

**HEALTH, SAFETY AND WELFARE AT WORK POLICY**

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|  | **Summary**  | Health and Safety |
|  | **Responsible Person**  | CEO |
|  | **Accountable ELT Member**  | Director of Inclusion  |
|  | **Applies to**  | All staff |
|  | **Groups and/or individuals who have overseen development of this policy** | Directors  |
|  | **Groups which were consulted and have given approval**  |  |
|  | **Equality impact analysis completed**  |  |
|  | **Ratifying committees and date of final approval**  | CEO |
|  | **Version**  | 3 |
|  | **Available on** | Teams |
|  | **Related documents**  |  |
|  | **Disseminated to** | All staff |
|  | **Date of implementation**  | 1st September 2024 (version 3) |
|  | **Date of next formal review**  | 1st September 2025 |

**HEALTH, SAFETY AND WELFARE AT WORK POLICY**

# POLICY STATEMENT

* 1. At Affinity (College) the Health, Safety and Welfare of everyone is a priority. The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure, in so far as reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

The co-operation of all employees, contractors, learners and visitors, is vital to the success of the Health, Safety and Welfare at Work Policy.

The Health, Safety and Welfare at Work Policy extends to home and remote working and all of College’s sites including:

* + 1. To enable these duties to be carried out, it is the Corporation's intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the College.

## The Corporation will, so far as is reasonably practicable, via the management of the College, ensure that:

* + - * Adequate resources are provided for health and safety;
			* Risk assessments are carried out and periodically reviewed;
			* Arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health;
			* All employees are provided with information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions;
			* Where appropriate, health surveillance will be provided to employees;
			* The provision and maintenance of all plant, machinery and equipment is safe and without risk to heaith;
			* The working environment of all employees and learners is safe, without risks to health;
			* Adequate provision is made with regard to the facilities and arrangements for employee's welfare at work;
			* There is safe access to and from the work place;
			* Monitoring activities are undertaken to maintain agreed standards, to prevent accidents and cases of work-related ill health.
			* All additional health and safety protection measures put in place in response to a significant public health risk, such as COVID-19, are done so in line with current Government guidance, in conjunction with the local public health protection team and aligned to the College's Business Continuity Plan.
		1. It is the duty of all employees at work:
			- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with the College in fulfilling its statutory duties;
			- Not to interfere with or misuse anything provided in the interest of health and safety.
		2. The College will establish, and maintain, effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare;
		3. The Health and Safety Policy will be reviewed annually and amended/updated as and when necessary. Any such changes will be communicated to all employees.

## Access to the Policy

All employees will be sent an electronic copy of the document.

## Roles and Responsibilities

The person with overall responsibility for health and safety is the CEO Given the responsibility for ensuring the day-to-day implementation of this policy.

**All College managers** have the following responsibilities:

* To ensure that any legal requirements, relating to the operation of their area, are fully complied with including (but not limited to):
	+ Risk Assessment
	+ Inspection of all fire fighting equipment
	+ Safe use of electrical switches and circuits
	+ Maintenance of all appropriate registers
	+ Necessary training for staff

*r"\*' '-'I Provision of first aid equipment

* + Accident investigation
	+ Arrangements for student out of College activities
	+ Arrangements for students' work placements
* To ensure implementation of this policy within their area of responsibility and bring it to the attention of all employees, contractors, students and visitors;

* To ensure compliance with safety precautions that apply to their area, including regulating of contractors;
* To ensure that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to their work and the emergency procedures;
* To ensure that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully trained;
* To ensure that all staff are aware of the location of alarm call points in the department and are conversant with their effective use.
* To ensure that any responsibilities delegated to subordinates are clearly identified;
* To ensure that access to the premises by students and visitors is strictly limited to safe areas;
* To ensure that suitable arrangements are in place to safeguard the premises against intruders.

**Each employee** has responsibility for:

1. their own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
2. using safety equipment or clothing as appropriate and in a proper manner which is suitable and sufficient for the purpose intended;

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1. ensuring they do not undertake any task for which they have not been authorised;
2. bringing to the attention of their line manager any perceived shortcoming in College safety arrangements;
3. familiarising themselves with the Health, Safety & Welfare at Work Policy.

If any person has any concerns about the skills needed to carry out their job effectively or safely, they must speak to their line manager at the earliest opportunity.

Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety, will be subject to disciplinary procedures.

## Health and Safety Committee

The Health and Safety Committee is constituted as a partnership between managers, staff and students whose purpose is to assist the College management, staff and Corporation to discharge their duties as specified in the Health and Safety at Work etc Act 1974 and the College's Health and Safety Policy.

It is management's responsibility to take executive action and to have adequate arrangements for regular and effective checking of health and safety precautions, and for ensuring that the declared health and safety policy is being fulfilled.

The role of the committee is to assist management with their role, but not to assume management's responsibilities


## Terms of Reference:

* To monitor and review the operation of the College's Health and Safety Policy, making recommendations to management;
* To study on regular basis accidents, incidents of reported violence and notifiable disease statistics and trends, make reports to management, and make recommendations for corrective action;
* To examine Health and Safety audit reports, and recommend action to management;
* To consider reports and factual information provided by the College Health and Safety Manager, and inspectors of the enforcing authority appointed under the Health and Safety at Work etc Act 1974;
* To consider reports which safety representatives may wish to submit;
* To assist with the development of College safety rules and safe systems at work, the planning of health and safety training, and to monitor effectiveness;
* To monitor the adequacy of health and safety communication in the work place.

## Reporting Mechanism

The Chair of the Committee will raise recommended actions at Senior Management Team (SMT) meetings, and report to Corporation on a yearly basis.

## Frequency of Meetings

There will be at least one full committee meeting per term. Extra meetings will be arranged if needed. Subgroups will be appointed, as required, to deal with particular matters, and will report back with recommendations to the full committee;

Dates of meetings for the proceeding year will be agreed at the Summer term meeting.

## Definition of membership

* + 1. **Management Representatives:**

Management representatives on the committee will be reflective of all appropriate areas of work or special hazards.


## Corporation Representative

The Corporation will elect one Board memeber to attend Health & Safety DFE updates and report back to the Corporation in conjunction with the chair of the Committee.

## Student Representative

In addition to the Board elected to attend the Committee, an elected student will also attend the Health & Safety Committee.

## Attendance and meeting protocol

Health and Safety is of paramount importance. Management and staff rely upon the Health and Safety Committee for its guidance and monitoring. Regular attendance by all members is of considerable importance. Attendance of members will be monitored and membership of the committee reviewed in the light of attendance.

Each meeting and sub-group meeting will have an agenda to include regular items on the monitoring of statistics, training and development and new legislation. Actions to be recorded in the meeting notes and monitored.

## Quorum for meetings

Chair DoE

## Health & Safety Committee Membership

Chair – DoE

 DoI Safeguarding

1 Board

1 Student

1. **Appendices**

**APPENDIX A First Aid and Sudden Illness Procedure APNENDiX A.1 First Aid Box Suppiies**

**APNENDIX A.2 Location of First Aid Boxes (all sites)**

**APNENDIX A.3 Request form for First Aid Kit for Educational Visits, Residential and Field Trips**

 

**Appendix A**

**FIRST AID AND SUDDEN ILLNESS PROCEDURE**

**AUTHOR: CEO**

**REVIEW: Annually, part of the Health, Safety & Welfare at Work Policy**

# SUPPORT AND GUIDANCE PROCEDURES FOR THE IMPLEMENTATION OF FIRST AID

1. **STATEMENT OF INTENT**
	1. The College undertakes to adopt whatever means are available and as may be considered reasonable in the particular circumstances to ensure the health and safety of all employees, students and visitors to the College.
	2. It shall be the duty of every employee within their activity to co-operate in carrying out the undertaking given above, as defined within the College Health, Safety & Welfare at Work Policy and current legislation.

# FIRST AID

The College First Aiders will, at all times, operate in accordance with the College Health, Safety & Welfare at Work Policy and its associated risk assessments.

# FIRST AIDERS

* 1. Responsibility for providing first aid cover
		1. The DoI has overall responsibility for the implementation of the College's obligations under Health & Safety at Work Act 1974, 'Duty of Care', to make appropriate arrangements for the delivery of the Health and Safety (First Aid) Regulations 1981. The College has under these reguiations reviewed its arrangements and risk assessed its activities to provide First Aiders in locations throughout the college.
		2. In addition to the first aiders that have completed the 3-day First Aid at Work qualification, the College is also supporting staff to complete the 1- day Emergency First Aid course in order to support the first aid team in a local capacity.



* 1. Training and support

In addition to meeting statutory requirements for training, First Aiders will be given the opportunity to attend the following: -

* + 1. An initial orientation session, covering location and storage of equipment, College procedures for evacuation of casualties, accident reporting and contaminated waste procedures.
		2. Update meetings, held as part of the Staff Development programme.
		3. Refresher training, as required to maintain the currency and validity of approved certification for First Aiders.
		4. Appropriate AED training and other specialist training as required to support individual learners or staff
	1. Responsibility of First Aider
		1. To attend training courses, seminars and updates as and when requested, and particularly when certification is due to be renewed.
		2. To offer assistance as requested to administer first aid.
		3. Completion of all forms or documents required mentioned in this procedure.
		4. To notify changes in circumstances that result in individuals not being able to continue with the commitment of being a First Aider.
	2. Legal Liability

All First Aiders are covered by the College's insurance policies for administering first aid within their duties in the College. As all First Aiders receive regular training and updates, it is not perceived that any of their actions will result in litigation. However, if something goes wrong during or after treatment had been administered liability will only arise if there is evidence of negligence, i.e. a failure to exercise reasonable care.

# STORAGE OF EQUIPMENT

* 1. Equpiment
		1. Work surfaces must be kept free and uncluttered, and must be properly cleaned after they have been used to treat a patient, using appropriate cleaning materials.
		2. AED stored at Main Reception at all times
	2. Storage of medical supplies
		1. Supplies are kept in a locked cabinet in the reception area. Key is held by Central Admin Team. First Aiders wishing to re-stock their supplies should contact Central Admin Team.
		2. Medical supplies held for the purpose of re-stocking the first aid boxes must be stored in the spaces provided and be clearly labelled.
		3. Any request for stock replenishments should be made to the Office Manager who will also be responsible for maintaining supplies and checking first aid boxes and eye wash stations.
		4. No medicines will be provided or stored on the college premises. Only staff who have undergone suitable recorded training will be authorised to administer appropriate medication - then only with the written permission from the learner's parent or guardian. The College cannot support any member of staff who sees fit to administer any personal medication to any member of staff or student who is then the subject of litigation.

# DISPOSAL OF CLINICAL WASTE

1. Other clinical waste, such as discarded dressings, is to be placed within the unit supplied to the college by external waste contractors. This sealed unit incorporates both a (yellow) storage bag and disinfecting agent and is replaced by the contractor once a fortnight. First Aiders or other staff are not required to change the bag or replenish the disinfectant.
2. i) when dealing with clinical waste, First Aiders must use disposable plastic gloves which are supplied with their first aid equipment. This is particularly important when dealing with blood spillages, where there is a risk of the transmission of HIV, AIDS, hepatitis and other infections. Blood spills are generally cleaned by the cleaning staff using bleach under controlled conditions. (Bleach is generally not available).

ii) If performing mouth-to-mouth ventilation with a resuscitate, this aid should be disposed of as clinical waste.

# FIRST AID BOXES

* 1. First Aid Boxes are located at the college reception (Appendix A.2). Any proposed changes in location or maintenance request for the box should be reported to the Office Manager.

* 1. First Aid Boxes will be checked on a weekly basis by the Office Manager.
	2. The box must contain the first aid supplies mentioned in the First Aid at Work Regulations (Appendix A.1). It will also contain eye wash pods to ensure a suitable supply of sterile solution. Once the box has been checked a card (no longer signed) will be housed in the box to provide reminders of what should be there, with the Central Office Team keeping a log. No other supplies are to be added to the box by any person.
	3. Any equipment other than plasters must be replaced as soon as possible after use. It is the responsibility of the person who used the equipment to contact the Central Admin Team who will arrange for the replacement.

# FIRST AID KITS

* 1. First aid kits issued by the college for the use by members of staff will require to be inspected termly by the Office Manager. During its period of issue, the kit will be the responsibility of a named person.
	2. The first aid kit must hold enough equipment to be deemed appropriate for the circumstances in which it is to be used.
	3. Any equipment from the first aid kit must be replaced as soon as possible after being issued. It wili be the responsibility of the named person to check the first aid kit and request replacements from the Office Manager.

# EDUCATIONAL VISITS / RESIDENTIALS / FIELD WORK

* 1. The member of staff who has arranged the event and written the risk assessment will be deemed responsible for ensuring that adequate first aid cover and equipment is available and maintained.
	2. This member of staff will also have responsibility to make sure that all staff and students are aware of any inoculations and medication required for the country, which is to be visited for visits outside the UK, and must then manage the information effectively.
	3. On return of the trip the first aid kit, with a record of what has been used, must be returned to the Office Manager within five working days.
	4. On the return of the trip, all incidents and accidents must be recorded using the college's reporting systems. Under the Health & Safety at Work Act 1974, the college has a Duty of Care which extends to all the activities whether on site or off site, to all our staff and students, to manage all our provision efficiently and effectively.

# DEALING WITH ACCIDENTS

* 1. Under the Health & Safety at Work Act 1974, The College has an obligation to record all accidents that take place during its every day operation. Under RIDDOR (Reporting of Injuries, Disease and

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event of a member of staff or student gaining an injury that results in seven consecutive days (including Saturday and Sunday) away from their normal attendance or falls within the reportable injuries categories, report the accident to the Health & Safety Executive, (HSE).

* 1. These accident records must be in writing and retained for a minimum period of three years.
	2. The data collected from the reports is used to monitor types of injuries and the location where they are taking place. By managing the collected data, it is hoped to use this information as an aid to help us manage risks and reduce the amount of accidents that take place in college.

# ACCIDENT REPORTING

* 1. Under the Social Security Act 1998 we are required to keep an Accident Book, although in college you will find the Health & Safety Report form has been produced in an A4 format to aid use.
	2. These forms are available on the QUBE under Health & Safety or on the Shared Drive - TEAMS\Health and Safety - College Wide\Forms
	3. All members of staff have a duty to ensure that any person having had an accident has and MUST complete a Health & Safety Report form.
	4. The information on these forms should be printed and legible, with as much information as possible. Although the injured person can complete the form, it is ideal if the first aider, or a member of staff, completes the form on behalf of or with the injured person. This is to gain some

consistency in information collected and aid with an investigation if required.

* 1. Collected data from the accident reports will be used to produce statistical information, which is then reported to the Health & Safety Committee.

# ACCIDENT SITUATION

* 1. First Aider to attend the scene. Reception will also co-ordinate for the arrival at the correct gate and liaise with COA team to meet and direct the crew(s) if required.
	2. If the emergency services are contacted directly, the member of staff must inform the college Reception team and request for a First Aider to attend the accident.
	3. The Reception staff will need to confirm;
* Exact location of accident
* If the emergency services have been informed
* What and who is involved
* Confirmation of which entrance has been given to the emergency service by the caller
* Number of injured parties
* The condition of the patient

The receptionist will also contact the First Aider on rota to attend and pass on the above information.

The receptionist should arrange for the emergency service to be met and shown the most direct route to the accident.

* 1. In the event of a member of staff or student requiring a First Aider, contact should be made via to the Reception team who will then contact the nearest First Aider to the incident.

# ARRIVAL ON THE SCENE

* 1. First Aiders should be given every assistance in the undertaking of their duty.

i 3.2 if emergency services are requested, this information needs to be confirmed to the First Aider to aid in their decision making.

# REMOVING THE CASUALTY FROM THE SCENE

* 1. The First Aider may wish to move the casualty to the first aid suite. In the event of the emergency services being contacted this information would need to be conveyed to the reception staff, and to the emergency services.



* 1. Once the emergency services have arrived and taken charge of the scene the casualty will be then be under their Duty of Care. All the relevant information regarding the accident and casualty should be passed to them to aid them in their undertaking.
	2. If the casualty does not warrant emergency service treatment, but in the view of the First Aider should attend hospital, arrangements should be made via Reception or a responsible person with the local taxi firm to collect the casualty Hospital for treatment.
	3. It is not normal practice to send a member of staff with casualties, and would normally send a suitable peer if required.
	4. In the event of contacting a parent or guardian, this should be the responsibility of the First Aider who attended the casualty. If however, after several attempts of trying to contact them have failed, then the relevant information will be passed to responsible team to contact the parent or guardian of the student.

# DEALING WITH SUDDEN ILLNESS

* 1. In the event of a member of staff or student being taken ill, the responsible person will take the appropriate action to deal with the problem.
	2. It is expected that for minor ailments, e.g. headaches, a First Aider **will not be required.** The patient in such cases should arrange his/her own transport home.
	3. If the illness warrants medical attention, an ambulance should be called. College First Aiders can be called for an opinion, but this opinion is not binding in any way as their training is based on First Aid only and not medical knowledge. If in any doubt, the decision should always be to seek medical assistance.
	4. No student should be left unattended in the first aid area. If attention is required, a member of staff should make arrangements for someone to remain with the patient until arrangements have been made to send them home. It is not necessary for the person remaining with the student to be a First Aider or a member of staff, it could be a friend or fellow student.

# VOMIT

* 1. In the event that illness results in the person vomiting all immediate precautions should be taken.
	2. Wherever possible the individual should be encouraged to hold back until a suitable receptacle can be found.
	3. If the individual does vomit over the floor or equipment, contact must be made instantly to the CEO

incident and the location. As vomit is a body fluid, immediate action needs to be taken to prevent anyone from touching the substance without wearing protective gloves which can be found in the nearest First Aid Box should this action be necessary.

* 1. The CEO have been given training, equipment and instructions on the removal of vomit hygienically and safely. Members of staff are requested to note that this method although very effective does take time and may result in the area being cordoned off.

# RESPONSIBLE PERSONS

* 1. A responsible person is defined by the first aid regulations as someone who has the responsibility to take action.
	2. This does not mean that the person needs to hold a certificate in First Aid At Work or have any first aid training at all; he/she just needs to know what to do in the event of something happening.

**FIRST AID BOX SUPPLIES**

*ORDER FORM*

Name

Location of First Aid Box:

Room Number:

Extension:

|  |  |
| --- | --- |
| **Equipment** | **Amount Required** |
| PlastersBlue PlastersSterile Dressing No.3 Sterile Dressing No.8 Sterile Dressing No.9 Triangular Bandages 5cm Crepe Bandage7.5cm Crepe Bandage Sterile Eye Pad Antiseptic Wipes Disposable Bags Surgical Gloves Safety PinsEve Wash |  |

When supplies are required please return this completed form to the Campus Operations Manager who will arrange the replacement of equipment.

Signed: \_ Date: -----------

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| --- | --- |
| Title | Location |
| Health & Safety Report Form | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| Completion Guide for Risk Assessments | S:\SUPPORT TEAMS\Health and Safety - College Wide\Guides |
| Completion Guide for Educational Visits | S:\SUPPORT TEAMS\Health and Safety - College Wide\Guides |
| First Aid and SuddenIllness procedure | Qube\Staff Directory\ Staff Policy & Procedures |
| Maternity Risk Assessment form | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| PEEP (PersonalEmergency Evacuation Plan) | S:\SUPPORT TEAMS\Health and Safety - College Wide\Forms |
| Safeguarding & Prevent Policy | Qube\Staff Directory\ Staff Policy & Procedures |
| College - FireEvacuation Procedures | S:\SUPPORT TEAMS\Health and Safety - College Wide\FireEvacuation Procedures |
| Hot Work Permits | With Campus and Health & Safety Manager only |

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| **TRACKING and REFERENCE INFORMATION** |
| **Date Approved: Last approved - 6 July 2023 (Corporation)** |
| **Review Date: Annually** |
| **Author/Responsibility: Executive Member responsible for Health & Safety** |
| **Equality Impact Assessment: 20/12/23** |
| **List of related policies, procedures and other documents:** |
| **Complaints:** If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure. |
| **Monitoring:** The application of this policy and associated procedure will be monitored by Executive Team Member with responsibility for Health & Safety |
| **Easy reading:** To receive this policy/procedure in a different format, please contact: Health & Safety Manager |