers:

The Chairman shall be the Principal
The Vice Chairman shall be the Vice Principal
The Secretary shall be the College Safety Adviser

19.4 Quorum:

The quorum shall be six of the members of the Committee.

19.5 Meetings:

The dates of meetings shall be determined at the beginning of each academic year and shall be at least two per term.

19.6 Functions and terms of reference:

- a) The function of the Health and Safety Committee is to advise the Principal on matters of health and safety. The purpose of meetings is to allow joint consultation on Health and Safety matters to take place between the Principal and his/her senior staff and the various categories of staff
- b) To promote co-operation within the College in instigating, developing and carrying out measures to ensure the health and safety of all employees, students and other occupants and in so doing, to be concerned with all relevant aspects of health, safety and welfare of persons within the College
- c) To review after 12 months, if necessary, general measures and procedures to ensure health and safety of employees in the College and the Terms of Reference and Membership of the College Safety Committee
- d) To examine from time to time any samples of safety reports and details of accidents and notifiable diseases and to consider any action that needs to be taken generally. (The Health and Safety Committee should look at facts in an impartial way following an accident, considering what sort of precautions should be taken and make appropriate recommendations; it is not the purpose of the Committee to allocate blame)
- e) To review as necessary any safety complaints
- f) To consider reports and factual information received from Inspectors of the Health and Safety Executive
- g) To review from time to time the effectiveness of safety training for employees
- h) To consider any other items brought by a member of the Committee for discussion
- i) Minutes of the Health and Safety Committee's proceedings will be sent to members of the Committee, Directors, Faculty Heads, Managers and such other persons as the Committee recommends.

Signed:

Date:

HEALTH & SAFETY COMMITTEE MEMBERS

Principal	Alison Clarke
Safety Adviser	Pat Roberts
Director College Support Services (Vice Chair)	George Jeffrey
Director Student Support Services	Lut Stewart
Capital Project Manager	Rob Thrower
Faculty Head responsible for Independent Living & Leisure Skills	Jane Jones
Student Services Manager	tba
Cross-College Health Promotion Manager	Debbie Ribchester
Workbased Learning Manager	Melanie Thomas
First Aid Curriculum Team Member	Richard Jordan

Union Safety Representatives:

NATFHE	Canterbury	Andrew Heatlie
	Sheppey	Sue Huckstep
UNISON		Robert Swain
		Cristina McEwan
Student Union		tba

Other Areas:

FE Curriculum	Graham Bessant
	Steve Bunting
	<i>Jane Jones</i>
	<i>Richard Jordan</i>
	Dave Donaldson
HE & Quality	Andrew Baxter
Finance & Funding	tba
Sheppey College	Joanne Cattermole
Outreach	Lorraine Dagg

Italics indicates a person is fulfilling more than one role.