Quality Management System

Policy Number

POL-HS-01

Policy Title

Health & Safety Policy

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Approved By	Michael Clark Estates & Facilities Manager
Version	Issue 4 Rev 2
Effective from	September 2026
Last reviewed	September 2026
Next review due	September 2027
Equality Impact Assessed	August 2025

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Health & Safety Policy

1.0 General Policy Statement

Health and Safety at Work etc Act 1974 General Statement of Policy

It is the policy of Bishop Auckland College Group to continuously strive to ensure the health, safety and welfare of its employees, students, visitors and contractors and that legal requirements are met. To ensure this, the college is committed to achieving a safe and healthy working environment, and reducing the risk of harm to as low as reasonably practicable by;

Developing a positive health and safety culture, which contributes to educational and business performance and satisfies the expectations of all staff, students, visitors and contractors, on all College Group sites.

Providing a safe learning environment at all learning and development sites and promoting safe working practices in training and at work. The College Group complies with health and safety legislation.

Systematically identifying all hazards, assessing the risks to staff, students, visitors and contractors and allocating the necessary resources to control them and to comply with its statutory duties and requirements of this policy.

Continuously improving our safety performance and our safety management system by following HSG65 and adopting best practice and working with other organisations and industry leaders.

Defining clear objectives to develop and maintain robust management of health and safety.

Ensuring Health and Safety will be taught as an integral part of the curriculum and good working practice and not exclusively as a separate subject.

Ensuring all employees, students, visitors and contractors receive sufficient and appropriate information, training, instruction and supervision.

The Policy and the way in which it operates will be reviewed each year to ensure its effectiveness and modified where necessary.

Everyone has a responsibility to abide by this policy at all times whilst on all College Group premises and/or whilst undertaking activities under College Group control.

Signed: Date:

Chair of the Board of the Corporation

Signed: Date

Principal/Chief Executive

2.0 College Organisation for Health and Safety

2.1 Responsibilities and Duties

2.1.1 The Chairperson – The Responsible Person.

- The Chairperson has ultimate responsibility to see that all reasonable safeguards and precautions are taken to ensure the health, safety and welfare of all those who may be affected by college activities.
- To ensure this policy is implemented and kept under review.
- To receive reports from the Principal relating to the effectiveness of College Health and Safety Policies, and Procedures to ensure that a safe and healthy environment is maintained for staff, learners and any visitors.
- The Chairperson may appoint a committee member, with relevant experience and qualification, to assist in implementation and monitoring as required.
- The Chairperson will appoint a Principal to whom responsibility can be reasonably delegated and will supply this “Delegated Person” with appropriate resources to fulfil their responsibilities.

2.1.2 Principal - The Delegated Person.

- The Designated Person has overall responsibility for the formulation, development and implementation of the strategic College Group's Health and Safety Policy.
- To formulate the Health and Safety Policy which sets the direction for the College Group by communicating management's values, beliefs and commitment to health and safety.
- To ensure that a structure exists, which allocates clear and accountable health and safety duties to people who have responsibilities to implement the policy.
- To establish a procedure for corporate planning which describes the College Group's health and safety objectives for each year, the priorities to be addressed and the allocation of resources to implement the policy.
- To ensure that an adequate number of persons are appointed to assist management in undertaking the protective and preventative measures identified by the risk assessment.
- Review College Group Committee Structures and Terms of Reference in relation to Safeguarding, Health and Safety, and the interrelationships between the two.
- Will appoint Vice or Deputy Principals with clear responsibilities for the daily operational implementation of health and safety at the college. Will supply such appropriate resources to support to these Vice or Deputy Principals, so as to achieve operational safety at a tactical / operational level. These persons being the deputy delegated persons with clear responsibilities in their areas.

2.1.3 Executive Director - The Delegated Person (SWDT)

- To ensure that an organisation structure exists which allocates clear and accountable health and safety duties to people who have responsibilities to implement the policy.
- To establish a procedure for corporate planning which describes the business health and safety objectives for each year, the priorities to be addressed and the allocation of resources to implement the policy.
- To ensure that an adequate number of persons are appointed to assist management in undertaking the protective and preventative measures identified by the risk assessment.

- To attend, as the Lead for SWDT, the College Group's Health & Safety Committee on a termly basis.
- To support and encourage Health and Safety within all areas as an integral part of work.
- To ensure a consistent approach to Health and Safety within site activity.
- To ensure that Health and Safety Policy and objectives are incorporated within the site's development plan.
- Has overall responsibility for the formulation, development and implementation of the tactical/operational Health and Safety Procedures and operational oversight for SWDT.
- To ensure that a departmental structure exists, with the directorate, which allocates clear and accountable health and safety duties to people who have responsibilities to implement the operational plan.
- To establish a procedure for departmental planning which describes SWDT's health and safety objectives for each year, the priorities to be addressed and the allocation of resources to implement the policy.
- Will create structures and accountability within SWDT, so as to be able to measure the success of the implementation of the policy and creation of a safety culture.
- Ensure that the business effectively promotes the safeguarding of learners and can demonstrate excellence in safeguarding practice.
- Ensure that good safe working practice is always a priority when working with partnerships in industry and developing learners' skills.
- Will appoint a staff member/tutor with clear responsibilities for the daily operational implementation of health and safety within their workshop areas.
- Will supply such appropriate resources to support these staff to achieve operational safety at a tactical/operational level. These persons being the deputy delegated persons (within their areas) with clear responsibilities in their areas.

2.1.4 Vice Principal of Curriculum & Quality

- To support and encourage Health and Safety within all curriculum areas as an integral part of course work. To ensure a consistent approach to Health and Safety within lesson observations.
- To ensure that Health and Safety Policy and Objectives are incorporated within the College Group's Development Plan and Self-Assessment Report.
- Ensure that the College Group effectively promotes the safeguarding of learners and can demonstrate excellence in safeguarding practice through the quality of evidence and safeguarding protection practice.
- Ensure that good safe working practice is always a priority when working with partnerships in industry and developing learners' skills in college.
- To contribute, alongside other Vice or Assistant Principals, to the implementation of the College Group's Health and Safety Policy.
- To ensure that a departmental structure exists, with the directorate, which allocates clear and accountable health and safety duties to people who have responsibilities to implement the operational plan.
- To establish a procedure for departmental planning which describes the College Group's health and safety objectives for each year, the priorities to be addressed and the allocation of resources to implement the policy.
- To ensure that an adequate number of persons are appointed to assist Management in undertaking the protective and preventative measures identified by the risk assessment.
- Will appoint managers/Directors of departments within the directorate, responsible for the daily operational implementation of health and safety at the college.
- Will supply such appropriate resources to support these managers / heads of school so as to achieve operational safety.
- Will create structures and accountability within the directorate so as to be able to measure the success of the implementation of the policy and creation of a safety culture.

2.1.5 Assistant Principal Finance & Resources

- To ensure the College Group's employers' liability insurance documentation is appropriately renewed and displayed.
- To liaise closely with the College Group's insurance company or companies.
- To plan financially for funds to be available for Health and Safety resources.
- Has overall responsibility for the formulation, development and implementation of the tactical / operational College Group's Health and Safety Procedures and operational oversight.
- To formulate the Health and Safety Procedures which sets the direction for the College Group by communicating management's values, beliefs and commitment to health and safety at an operational level.
- To ensure that departmental structures exist, within the directorate, which allocates clear and accountable health and safety duties to people who have responsibilities to implement the operational plan.
- Review College Group Committee Structures and Terms of Reference in relation to Safeguarding, Health and Safety and the interrelationships between the two.
- Will appoint managers, within the directorate for the daily operational implementation of health and safety with the College Group.
- Will supply such appropriate resources to support these managers so as to achieve operational safety.
- Will create structures and accountability within the directorate so as to be able to measure the success of the implementation of the policy and creation of a safety culture.

2.1.6 Assistant Principal Business & Community

- To ensure that departmental structures exist, within the directorate, which allocates clear and accountable health and safety duties to people who have responsibilities to implement the operational plan.
- Ensure that good safe working practice is always a priority when working with partnerships in industry and developing learners' skills in college.
- Review College Group Committee Structures and Terms of Reference in relation to Safeguarding, Health and Safety and the interrelationships between the two.

- To ensure that an adequate number of persons are appointed to assist Management in undertaking the protective and preventative measures identified by the risk assessment.
- Will appoint managers, within the directorate, for the daily operational implementation of health and safety with the College Group.
- Will supply such appropriate resources to support these managers so as to achieve operational safety.
- Will create structures and accountability within the directorate so as to be able to measure the success of the implementation of the policy and creation of a safety culture.
- To lead and deliver College Group communications relating to health and safety, where necessary, to external organisations, enforcement authorities, social media or media outlets.

2.1.7 Directors of Departments/Curriculum

- To promote Health and Safety and the policy within their own areas and ensure their own staff and students are familiar with Health and Safety procedures.
- To ensure learners are safeguarded and protected, by engaging in high quality safeguarding practice leading to improved student safety and wellbeing.
- On receipt of information on vulnerable students, ensuring this leads to risk assessment and that appropriate support measures are introduced enabling students to achieve better outcomes.
- To ensure Risk Assessments are in place for their area of responsibility.
- To ensure that any accidents within the section are reported on the correct form and that, where necessary, an investigation initiated.

2.1.8 Director of IT Services

- To ensure that all IT equipment complies with the latest regulations.

2.1.9 Estates and Facilities Manager

- To ensure the Estates and Facilities Team work within the policy guidelines and in accordance with all relevant legislation.
- To control work of contractors and ensure contractors sign in and out at reception, wear a name badge and warn staff, students and visitors of any hazardous activities by displaying the appropriate warning signs.
- Estates team to work closely with Health and Safety Advisor to ensure remedial work is carried out as and when identified by risk assessment.
- To ensure risk assessments are carried out for all work as appropriate to their areas.
- To implement and monitor strengthened security/access arrangements.
- To carry out an ongoing programme of portable appliance testing.

2.1.10 Director of Human Resources

- To ensure Human Resources (HR) liaises with the Health and Safety Advisor in identifying trends in frequency and severity of accidents, or absence through work related illness so that corrective action can be taken.
- HR will ensure that individuals have an opportunity to talk about their problems with a member of HR department or occupational health physician, or through an employee assistance programme.
- Ensure College health and safety procedures are built into all full-time and part-time staff inductions.
- The Director of HR is responsible for the College Group's health surveillance programme as required under Health and Safety Regulations.
- Actively promote health campaigns based on the current advice of the Health Education Authority.

2.1.11 Duty Manager

- A member of the College Group Management Team with whom responsibility lies to act in the event of an incident occurring, or situation arising which requires an immediate response. The Duty Manager, who acts under delegated authority from the principal, and is part of a duty rota, will be on duty each day at Bishop Auckland Campus/South West Durham Training, during operating hours.

2.1.12 Health & Safety Advisor

- Monitor and develop the general safety programme.
- Communicate by means of the Safety Committee Reports.
- Liaise with HM Inspectors for Health and Safety and fire authorities.
- To analyse accident reports and to present accident reports to the Health and Safety Committee.
- Prepare Health and Safety reports for the Corporate Board as per calendar.
- Carry out continuing and regular inspections throughout the College Group in co-operation with any section safety representatives.
- To contribute to a programme of health and safety induction for all new staff and students entering any College Group premises, alongside the HR department induction process.
- Ensure all relevant safety posters and information is displayed.
- Assist with risk assessments when required.
- To work with managers to advise upon relevant staff training in health and safety to be carried out, as required.
- Give management and employees independent authoritative advice on all matters concerning health and safety.
- To organise and observe fire drills.
- To liaise with the Fire Authority and Estates Team on fire prevention matters e.g., escape routes, fire extinguishers, alarm systems etc.
- To ensure fire alarms are tested weekly and ensure fire extinguishers are tested each year.
- To establish and review First Aid procedures within the College Group.
- To liaise with the Training and Development coordinator to organise appropriate First Aid training for College Group staff.
- To prepare/input an annual self-assessment report and operational plan for Health and Safety.

2.1.13 Health & Safety Committee

Terms of Reference

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended), The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996 and in accordance with INDG 232 'Consulting Employees on Health & Safety'.

The Committee will:

- To monitor the formulation and development of the Health and Safety Policy and make recommendations for its revision.
- To ensure consultation on Health & Safety issues with trade union appointed safety representatives and with a cross section of College Group management, staff and students.
- Review and consult on changes to legislation and College Group policies that may substantially affect health and safety throughout the College Group.
- Consideration of reports and factual information and guidance from the enforcing authorities (i.e. HSE and Local Authority).
- To monitor the adequacy of arrangements to secure the cooperation of employees in maintaining and improving health and safety performance.
- To monitor and ensure sufficient allocation of resources for health and safety.
- To study accident trends so that recommendations may be made to management for corrective action to be taken.
- Examine safety audit reports and observation reports to note areas where improvements can be made.
- Assisting in the development of safety procedures and safe systems of work.
- To discuss and monitor safeguarding arrangements and matters.

The Committee will aim to meet every term. Extraordinary meetings will be convened to meet special circumstances.

An agenda will be drawn up and distributed before the meetings take place along with any other information to be discussed at the committee. This will allow time for the committee members to consider any information provided and discuss fully with the committee.

Minutes will be kept of all meetings and stored in a relevant folder on the server. The minutes will indicate actions which need to be taken together with target dates and the persons responsible.

2.1.14 The Membership Committee

Assistant Principal for Finance and Resources – Chair
Principal/Chief Executive – Vice Chair
Health and Safety Advisor
Directorate Representatives
Quality Assurance Manager
Pastoral and Welfare Manager, Student Services
Director of Human Resources
Union Safety representatives
Work placement representative
Student representative
Curriculum and support staff representatives

In addition, members may be co-opted as required.

2.1.15 First Aiders

- First Aiders will be responsible for providing emergency first aid treatment to anyone injured on College Group premises, or who may have been injured off site, but present with symptoms. They will assess, and where necessary, arrange further medical assistance.
- In the event of an accident/incident, or attending to a person who may decline treatment, they will ensure that an accident form is completed and that the Health and Safety Advisor/Duty Manager is involved in any investigation along with completing the relevant sections of the first aid reporting form.
- They will ensure that first aid boxes are equipped, at all times, in accordance with the First Aid Regulations.

2.1.16 Staff

- All employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do at work.
- To work in accordance with the instructions and training they received.
- To have knowledge of their work area / department risk assessment and to operate with its content in mind for the safety of themselves and others, and to contribute to the review of the document and its practical application.
- To follow and cooperate with any safe systems of work.
- Not to interfere with or misuse intentionally or recklessly, anything provided in the interests of health and safety at work.
- Report any work situation which might present a serious hazard and imminent danger to Health and Safety or any matter, which represents a shortcoming in the College Group protection arrangements even when no imminent danger exists so that remedial action can be taken.
- The safety of students when in classrooms, laboratories, workshops, salons, kitchens, the library, the gym and common rooms is the responsibility of the lecturer/member of staff in charge of the classroom/group

2.1.17 Students

- To have personal responsibility for self, fellow students and others.
- To have knowledge of their work area / department risk assessment and to operate with its content in mind for the safety of themselves and others, and to contribute to the review of the document and its practical application.
- To observe proper standards of behaviour and dress in respect of health and safety.
- To always wear a lanyard, showing means of identity.
- To use properly and not to wilfully misuse or to interfere with any apparatus or equipment provided for his/her safety.
- To realise that no student is allowed to use any machine or apparatus unless they have received suitable instruction and to accept that they may only use any machine or apparatus after having received the specific consent of the member of staff in charge.

2.1.18 Contractors

- Must adhere to the College Group's site rules provided in the contractor's Induction whilst working on site.
- Work within the guidelines of the Health and Safety at Work etc. Act 1974 and all current legislation applicable to their undertakings.
- Notify the College Health and Safety Advisor of any hazardous processes / substances to be used on site and report any incidents/accidents on College Group accident / incident report forms.
- Ensure their employees are suitably qualified, trained and competent.
- Ensure that their work equipment is suitable for the task, adequately maintained and staff are trained to use it.
- Provide task specific risk assessments and attend an annual induction refresher, where required.

2.1.19 Visitors

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Observe and adhere to any instructions provided to them in the interests of health, safety and welfare.
- Report any accidents, incidents, dangerous occurrences or near misses to a member of staff without delay.
- Where applicable adhere to the terms of any agreement with regard to the use of College Group facilities.

3.0 General arrangements for Health and Safety

3.1 Accident Reporting and Investigation

Bishop Auckland College Group recognises its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and has put in place the appropriate measures for recording, investigating and reporting.
All accidents, near misses and incidents of work-related ill health must be recorded and investigated appropriately in order to identify root causes and prevent recurrence.

The Health and Safety Advisor will ensure compliance with RIDDOR by reviewing each accident and dangerous occurrence and ensuring that any reporting requirement is met where necessary.

Records of accidents, treatments, assessments and ill health will be maintained and monitored with regular updates to board members and the health & safety committee members to highlight trends which may identify further actions.

BAC-HS-01 - Dealing with and reporting of personal Injury accidents

3.2 Alcohol and Drugs

Bishop Auckland College Group recognises that alcohol and drug dependence is an illness and will be treated as such. If an employee with an alcohol or drug problem volunteers for help, the College Group will work with them to seek a cure. If an incident occurs involving alcohol or drugs with no prior indication that an employee has alcohol or drug dependence, then this will be treated as gross misconduct.

Evidence clearly shows that the presence of small amounts of alcohol and/or drugs in the blood stream can impair an employee's judgement, co-ordination, reaction time and overall performance. It also shows that the effects exhibited whilst at work can be the result of alcohol or drugs consumed during that particular day but also the night before. Since some of the College Group's working processes involve moving machinery and other potentially hazardous situations, employees will not be permitted to work if it is reasonably suspected that they may be under the influence of alcohol and/or drugs. College Group staff are also in the presence of and working with young people and they are expected, because of their position, to act professionally at all times. A separate policy, referenced below, applies to students.

Reference: POL-SS-04 – Misuse of Drugs and Alcohol Policy

3.3 Asbestos

Bishop Auckland College Group acknowledges its duties under the Control of Asbestos Regulations 2012 and the serious risks to health and safety caused by exposure to asbestos. Therefore, the College Group will reduce the risk of exposure by effective management systems.

To achieve compliance the College Group has developed and implemented effective management plans for all College Group buildings which may contain asbestos.

Reference: Nursery Asbestos Management Plan
McIntyre Centre Asbestos Management Plan
SWDT Asbestos Management Plan

3.4 Assessment of risks

The College Group will ensure that all hazards are minimised, so far as is reasonably practicable. Where the elimination of risk is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at the source.

Risk assessments prescribed under current health and safety legislation will be undertaken by suitably experienced line managers or nominated persons. The College Group Health and Safety Advisor will support and assist persons as required, to ensure an appropriate risk assessment is produced. Such information, instruction and training needs as identified by the assessments, will also be met by the College Group.

The College Group will ensure that all risks are reduced to as low a level as reasonably practicable. This will be achieved by analysing the hazards and implementing suitable controls, which will include following a hierarchy of controls. All risk assessments will be checked by line managers, with support from the Health and Safety Advisor as required, and with reference to related regulations.

Reference: Risk Assessment Procedure

3.5 Behaviour

Unwanted behaviour can lead to accidents and incidents and is especially important in higher risk areas. Examples of unwanted behaviour that can lead to accidents are:

- Using mobile phones on the stairs or while using hazardous equipment
- Running along corridors or up and down stairs
- Slamming doors
- Dropping food and liquid
- Not following safety instructions

- Not using Personal Protective Equipment or not wearing it correctly
- Horseplay

Unwanted behaviour should be challenged and, where appropriate, the Disciplinary Procedure followed.

However, to prevent this, the Health and Safety Induction, in conjunction with set ground rules, must be reinforced.

It is also important that all employees conduct themselves in a professional manner and lead by example in order to promote positive behaviour throughout the College Group.

Reference: Student Behaviour and Disciplinary

3.6 Contractors and Visitors

3.6.1 Visitors

The College Group has an established visitor procedure, whereby all visitors must report to Reception and be provided with a 'visitor's pass' which must be on show at all times. In accordance with College Group safeguarding procedures, they may be asked to provide identification. Visitors will be collected from Reception and will be expected to follow established College Group procedures in relation to security, fire, first aid and no smoking. Such procedures will be drawn to their attention by the Receptionist or suitable alternative. Basic health and safety information will also be displayed in the reception areas.

Appropriate visitor procedures will also operate within each satellite premises.

3.6.2 Contractors

Contractors will be subject to the College Group contractor and permit to work procedures and must obtain appropriate authorisation before commencing work. Appropriate risk assessments and method statements (RAMS) and any other applicable documents to satisfy the College Group will be required prior to work commencing. All contractors will be drawn from an approved list and details will be required of their health and safety policies and their insurance.

Supervision of contractors will be determined by whether they have a valid DBS certificate and the nature of the work to be undertaken. The level of supervision must be decided before commencing the work.

Reference: Contractor Management Policy
Visitors, Contractors and Commercial Delegates

3.7 Control of Substances Hazardous to Health (COSHH)

The objective of COSHH is to prevent or adequately control exposure to substances hazardous to health. Therefore, the College will carry out risk assessments for substances using the manufacturer's 'Safety Data Sheet'. The risk from substances (including radiation) will be assessed using the Health and Safety Executive 'Principles of good practice for the control of exposure to substances hazardous to health' and other applicable legislation and guidance.

All protective measures will be maintained according to manufacturers' requirements and statutory requirements including training in the use/maintenance of equipment and PPE.

Reference: Control of Substances Hazardous to Health (COSHH) Policy

3.8 Construction (Design and Management) Regulations 2015

The College Group recognises its duties as a client under the Construction (Design and Management) Regulations 2015 to ensure any building works are carried out in a manner and to a standard which make the project safe to construct, the resulting building safe to use and safe to maintain, and so that the whole project delivers good value.

In relation to all construction projects the College Group will ensure that:

- It appoints the right people, who are competent to design and build, and have sufficient resources
- It allows adequate time
- It passes on key information to the construction team
- It ensures good communication and co-operation with the construction team

- It has suitable management arrangements in place
- There are adequate welfare facilities for construction workers on site
- The new or altered workplace is designed correctly to meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992

All construction work on College Group premises, if applicable, shall be carried out in accordance with the Construction (Design and Management) Regulations 2015.

College Group staff must not carry out alterations in any way to the fabric of the building without prior consultation with the Estates and Facilities Manager / Health and Safety Advisor / Designate. Failure to conform to this directive will result in disciplinary action being taken.

3.9 Display Screen Equipment (DSE)

Work with display screen equipment is not generally high risk, but it can lead to musculoskeletal pains, eyestrain, headaches, fatigue and stress. Problems of this kind can be overcome by good ergonomic design of equipment, software, furniture, the working environment and the tasks performed. To meet the training and assessment requirements in the Health and Safety (Display Screen Equipment) Regulations 1992, an online training and assessment programme is brought to the attention of and utilised by all VDU users and issues raised are followed up by the relevant manager.

Reference: Display Screen Equipment (DSE) and Ergonomics Procedure

3.10 Driving for Work

We have a duty under the Health and Safety at Work etc. Act 1974 to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job and to protect other road users. In order to comply with these duties, we will assess and control the risks of company driving activities as required by the Management of Health and Safety at Work Regulations 1999 (as amended) by implementing a safe system of work, checking of licences and setting clear standards to those employees who drive as required for the College Group's business.

3.11 Electricity at Work

All reasonable steps will be taken to secure the health and safety of employees, who use, operate, maintain or install electrical equipment. Bishop Auckland College Group acknowledges that work on electrical equipment can be hazardous, and it is therefore our intention to reduce the risks as far as reasonably practicable.

We will ensure that:

- Electrical installations and equipment are installed in accordance with the Electricity at Work Regulations and relevant standards.
- Fixed installations are inspected and maintained in a safe condition.
- Portable equipment is inspected and tested with the frequency of test as recommended by HSE guidance.
- Before work is carried out on electrical systems a competent person must firstly carry out a suitable and sufficient risk assessment.
- Safety information is exchanged with contractors and sub-contractors.
- No live work is carried out unless necessary, and only by qualified persons with suitable planning and risk assessments, and method statements in place.

Reference: Electrical Safety Policy

3.12 Emergency Response/Business Continuity

The College Group is committed to ensuring procedures and systems exist for dealing with various emergency situations. The College Group has a number of procedures prepared to deal with any foreseeable emergencies. The College will provide annual training to relevant persons and will review these plans to ensure effectiveness in an emergency. As part of the emergency response, the College Group also acknowledges that in the aftermath of any emergency, whether this is terror-related, operational or involves physical damage to part of the College Group buildings, set protocols will be followed to ensure an effective and efficient response and a return to full operation as soon as possible.

Reference: Emergency and Business Continuity Plan ref RM-EP-01

3.13 Fire Safety

The College Group maintains and regularly tests, monitors and updates its fire safety arrangements in order to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005, and therefore the College will ensure:

- IN THE EVENT OF FIRE, THE SAFETY OF LIFE WILL OVERRIDE ALL OTHER CONSIDERATIONS.
- If a fire is discovered, however small, the alarm should be raised immediately.
- All employees, students, contractors and visitors should leave the building by the designated exit routes and proceed to their appropriate assembly point.
- All employees must make themselves aware of the contents of the Emergency Evacuation Procedure and communicate the relevant points to students and visitors during induction.
- The College Group will, through a preventative maintenance programme, maintain all firefighting equipment and fire detection systems.
- The College Group will ensure suitable and sufficient fire risk assessments are in place and record the findings.
- The College Group will inform all employees on fire safety through the induction process and subsequent awareness training.
- The fire safety arrangements will be periodically tested to monitor their effectiveness.
- Provide, inspect and maintain equipment and signage to aid safe escape in the event of an evacuation

Reference: BAC Emergency Evacuation Plan
McIntyre Emergency Evacuation Plan
SWDT Emergency Evacuation Plan

3.14 First Aid

The College Group will comply with the requirements of the Health and Safety (First-Aid) Regulations 1981 by:

- Appointing a competent person to oversee and manage first aid arrangements
- Undertaking a first aid needs assessment and reviewing the assessment annually

- Provide an appropriate number of trained first aiders during College Group opening hours
- Maintain first aiders' knowledge and confidence through regular training by a competent person
- Ensure appropriate first aid provision is provided.
- Ensure all staff are aware of each building's first aid procedures and arrangements. This is done as part of their Health and Safety induction. Contractors will be made aware of the first aid arrangements.

Bishop Auckland College Group ensures first aid procedures and arrangements remain effective by consultation with first aiders to discuss key issues, areas for improvement and any updates on new internal or external information.

3.15 Food Safety

Bishop Auckland College Group will ensure compliance with the Food Safety Act 1990 and Food Safety and Hygiene (England) Regulations 2013 (as amended). The College Group will ensure food safety management procedures based on the HACCP (hazard analysis and critical control points) are in place and followed. The Health and Safety Advisor, in conjunction with the Estates and Facilities Manager, will assist in ensuring compliance with periodic safety audits. Environmental Health Officers (EHOs) will enforce the aforementioned legislation by periodic audit.

3.16 Inspection and Maintenance

Bishop Auckland College Group maintains a robust maintenance and statutory inspection schedule. The College Group recognises its duty to maintain work equipment. Maintenance and statutory inspections will be carried out only by competent people. The Estates and Facilities Manager in conjunction with the Health and Safety Advisor will confirm competency before work is undertaken.

Maintenance and Statutory Inspections may identify faults or recommendations. In the event of a fault, non-compliance or recommendation, the College Group will endeavour to take any action required to meet applicable legislation, standards and/or best practice.

3.17 Legionella Prevention

The College Group will ensure that all water systems within its premises are maintained to such a standard in order to control the risk of Legionella to employees and other persons who may be affected by:

- Appointing a responsible person to manage legionella risk.
- Ensuring a suitable and sufficient risk assessment is carried out by a competent person.
- Ensuring identified controls within the risk assessment are implemented.
- Ensuring a suitable maintenance programme is sustained.
- Providing training to employees involved in undertaking routine maintenance.

Reference: Water Hygiene (Legionella Prevention) Policy

3.18 Lone Working

Lone working exists where a person is on their own, when they cannot be seen or heard by another person, and when they cannot expect contact from another worker. Working alone therefore applies to any member of staff who may go for a period of time where they do not have direct contact with another member of staff. This may include travelling. However, where a member of staff is working alone with a group of students it is unlikely to be considered a lone worker situation in a broader sense of the term. Nonetheless, if it is an otherwise isolated location, the principles of lone working would apply.

Lone working is not always hazardous or unacceptable but will depend on a range of circumstances and adequate control measures. Guidance on individual situations is issued by the College Group in lone working policy.

Reference: Lone Working Policy

3.19 Management System

The College Group has a legal duty to ensure suitable arrangements are in place to manage health and safety. To ensure suitable arrangements are in place the College Group will follow the PLAN, DO, CHECK, ACT approach which is the management model described in HSG65 and recommended by the Health and Safety Executive (HSE). The following will be core elements:

3.19.1 Leadership and management

Health and Safety is considered a key agenda item and included in all department meetings and line managers' staff meetings, where College Group leaders and managers will demonstrate their commitment by challenging and taking action on key health and safety matters (for example, Health & Safety Committee/Safeguarding meetings held termly, SLMT meetings, etc.). Managers will include the topic as part of staff reviews at all levels. This, in turn, will promote a positive health and safety culture throughout the College Group.

3.19.2 Setting and Securing Health and Safety objectives

The College Group will ensure Health and Safety objectives are in place, and reflected in personal staff assessments, as well as departmental objectives. The objectives will be based on previous performance indicators, as well as any changes in legislation or best practice. All set objectives will be monitored, with timescales for completion. The objective will be secured once there is sufficient evidence to prove that objectives have been met.

3.19.3 Measuring performance

In order to substantiate that health and safety standards are actually being achieved, it is necessary to measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
The types of systems that will be used to measure health and safety performance include:

Active monitoring systems

The College Group will measure health and safety performance on a routine basis by;

Workplace Inspections

- Regular inspections of the workplace will be undertaken where appropriate by managers/staff to ensure that foreseeable hazards are eliminated or controlled.
- Safety walk inspections of the workplace will be conducted by the Health and Safety Advisor and Estates and Facilities Manager, with the support of the executive team at frequencies determined by the nature of individual areas.

The purpose of the inspections is to identify hazards, unsafe working practices or anything that falls below the expected College Group standards. Reports will be sent to relevant area managers for the instigation of corrective actions against identified non-compliances.

Observation

Directors and Managers will observe employees to ensure that they comply with safety procedures and safe systems of work and review such actions as part of staff reviews.

Staff and Student feedback

The College Group provides the opportunity for all staff and students to provide feedback. The College Group will periodically ask pre-determined health and safety questions as part of an inclusive survey. Results of the survey are collated, analysed, discussed and actioned where necessary. The results of the surveys will be monitored against previous results and performance.

Reactive monitoring systems

The College Group understands the importance of reactive monitoring and has implemented the following measures to learn from events, whilst also taking the opportunity to improve the College Group processes or arrangements. The College Group reactive monitoring arrangements include:

Accident and incident investigation

The College Group operates a policy of investigating:

- All accidents causing injury to employees and other cases of ill health.
- Ill health and sickness absence records.
- Incidents causing loss, including property damage and loss of production.
- Incidents which although not causing loss, are judged as having potential for significant injury, damage or loss.

Accident and incident monitoring

The Health and Safety Advisor will maintain accident statistics, using a classification system to assist in accident and incident analysis and to also identify any trends.

3.19.4 Auditing

The health and safety management system will be periodically audited. Auditing, in simple terms, is the structured process of collecting information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for any corrective action.

The aims of the audit should be to establish that:

- Appropriate management arrangements are in place.
- Adequate risk control systems exist, are implemented, and reflect the hazards the College Group needs to confront.
- That appropriate workplace precautions are in place.

Auditing will be used to examine the compliance, effectiveness and adequacy of the College Group's policies and procedures and will help to ensure that:

- Information about the College Group's Health and Safety Management system is collected in a coordinated and consistent manner.
- Make sound judgements about its adequacy and performance.
- Health and Safety responsibilities are being properly identified and discharged correctly.
- Management teams are accepting and dealing effectively with their health and safety obligations.
- College Group procedures and policies are being applied and adhered to.
- Employees are aware of, and complying with, health and safety rules and are health and safety conscious.
- Accidents and ill health are reducing, and any identified trends are showing improvements.
- Employees are receiving appropriate health and safety training.
- Statutory requirements are being met.

3.19.5 Management of Change

The College Group understands that from time-to-time Health and Safety processes, systems and the environment will change to adapt to the College Group's priorities or requirements. Significant changes likely to affect the health, safety and welfare of staff and students must be subject to consultation, with proposed changes communicated in good time. This is to ensure that any concerns can be relayed back and acted upon where necessary. The College Group will provide as much information as possible which may include: a timetable of changes and the foreseeable impact on individuals' work or studies.

3.20 Manual Handling

These regulations apply to any manual handling operations which may cause injury at work. They will include not only the lifting of loads, but also lowering, pushing, pulling, carrying or moving them, whether by hand or other bodily force. Risks will be eliminated as far as is reasonably practicable, by ergonomic design of the workplace and activity, and the provision of mechanical aids.

Manual handling operation assessments will be carried out by line managers or nominated persons throughout all areas of the College Group, where deemed appropriate, with support from the Health and Safety Advisor.

Reference: Manual Handling Policy

3.21 New and Expectant Mothers

Under the Management of Health and Safety at Work Regulations 1999, the College Group must protect the health and safety of new and expectant mothers and their babies, as well as mothers returning to work within 6 months or those who are breastfeeding. The College Group must also provide suitable rest facilities to meet the Workplace (Health, Safety and Welfare) Regulations 1992. To ensure the College Group achieves compliance with the regulations, the College Group maintains a clear and concise procedure.

Expectant mothers must report the pregnancy in writing, no later than the 15th week of the pregnancy (where a pregnancy is known by that staff member), to the appropriate Human Resources Staff member. This is to allow the College Group sufficient time to implement any additional controls, if required, and plan for any current or upcoming work.

Risk assessments will be carried out by the College Group once notified to consider any additional risks to the expectant mother and baby. Once the risk assessment is complete, it is imperative that the assessment is monitored and reviewed regularly.

Where a student is pregnant, their personal tutor must inform their manager who will ensure a risk assessment is carried out with advice from the Health and Safety Advisor.

3.22 Noise Exposure

The College Group recognises its duty under the Control of Noise at Work Regulations 2005 to reduce the risk of hearing damage so far as is reasonably practicable.
Noise exposure will be assessed where required. The Lower Exposure Action Value is 80 dB(A), at which suitable hearing protection will be made available. At the Upper Exposure Action Value of 85 dB(A), appropriate measures will be taken to reduce exposure and the use of hearing protection will be enforced where required.
The Exposure Limit Value of 87 dB(A), taking account of hearing protection, must not be exceeded.

Where employees are regularly exposed to significant levels of noise, suitable information, instruction and training will be provided and health surveillance arranged where required.

3.23 Offsite Educational Visits

The College Group recognises not only the educational benefits of learners' off-site educational visits but also the potential risks created by carrying out such activities away from College Group sites. All off-site educational visits will therefore be subject to prior approval by a College Group manager and the Health and Safety Advisor or Estates & Facilities Manager (the level of management being dependent on the nature of the visit, and based upon an appropriate risk assessment produced by the visit

leader) to ensure the off-site visit has been properly planned and all foreseeable risks have been considered.

All offsite risk assessments require at least a 72-hour window before the planned excursion for all parties to have signed the relevant documentation. Risk assessments may also need to be provided for the destination/location to which the excursion is planned.

Reference: Off-site visits

3.24 Occupational Health and Wellbeing

The College Group recognises the benefits and importance of promoting and maintaining the health and wellbeing of its workforce and will retain the services of an occupational health service provider to whom staff referrals on medical grounds will be made as necessary. Sickness absence will be monitored on a regular basis both by line managers and by the Human Resources Team and appropriate remedies will be sought where it is believed that work may be a contributory factor in ill-health.

The College Group will promote and maintain the health and wellbeing of its workforce by:

- Promote and maintain the physical, mental and social well-being of all employees.
- Improve the health of employees by appropriate and effective occupational health interventions.
- Help management to protect employees from physical and environmental health hazards arising from their work or conditions of work, and to provide advice on the working environment.
- Contribute to increasing the effectiveness of the College Group by enhancing employees' performance and morale and reducing risks at work which lead to ill-health.
- Ensure that all employees are fit for and placed in appropriate work.
- Provide health surveillance as required under the 'Control of Substances Hazardous to Health Regulations 2002', where appropriate.

3.25 Personal Protective Equipment

These regulations set out sound principles for selecting, providing, maintaining and using Personal Protective Equipment (PPE). Under these Regulations, the College Group will ensure the following for employees, (including Limb workers, as defined by the regulation.)

- Provide, maintain, clean and replace PPE as necessary
- Provide storage for PPE when it is not being used
- Ensure that PPE is properly used, and
- Give training, information and instruction on its use

PPE will always be a last resort when other control measures alone do not provide sufficient protection. Suitable and sufficient PPE includes (but not exclusively) the following:

- Hand protection - gloves: for example, disposable, vinyl, nitrile, kevlar and any other material
- Head protection: hard hats
- Hearing protection: ear plugs and ear defenders
- Eye and face protection: safety glasses, impact resistant goggles, prescription spectacles, and face shields
- Body protection: warehouse coats, aprons, overalls and oil skins
- Foot protection: safety footwear
- Respiratory protection: disposable respiratory filters and masks
- Fall protection: safety harnesses

In relation to learners, the College Group will, in certain cases, provide them with the use of PPE. Though in some cases PPE may be a prerequisite as part of learners' equipment for some courses. The College Group, however, is under no legal obligation to supply PPE to non-employees.

Regardless of who supplies PPE to learners, the College Group will:

- Provide storage for PPE, when it is not being used
- Ensure that PPE is properly used, and
- Give training, information and instruction on its use

Reference: Personal Protection Equipment (PPE) Policy.

3.26 Provision and Use of Work Equipment Regulations (PUWER)

These regulations place general duties on employers. They list minimum requirements for work equipment to deal with selected hazards whatever the industry.
Under these Regulations, the College Group will:

- Consider the task the equipment is to be used for, the working environment and foreseeable hazards in the workplace when selecting equipment.
- Make sure that equipment is suitable for the use, that it is adequately guarded and that it is properly maintained in accordance with manufacturer's/industry guidance.
- Give adequate information, instruction, training and supervision.

Managers will work with the Estates team to ensure servicing and maintenance of equipment in their area is carried out as necessary. The College Group insurers will undertake all statutory testing of equipment and provide reports in accordance with statutory requirements. The Estates team will ensure that all statutory and service/maintenance records are maintained.

Although PUWER covers a wide spectrum, the College also recognises that some equipment considered within PUWER should also be considered under more specific legislation as and when required i.e., Lifting equipment under Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and pressure systems under Pressure Systems Safety Regulations (PSSR) 2000.

Reference: Provision and Use of Work Equipment (PUWER) Policy

3.27 Safety Signs and Notices

The College Group will provide and maintain safety signage in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. The College Group will only provide signs where required due to legal requirements or to communicate specific information to warn or instruct others. The College Group will ensure that any safety signs displayed, meet health and safety legislation as well as College Group standards. The relevance, necessity and position of any signage must be considered. Implementing many signs within an area can potentially cause confusion or result in people missing relevant or important signs.

Therefore, the College Group will periodically audit signage around the buildings to ensure that safety signs are effective and meet any relevant regulations.

Reference: Safety Signs and Notices Policy

3.28 Smoking

Smoking and the use of e-cigarettes will be prohibited in all buildings and vehicles belonging to or hired by the College in accordance with the requirements of the Health Act 2006 and related smoke-free legislation. However, the College Group does provide smoking and vaping areas within the College Group's grounds. Smoking and non-smoking areas are clearly signed.

It will be the responsibility of all staff to ensure that the smoking policy is implemented. All staff are required to ensure that all learners, visitors and contractors are also aware of the smoking restrictions through the induction process, or visitor/contractor signing-in procedure, and that they abide by them.

Disciplinary procedures are in place and action will be taken against those who breach the College Group's smoking policy.

Reference: Smoking Policy

3.29 Training, Competency and Supervision

3.29.1 Training

All new staff are given Health & Safety information and training as part of the induction process, administered by Human Resources. This will involve general matters such as emergency procedures, fire safety and first aid arrangements, risk assessments and any other health and safety matters pertaining to them.

The health and safety training needs of employees are identified through risk assessment, College Group operating plans, appraisals and probation reviews. Training needs should be added to an individual's appraisal. If anyone requires assistance with the selection of appropriate courses, the Health and Safety Advisor can offer advice.

Managers must ensure that no work activity commences without firstly ensuring that employees have received and completed all necessary training and demonstrated competence.

3.29.2 Competency

Competency will be determined by a mixture of training, qualifications, experience and knowledge. All staff, students and contractors must be checked prior to any activity to ensure they are competent to undertake and/or teach that activity.

3.29.3 Supervision

Managers will need to determine the level of supervision required through the risk assessment process for their activities for staff and students, and with reference to national guidelines, or industry standards where appropriate. The level of supervision must consider factors such as the nature of the activity, number of people involved, the perceived educational standard of the person and their likely behaviour.

Reference: Mandatory Health and Safety Training – Guidance Notes

3.30 Vibration

Regulations require the College Group to control vibration exposure to staff, students and visitors to specific levels to prevent Hand Arm Vibration Syndrome (HAVS) and Whole-Body Vibration.

Each Department / Directorate will identify any potential exposure. The College Group will then assess vibration levels, and where necessary, monitor individual exposure, create strategies and carry out actions to limit exposure to the regulatory levels.

3.31 Welfare Facilities

The College Group will ensure there are suitable and sufficient welfare facilities available and that these are available at all times. All facilities provided in the interests of health, safety and welfare will be maintained and checked periodically, as determined by risk assessment and Health and Safety regulations.

3.32 Work Related Stress

It is the policy of the College Group to ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work that is detrimental to their health. The College Group commits itself to include awareness of stress support in every induction and in every risk assessment. The College Group aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly. The College Group also commits itself to investigating all claims of ill health due to workplace stress, to ensure appropriate action is taken to prevent any recurrence of the situation. The main legislation which is relevant to this subject is the Management of Health and Safety at Work Regulations 1999.

Reference: Stress Policy – Reducing workplace stress

3.33 Workplace Learning

Where learners are put into work or work experience placements (including work-based learning) by the College Group as part of those learners' programmes of study, the department placing those learners will carry out a health and safety check of those placements, and seek advice from the college Health and Safety Advisor if required. The placement will only proceed if health and safety conditions in the placement provider are deemed to be acceptable. Such checks are intended not as a full health and safety inspection of the placement provider, and cannot be relied upon as such by that organisation, but rather it is intended solely to give the College Group a reasonable degree of confidence as to the health and safety of its learners whilst on placement. Once checked, placements will be periodically monitored in accordance with the level of risk of the placement provider.

3.34 Working at Height

Working at height is the biggest cause of workplace deaths and one of the main causes of major injury. The College Group will, as far as reasonably possible, avoid any activity which could be construed as working at height. The College Group recognises the duties placed upon itself and its employees under the Work at Height Regulations 2005 (as amended) to safely manage work at height to the extent that it controls the work, not only of College Group employees but also of contractors.

It also recognises the duties placed on all employees to report any activity or defect relating to work at height which they believe is likely to endanger their own safety or that of another person.

The College Group will ensure that no work is done at height if it is reasonably practicable and safe to do it other than at height. Where this is not reasonably practicable, work equipment or other control measures will be used to prevent falls. Where the risk of a fall cannot be eliminated, work equipment or other measures will be used to minimise the distance and consequences of a fall, should one occur.

Reference: Working at Height Policy

3.35 Young Persons Working Within the College

Where young persons (under 18) are working within any area of the College Group, whether in employment, apprenticeship or work experience, the College Group will be mindful of certain restrictions imposed due to their age, immaturity and lack of experience, and will produce a relevant young person's risk assessment. If the young person is under 16, a copy of the assessment will also be sent to their parents/guardians and a signature will be

Contact Information

For questions or feedback regarding this policy, please contact:

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Summary of significant changes

For information about changes made to this Policy see the Change log found on our website.