

TITLE: Health and Safety Policy	REF: HS001	VERSION: 4.1
APPROVAL BODY: Corporation	DATE: 22 October 2018	REVIEW DATE: 22 October 2021
LEAD PERSON: Group Director of Human Resources & Organisational Development		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1.	Health & Safety Committee	Full Review
2. 30.09.15	Corporation	Full Review
3. 25.02.16	Group Director of Property and Facilities	Update to reflect New Faculties.
4. 20.09.18	Group HR Director H&S Committee Group Executive Team Corporation	Significant revision of the procedure to improve clarity and eliminate unnecessary detail
4.1 20.03.19	Clerk to the Corporation	Clarification of inclusion of apprentices as students

## HEALTH AND SAFETY POLICY

### Activate Learning Health & Safety Policy Statement

Health, safety and wellbeing are essential to the realisation of Activate Learning's strategy, sharing and applying knowledge to make a difference to students and staff. Activate Learning will, in accordance with relevant legislation, statutory requirements and good practice, ensure, so far as is reasonably practicable, the health, safety & welfare of staff, students, contractors, visitors and the general public who may be affected by the organisations activities.

This statement sets out the commitment of the Governing Corporation. Senior managers are committed to providing leadership in health, safety and wellbeing and to ensure that proper consideration and support are given to health, safety & wellbeing as appropriate.

Activate Learning considers that a strong health, safety and wellbeing culture together with a safe and secure environment are fundamental to its success.

In order to achieve this the Group will, in accordance with the Health & Safety organisation & arrangements:

- Identify all significant hazards that may arise through its activities. To assess the risks arising and institute effective control measures to eliminate, minimise or manage these risks.
- Provide and maintain premises and equipment that are without significant risk to health, safety and welfare
- Implement safe systems of work that eliminate or control, all significant hazards and risks to health, safety and welfare
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others who may be affected by our activities
- Provide a safe working environment and adequate welfare facilities

- Provide a written safety policy that includes the organization and arrangements for achieving the policy aims and objectives
- Consult and work with employees and employee representatives on health, safety and wellbeing and welfare matters
- Ensure health and safety policies and procedures are up to date with current legislation, codes of practice and guidance
- Monitor and review the effectiveness of the organizations arrangements and make improvements as required

Activate Learning is committed to ensuring the development of a positive health, safety and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems. To this end every individual member of staff, student, visitor or contractor must take care of their own health and safety: take due consideration for the health, safety and wellbeing of others, not interfere with or misuse facilities that are provided in the interests of safety and comply with the Group's policies and procedures and the relevant arrangements for the area or activity.

## **Introduction**

This policy sets out the organisation and arrangements for health and safety management across the Group. The Group is committed to ensuring the development of a positive health, safety and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems. To this end every individual member of staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others.

The specific arrangements for carrying out the Health and Safety Policy support this document and can be found at on the Group's SharePoint Portal, and include:

- Managing Accidents, Incidents and Work Related Illness
- Provision of Personal Protective Equipment
- Provision of Emergency First Aid at Work
- Education and continuing professional development related to health and safety matters
- Safe Use and Maintenance of Portable Electrical Equipment
- Management and Safe Use of Equipment and Machinery
- Managing of Hazardous Substances in the Workplace Policy
- Legionellosis Risk Management
- Manual Handling
- Management of Staff Home Working
- Management of Student Off-Site Visits
- Display Screen Equipment (DSE)
- Working at Height Policy and Arrangements
- Management of Lone Workers

This policy applies to all staff and students of the Group, their visitors, contractors and the Corporation. All references to students in this policy include apprentices, and all of the Group's health and safety related policies and procedures apply to Activate Apprenticeships.

The Group Health and Safety Officer will maintain an overview of the impact of the Policy and submit regular reports to the Group Health and Safety Committee and the Corporation.

The Group Health and Safety Officer monitors the implementation of control measures and procedures identified in risk assessments for all activities.

Results from audits of procedures, risk assessments, accident and incident data, as well as feedback from staff and students are utilised to ensure continual improvement.

This Policy and associated procedures and documentation are subject to internal audit.

***Who can you contact for enquiries about this Policy?***

The Group Health and Safety Officer via the Group SharePoint Portal.

## **Organisation and Arrangements for Health and Safety Management**

### **1. Students, Contractors and Visitors**

All students, contractors and visitors to our campuses are expected to comply with safety arrangements that are in force within the Group and are legally obliged to take reasonable care for the health and safety of themselves and others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the Group's policies and standards, and the relevant arrangements for the area or activity.

### **2. Group Employees**

All employees of the Group are required to:

- Follow health and safety procedures;
- Not interfere with or misuse facilities that are there in the interests of health and safety, and report any problems such as defective/unsafe equipment and practices.
- Comply with all safety arrangements that are in force within the Group and
- Are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

Anyone contravening these instructions may be subject to Group's disciplinary proceedings and possible legal action. It is also an offence for any person to interfere with or misuse anything that is provided in the interests of safety.

Some employees work in premises that are not owned or operated by the Group. The Group has management agreements with those other employers where our employees work routinely.

Employees must report accidents; dangerous occurrences, unsafe circumstances and work-related ill health to their Line Managers or Health and Safety Co-coordinator and a form should be completed and submitted to the Group Health and Safety Officer.

### **3. Health and Safety Support**

Advise and assist the Corporation, Directorate, Managers and employees in carrying out their legal, moral and ethical responsibilities in relation to the health, safety, wellbeing and welfare of staff, students, contractors and members of the public, so far as is reasonably practicable.

### **4. Supervisory Staff**

Supervisory staff within a Faculty or Department, are expected to monitor and check that local health and safety arrangements and rules are being followed. An important aspect of this role is to ensure that any concerns regarding effectiveness of local health and safety arrangements

are communicated to the appropriate person to ensure continual improvement of the health and safety management system.

Supervisory staff includes members of staff who provide a supervisory role:

- Teaching staff
- Instructors
- Senior Technicians
- Senior Administrators
- Staff tasked with the day-to-day running of facilities and/or who provide supervision to ensure staff carry out their day-to-day duties

## **5. Line Managers**

Are required to ensure local health and safety policies and arrangements are implemented, monitor their effectiveness and plan the deployment of adequate resources. Line Managers comprise of staff designated with staff management duties.

## **6. Directors of Faculties & Heads of Campus**

Directors of Faculties and Heads of Campus are expected to implement local safety management arrangements and manage risks to protect staff, students, visitors and contractors working within their Faculty or Department. Senior Managers should ensure that sufficient resources are assigned (competent staff with sufficient time and facilities), responsibilities are clearly delegated and all activities are risk assessed with any training needs for staff being met. Senior Managers are responsible for defining the most appropriate local safety structures, which will ensure integration with the overall strategic direction of their Faculty or Department.

## **7. Group Executive Team**

The Executive Board is required to demonstrate ownership of the Group health and safety policy and to communicate its values across the Group. This accountability cannot be delegated, however operational aspects of health and safety management may be delegated to other levels of management. The Group Executive Team must gain assurance that these responsibilities are being fulfilled and to ensure resources are available to fulfil health and safety objectives.

## **8. Corporation**

The Corporation has overall accountability for the strategy of the Group and is responsible for strategic oversight of all matters related to health and safety for the Group. The Corporation should seek assurance from the Group Executive Board that effective arrangements are in place and are working.

## **Arrangements (Policies & Procedures)**

The arrangements for implementing this Policy are detailed in relevant Group policies, procedures, codes of practice and guidelines and specific health and safety standards covering a range of activities.

Health and safety standards include policies, codes of practice, local rules, procedures and risk assessments which detail how we do things safely and meet legal obligations for health and safety. Because of their legal status, it is important that managers and employees follow them and they are therefore mandatory. Standards covering the whole Group can be found on the Group's SharePoint Portal. Individual Departments may also produce health and safety standards covering risks arising from their work.

## **Monitoring and Review**

The monitoring and review of safety procedures and compliance with the Group's arrangements is an everyday responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance.

In addition to daily supervision a variety of central and Faculty or Department systems are used to monitor and measure safety performance across the Group.

Faculty Directors, Group Services Directors or equivalent should implement suitable and sufficient internal safety inspections; the frequency and detail of such activities must be commensurate with the size of the Faculty, Department or School, level of risk, and nature of the hazards within each location. All Faculties, Departments and Schools should undertake as a minimum an annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback during team meetings. The Group Health and Safety Officer can offer advice and support to staff undertaking safety inspection and audits.

## **Appendix 1**

### **Activate Apprenticeships**

Apprentices are employed status, regardless of their age their employer has primary responsibility for health and safety, for apprentices who are under the age of 18, the employer has the same responsibility as for other young workers in managing any significant risks.

As a training provider we take reasonable steps to satisfy ourselves that the employer is managing risks, we complete a Health & Safety Employer Checklist in the workplace, a risk assessment is not a mandatory requirement, unless significant risks have been identified and consultation has taken place with a qualified Health & Safety representative.

No apprentices can be placed in to employment or start an ESFA funded staff development programme where there has been significant high risk identified.

Activate Apprenticeships also checks the apprentices' knowledge on how to raise any health and safety concerns, and how they demonstrate an understanding of the importance of Health and Safety requirements in the workplace.

#### *Apprentices include:*

those who are recruited by Activate Apprenticeships to fill an apprenticeship vacancy, employees who are wish to start development programmes funded by accessing apprenticeship Levy/Non Levy funding, including third party subcontracting and those that are involved in organising the off the job training elements of the apprenticeship programme.