



STAFF HEALTH AND SAFETY

Staff Health and Safety

Policy and Procedures

Excellence



Principal: Tim Jackson BTech (Hons), PGCE

Our Mission Statement

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Hampshire incorporating Andover College Hampshire

The Health and Safety *Policy and Procedure for Staff* was reviewed and reconfirmed by the College 9th July 2015. This supersedes the previous publication and is effective from 1st August 2015.

Equality Impact Statement	Conducted: June 2014
Originator: Jon Swindells Health and Safety Manager	Located:
	College intranet – Policies
	College Website
	Managers Tool Kit
Month of Annual Review:	May

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Forward

Employees of the College all have a responsibility under the 'Health and Safety at Work etc. Act 1974' which is further endorsed by 'The Management of Health and Safety at Work Regulations 1999' to provide and maintain a safe working environment for ourselves, students and visitors to the College.

This policy document outlines the structure and processes involved in the management of health and safety across the entire College and should be used as the foundation to develop safe practices and procedures within your own specialised areas of work. Throughout, the document refers to Sparsholt College Hampshire which includes the Andover campus (Andover College), and may, from time to time, include other centres. References to Sparsholt College Hampshire should therefore be taken to apply to whichever campus the reader is working at. The College also has a range of Associate Partners who work in many locations around the country. Each of these Associate Partners has its own Health and Safety Policy and procedure. Additionally, because learners will be managed through our Associates, they will have employed status and they are (additionally) covered by the Health and Safety arrangements of each of their individual employers.

It is only through the concerted efforts of us all that we can maintain the high standards that have already been achieved and help in reducing accidents in the industries we serve.

For those colleagues working within the land based and construction industries, the students who we train today face industries with the highest level of fatal accidents. In 2014/15 the total number of fatal accidents in agriculture, forestry, fishing and game and associated industries was 33. In construction there were 35 fatalities and the service industries 51.

We cannot escape the fact that these industries present a high risk to learner health and safety. We clearly have a particular role in educating and developing our learners to stay safe. The concept of "safeguarding" must be prominent in our minds in all our dealings with learners.



Tim Jackson
Principal and Health and Safety Director

Health and Safety Policy and Procedures

Excellence

1. Health & Safety Policy Statement

- 1.1 Sparsholt College Hampshire (incorporating Andover College) and thereafter referred to as the College), recognises and accepts its responsibility as an employer and as a College, for providing a safe and healthy workplace and environment for its staff, learners, visitors, contractors and anybody else who may be affected by the undertaking on all campuses and learning locations. Overall accountability for safety rests with the Principal; with the Health and Safety Manager, responsible for managing the Health & Safety of the College. However, members of the College's Strategic Leadership Team have the responsibility for setting up safety arrangements in their departments, with delegated responsibility to their line Managers.
- 1.2 The College will meet its responsibility under the Health & Safety at Work Act 1974 and regulations under the Act and provide as far as reasonably practicable, the resources necessary to meet that responsibility; and in doing so will seek the co-operation of all staff. Sparsholt College will pay particular attention to the provision and maintenance of:
 - a) A safe working environment throughout the College.
 - b) Safe working procedures among staff, students, persons with disability and other users of the College.
 - c) Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own safety and health at work.
 - d) Plant, equipment and systems of work that are as safe as is reasonably practicable.
 - e) A healthy working environment, with adequate welfare facilities.
- 1.3 Without detracting from the primary responsibility of Managers for maintaining and/or improving safety conditions at work, the College will provide technical advice on health, safety and welfare matters through the Health & Safety Manager.
- 1.4 The College will meet its responsibility of Health & Safety by providing proactive management, through appointing Faculty/Business Support Health & Safety representatives, recognise union representation, a Wellbeing Committee and Health & Safety Working Groups, to manage effectively the College's Health & Safety responsibilities. The College is committed to continuous improvement in health and safety.
- 1.5 The College recognises the value of effective methods of communication and consultation in achieving and maintaining a positive health and safety culture in

our College. This ensures that not only up-to-date information is available when required, but also that our staff and learners are fully involved with our management of health and safety

- 1.6 The College is committed to conducting hazard and risk assessment and developing College Codes of Practice as an integral process of risk management and control of hazards and will fully consider staff, students, visitors, contractors and persons with disability.
- 1.7 The College reminds **all** staff of their own duties and responsibilities under Section 7 and 8 of the Health & Safety at Work Act. Staff must:-
 - a) take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.
 - b) co-operate with their employer so far as necessary to meet Health & Safety requirements.
 - c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
 - d) use machinery, dangerous substances, equipment or any facilities in accordance with training and instructions.
 - e) notify their manager, or Health & Safety Representative, Health & Safety Manager of serious or imminent danger, damage to equipment or shortfalls in health and safety arrangements.
- 1.8 A copy of this statement and the College Health & Safety Policy detailing organisation responsibilities and key College Codes of Practice/procedures will be issued to all employees. Furthermore, site specific policies and procedures will be issued as an appendix specific to the employees' areas of work. The Statement and Policy will be reviewed annually and updated as necessary.

2. Health and Safety Consultation with Employees

2.1 It is our policy to:

- establish effective lines of communication, both internally and externally as required
- involve and consult with staff on issues affecting their health and safety at College and to take account of their views on these matters
- provide information on performance, lessons learned from incidents, plans, standards, procedures and systems, etc
- display the following:
 - our current Certificate of Employers' Liability Insurance
 - our Health and Safety Policy Statement
- consult with staff when changes to equipment, work methods, teaching practical etc are introduced into the workplace that may affect their health and safety at work
- recognise the legal rights of trade union-appointed safety representatives

Communication and consultation will take place through:

- individual conversations
- staff and learner voice/student council meetings
- notice-boards
- contact with the Health & Safety Manager
- internal publications
- staff team meetings
- Health and Safety Working Groups and Wellbeing Committee meetings
- identified representatives for staff and learner safety within each area of the College
- College intranet
- trade union safety representatives (if appointed).

2.2 It is important that Business Support Managers/Head of Faculty and Health and Safety representatives understand the role they play in ensuring health and safety matters or issues raised by staff are brought (as necessary) to the attention of the Health and Safety working groups. At Faculty/Area of Learning/departmental team level meetings any issues/suggestions should be recorded and communicated to the Health and Safety Working Groups where the issues/suggestions will be openly debated and then communicated through the Working Group minutes to the Wellbeing Committee. Issues/suggestions can also be logged on the Health and Safety Working Group classroom, moodle forum section and discussed.

3. Hazard and Risk Management Policy

The College recognises and accepts its duties to ensure; insofar as is reasonably practicable, that hazards and risks to the safety and welfare of its employees and learners are assessed and managed.

The College will further ensure that all reasonably practicable efforts will be made to safeguard its visitors, contractors and members of the public from harm. This will be achieved by conducting risk assessments and the effective management of subsequent risk levels.

The College will, insofar as is reasonably practicable, take the appropriate steps within its authority to meet and manage these responsibilities, by implementing the following:

- The Strategic Leadership Team should make arrangements for ensuring safety risk assessments are organised, action-planned and monitored. This ensures that risk levels in relation to the work place are minimal. This will include the use of plant, equipment, handling, storage and transportation of any articles or substances.
- The Health and Safety Manager along with College Managers' will organise and manage the arrangements for safety risk assessments to ensure all plant equipment along with College work activities, present minimal risk to safety within the College. This includes the provision for information, instruction, training and supervision as is necessary to ensure compliance with the Management of Health and Safety at Work Regulations 1999.
- All College employees have a responsibility to keep to these arrangements, provisions and control measures outlined on risk assessments. Risk assessments must be monitored and updated from time-to-time. Employees will receive training or coaching in order to complete these tasks.
- Will ensure that the College in so far as it lies within its power to do so, make reasonable arrangements for assessing the suitability of learner industrial Work Experience Placements.
- Will ensure the risk assessment process is used positively, as far as is reasonably practicable to include and enable participation of learners with disability on courses and employment of staff with disabilities, identifying the support and adjustments that can be provided to ensure their safety. The College will not compromise safety and will ensure adherence to Health and Safety legislative requirements.

To this end, the College will continue to make every reasonable effort in the provision and maintenance of workplace risk assessments and risk management, carry out monitoring to ensure that conditions are safe and healthy and will endeavour to prevent any incident that may result in injury, ill-health or damage to property, including fire at the College premises.

Organisation and Responsibility

4. Organisation Structure

To support the understanding of the line management responsibilities, the current Organisation chart can be viewed on the College intranet share point.

4. **Safety Responsibilities of the Board of Governors of the Corporation, Managers and Individual Members of Staff are as Follows:**

4.1 **The Board of Governors of the Corporation**

In accordance with the Health and Safety Commission guidelines: 'Directors' Responsibilities for Health and Safety' (INDG417(rev1), published 06/13), the Board has appointed the Principal as 'Health and Safety Director' of the Board of Governors. The Board in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (eg contractors, students, visitors) in accordance with Section 2 to 4 of the Health & Safety at Work Act 1974. The Board of Governors of the Corporation will also ensure that all regulations and approved codes of practices will be implemented as required by **Sections 15 and 16** of the above Act.

In order to discharge this responsibility, the Board of Governors will -

- a) ensure that the College's Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- b) ensure that the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the College.
- c) receive reports at each meeting from the College Wellbeing Committee in order to enable the Board of Governors to monitor the adequacy of the arrangements and take any action necessary.

4.2 **Principal**

The Principal, as Health and Safety Director, has overall responsibility for safety, its organisation and arrangements throughout the College.

Additionally, the Principal will:

- a) make regular reports on safety matters to the Board of Governors.
- b) provide liaison with the Inspectors: DFES, LEAs, HEFCE, EFA, SFA, HSE and Ofsted with regard to safety aspects.
- c) ensure that College budgets include health and safety expenditure.

4.3 **Vice Principal**

The Vice Principal is responsible for the Health and Safety of the College in the absence of the Principal.

4.4 **The Strategic Leadership Team**

The members of the Strategic Leadership Team are responsible for the discharge of the safety policy and for the organisation and arrangements for their areas of responsibilities and to ensure that the following are carried out:

- a) regular safety inspections are undertaken and ensure hazards identified from those audits and inspections are rectified.
- b) notify the Health and Safety Manager of any proposed or impending changes affecting safety, health and welfare.
- c) ensure that budgeting for health and safety are incorporated within the cost centre managers budgets as appropriate.
- d) instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, College Codes of Practice or health and safety legislation.
- e) attend to defect safety reports and recommendations from the Principal and Health and Safety Manager.
- f) instigate and ensure that safety procedures and risk assessments are developed and adhered to for operations carried out within the learning or business support areas they are responsible for
- g) ensure equipment is maintained within area of learning and business support areas they are accountable for; in a safe condition and that substances hazardous to health are stored in a safe place.

4.5 **Management Responsibility in General**

The College firmly believes that health and safety along with hazard and risk management is an aspect of management, equal in importance to any other management function. To facilitate this purpose it expects its senior managers and line managers to consider health and safety as part of their normal duties and responsibilities. To conduct risk and hazard assessments, COSHH assessments as appropriate and carry out termly, audit and inspections of their areas of responsibility, implementing improvement plans as necessary. This will also include, having effective induction programmes in place to ensure the employees' health and safety and provide effective training. Management has a duty with the full knowledge that proper consideration of health and safety issues are necessary to prevent injury or ill-health.

Managers should ensure as part of staff induction and update training that staff accountable to them complete the Health and Safety Britsafe e-learning training packages as appropriate.

In this respect, managers will be accountable to their appropriate line manager and ultimately to the College Principal. All college managers have a responsibility for managing and maintaining the College Risk Management Policy within their areas of responsibility.

The Health and Safety Manager must co-ordinate throughout the College the risk management function of all its managers, to bring to the attention of the Principal any potential conflicts in legislation between the College and its activities, objectives or its health and safety standards. Management of hazards, risk performance with regard to health and safety will be monitored by safety tours, inspections and audits, which will be taken into account as part of the College Health and Safety Manager's overall performance appraisal.

4.6 **Employee Responsibility in General**

The College expects all employees to co-operate with the management of the college, especially in seeking to achieve the standards of health and safety that the Principal requires. This includes the reporting of any incident, near miss or an accident resulting in a personal injury or damage to College property. Employees are reminded to conduct both risk and task assessments at the request of management, also not to take risks which could affect their own or another person's health and safety. **Any breaches of the College Health & Safety Policy will result in disciplinary action.**

4.7 **Head of Faculty**

Head of Faculties are responsible for the discharge of the Safety Policy and for the organisation and arrangements for risk assessments in each of the areas reporting directly to them. Head of Faculty are responsible to the Assistant Principal Teaching, Learning and assessment or Assistant Principal - Commercial for the provision of safe working conditions for staff and learners and in particular to -

- a) ensure that staff are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately with a record kept of their induction and on-going training.
- b) nominate, staff responsible for particular working areas and the associated equipment.
- c) ensure termly safety audit and inspections of their area of responsibility are undertaken and to ensure hazards identified from those inspections are rectified.
- d) appoint a Health and Safety representative of areas of learning to sit on the Health and Safety Working group at termly meetings and ensure the section is represented at every meeting.
- e) notify the College Health and Safety Manager of any proposed or impending changes affecting safety, health and welfare.

- f) budget for safety equipment for their areas of responsibility.
- g) attend to defect reports and recommendations from the Principal, Safety Representatives and the Health and Safety Manager
- h) instigate and ensure that safety procedures are developed and adhered to for operations carried out within their areas.
- i) ensure that Risk assessments, including, work equipment and activities, manual handling, noise, COSHH, and DSE are undertaken, documented and that control measures are carried out.
- j) ensure all portable electrical equipment is tested on a regular basis and in accordance with College Code of Practice.
- k) ensure that near miss reports and reports of accidents and dangerous occurrences in their areas of responsibility are investigated as appropriate .
- l) ensure all accidents within their areas are recorded on an Accident Report Form and forwarded to the College Health and Safety Manager
- m) ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place in accordance with College and COSHH regulations.
- n) **with regards to personal protective equipment (PPE),**
 - to ensure that necessary personal protective equipment is available
 - storage facilities are provided
 - that maintenance procedures are in place
 - all records are updated.
- o) ensure that the standards of health and safety provision of work experience providers are appraised and monitored on a regular basis.
- p) ensure that staff within the faculty they are responsible for are trained in first aid as appropriate to the job they undertake
- p) ensure sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.
- q) ensure that any staff or learners that have physical, sensory, health impairment (eg epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific risk assessment. To also ensure (as appropriate), that a personal emergency evacuation plan is completed for a member of staff or

learner and this is communicated to all that would need knowledge of this with regards to building, location and evacuation.

- r) ensure that health and safety is considered as an integral part of course provision both in the preparation of new course submissions and in their reviews as identified in the "Best Practice Guide" to incorporating health and safety into the curriculum.
- s) ensure safety reports are prepared for the Health and Safety working group
- t) identify staff development requirements with reference to health and safety
- u) ensure that staff adhere to the College learner work placement policy, procedures and guidelines.
- v) ensure Form WP1 for Work Placements are handed in by learners to the Work Placement curricular CA/PA, in accordance to the time scale defined in 'Work Placement Policy and Procedures' prior to the commencement of the placement
- w) nominate teaching staff responsible for particular classrooms, laboratories and workshops and the associated equipment with regards to Health and Safety management.
- x) conduct regular safety inspections of the learning areas and to rectify hazards identified from those inspections.
- y) budget for safety equipment for the learning area
- z) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the learning area.
- i) ensure that risk assessments, including manual handling, noise, COSHH and visual display units are undertaken, documented and that appropriate action is carried out.
- ii) ensure all portable electrical equipment is tested on a regular basis and in accordance with College Code of Practice.
- iii) Ensure that all first aid equipment and boxes are checked on a regular basis by a nominated member of staff within areas of learning and to ensure that first aid stock requests are applied for on the first aid stock requisition form electronically to the Health and Safety Manager.

4.8 **Teaching Staff**

Teaching staff are responsible for the immediate safety of the learners in classrooms, laboratories, workshops, onsite practical and off-site, practical and visits

Additionally, teaching staff will –

- a) follow safe working procedures.
- b) give adequate safety information in teaching sessions as required and as detailed in risk assessments and safe working procedures.
- c) fully consider the safety of learners with disability, specific site and group assessment, through specific risk assessment.
- d) see that guards, special working procedures, protective clothing and equipment, are provided and used where necessary.
- e) attend to general tidiness in the work area.
- f) ensure that clear instructions and warnings are given verbally and in writing as often as necessary.
- g) report defects and make recommendations to their Learning Manager where necessary.
- h) ensure all near misses and accidents are recorded on an Accident Report Form and forwarded to the Health and Safety Manager
- i) co-operate with their Head of Faculty, (or Assistant Head of Faculty where appropriate) with regard to matters relating to health and safety, including visiting learner work placements.

4.9 **Course/Subject Coordinators**

The Course/Subject Coordinators have similar responsibilities to those of other teaching staff and additionally will ensure that:

- a) Each learner receives a copy of (or has access to) and understands the implications of the 'Learner' Safety Policy' on the outset of each course.
- b) Within the teaching programme and on all courses specific safety modules as appropriate to the topic being studied be included, ie first aid, manual handling, electricity at work and all other safety topics as identified by 'Best Practice Guide' to incorporate Health & Safety into the curriculum.
- c) Work Placement form WP1 is returned to the Work Placement curricular CA/PA, in accordance to the time scale defined in 'Work Placement Policy and Procedures' prior to the commencement of the placement
- d) All work placement documentation has been checked, risk rated and signed off by the learning manager before learners commence their work placements.

- e) All new work experience placements for under 18 year old learners receive a pre-placement visit to ascertain the suitability of that work placement. Over 18 year and older on placement locations will if at all possible be visited; although ones that are of a considerable distance or even abroad, a learner health and safety induction and declaration must be completed, along with a telephone assessment of the provider. It is best practice to always visit a placement, although in particular circumstances this may not be practical or financially viable
- f) A programme of work placement visits to ascertain the suitability of that work placement prior to any college student commencing their work experience is organised and undertaken and that a College WP3 form has been completed, as per the cycle of health and safety assessment detailed in the College procedures.
- g) Work experience employers are provided with written documentation indicating hazardous work areas or task that must not be undertaken by learners, unless proof of training and competency is available. Please see restricted tasks sheet in the Work Placement Procedures
- h) To advise College learners under 18 years, that no work placement outside the United Kingdom (UK) can be authorised by Sparsholt College Hampshire.
- i) due consideration is taken for the safety of learners, who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed with the learner and is communicated to all who would need knowledge of this with regards to building, location and evacuation.

4.10 **Instructor/Technicians**

When they are carrying out the role of instructor, technician/ instructors have the same health and safety responsibilities as listed for teaching staff. When assisting a member of the teaching staff as a technician, technician/ instructors are immediately responsible to the class teacher whilst the class is in session.

Also, the Instructor/Technician will -

- a) follow safe working procedures.
- b) be familiar with the general and particular safety rules that apply.
- c) maintain good housekeeping standards.
- d) report defects to their manager.

4.11 **Farm Manager and Grounds Manager**

The Farm Manager will be responsible to the Assistant Principal Teaching and Learning and the Grounds Manager to Head of Faculty; Land Based, as detailed in the management staff structure. Additionally the Managers will:

- a) Ensure that staff are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- b) prepare reports on safety matters for the meetings of the College Health and Safety Working Group.
- c) nominate staff responsible for particular areas, eg pig unit - and its associated equipment.
- d) conduct termly audit and inspections of areas of responsibility.
- e) to appoint a Health and Safety representative to sit on the Health and Safety Working group at termly meetings and ensure the department is represented at every meeting.
- f) To prepare reports on Health and Safety for presentation at the Health and Safety Working Group
- g) notify the College Health and Safety Manager of any proposed or impending changes of building usage.
- h) budget for safety equipment.
- i) attend to safety defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Manager
- j) instigate and ensure that safety procedures are developed and adhered to for operations carried out within the department.
- k) undertake risk assessments relating to area of work including, work equipment and activities, manual handling, noise and COSHH assessment, together with the necessary documentation, taking appropriate action where required.
- l) ensure all staff are appropriately trained in the safe operation of machinery and equipment, safe systems of work and training records are kept and regular refresher training is undertaken.
- m) ensure all portable electrical equipment is tested at least once per annum and in accordance with College Code of Practice..
- n) ensure all near miss and accidents are recorded on an Accident Report Form and forwarded to the College Health and Safety Manager.

- o) ensure equipment including personal protective equipment (PPE) is maintained in a safe condition. All PPE records to be maintained.
- p) ensure application and storage of chemicals is carried out in a safe manner according to College Codes of Practice (CCOPs), risk assessments and relevant legislation.
- q) ensure due consideration is taken for the safety of any members of staff, who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed with the member of staff and is communicated to all who would need knowledge of this with regards to building, location and evacuation.
- r) Ensure that all first aid equipment and boxes are checked on a regular basis by a nominated member of staff and to ensure that first aid stock requests are applied for on the first aid stock requisition form electronically to the Health and Safety Manager.

4.12 Residential Support Manager

The Residential Support Manager who is responsible to the Head of Student Support will ensure that

- a) residential support staff are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and on-going training.
- b) termly audit and inspections of their areas of work including office and halls of residence are carried out and take action as appropriate to maintain health and safety standards
- c) a Health and Safety representative is appointed to sit on the Health and Safety Working group at termly meetings and ensure the department is represented at every meeting.
- d) they organise and conduct a minimum of one practice of the emergency evacuation procedure for each hall of residence each term.
- e) adequate records of emergency evacuation procedures are kept. This information must be recorded in a central register held by the Premises and Facilities Manager.
- f) that they take a proactive approach to the day to day management of safety issues relating to residential learners
- g) that rotas are organised to ensure a warden is always on site in the evenings and weekends during term time or when learners are present on the campus.

- h) appropriate disciplinary action is taken where it is shown that residential learners have behaved carelessly or inconsiderately on the College campus.
- i) that weekly testing of the fire alarm systems within the halls of residence takes place.
- j) first aid support is provided for residents.
- k) first aid equipment and boxes are checked on a regular basis by a nominated member of staff and to ensure that first aid stock requests are applied for on the first aid stock requisition form electronically to the Health and Safety Manager.
- l) due consideration is taken for the safety of staff and learners (in residential accommodation), who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed with the member of staff or learner and communicated to other staff that would need to know and copied to the Health and Safety Manager
- m) views of learners in residential accommodation regarding health and safety are noted and ensure this is communicated to the Head of Student Support.
- n) reports on safety matters as appropriate for meetings of the Health and Safety Working Group.

4.13 **Residential Wardens (Sparsholt Campus)**

Each Warden is responsible to the Residential Support Manager for the safety and welfare of resident students. Wardens will report any faulty safety equipment. Wardens have been trained in Fire Wardening and Emergency Procedures.

Additionally the warden will:

- a) encourage residents to complete the absence forms before leaving site.
- b) carry out weekly fire alarm testing of the halls of residence and provide a record of this to premises.

4.14 **College Nurse**

The College Nurse, when on duty, is responsible for supporting health and welfare issues within the College. The College Nurse will;

- a) be primarily responsible for residential learners and day learners with known medical complications or emergency needs. This does not cover general first aid or minor illness.
- b) liaise with the Sparsholt College surgery doctor and the Friarsgate team in order

to support the medical needs of the residential students.

- c) monitor learner health records prior to entry and on programme/s to advise the relevant staff of illnesses that need to be highlighted.
- d) Maintain the College medical room and order further supplies as necessary
- e) assist in the development and health promotion activities at the College.
- f) liaise with the Health and Safety Manager on matters regarding specific learner health issues.
- g) undertake such other duties as reasonably fall within the purview of this medical post.

4.15 **Business Support Managers (other than Farm and Grounds Manager)**

The Business Support Managers are responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in the library areas of the College. The Learning Resources Manager will;

- a) ensure that staff are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately, with a record kept of their induction and ongoing training.
- b) prepare reports on safety matters for the meetings of the College Safety Working Group.
- c) conduct termly audit and inspections of areas of responsibility.
- d) to appoint a Health and Safety representative to sit on the Health and Safety Working group at termly meetings and ensure the section is represented at every meeting.
- e) notify the College Health and Safety Manager of any proposed or impending changes of building usage and layout.
- f) attend to safety defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Manager
- j) ensure all portable electrical equipment is tested at least once per annum and in accordance with College Code of Practice..
- k) ensure all near miss and accidents are recorded on an Accident Report Form and forwarded to the College Health and Safety Manager.
- l) ensure equipment is maintained in a safe condition.

- m) ensure due consideration is taken for the safety of staff, who have physical, sensory, health impairment (eg epilepsy, asthma), or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed with the member of staff and communicated to all who would need knowledge of this.
- n) ensure that all first aid equipment and boxes are checked on a regular basis by a nominated member of staff and to ensure that first aid stock requests are applied for on the first aid stock requisition form electronically to the Health and Safety Manager.

Additionally The Premises and Facilities Manager will ensure that:

- a) staff are briefed on all aspects of health and safety relating to their working environments and that they have been trained appropriately.
- b) reports on health and safety matters with respect to the College buildings are prepared.
- c) safety procedures are developed and adhered to for operations carried out within the College by staff and by all outside contractors. In particular the manager must ensure all work complies with the Construction (Design and Management) Regulations 2007.
- d) routine maintenance checks and safety inspections required by legislation of fixed service equipment, ie boilers, pressure vessels, water systems etc are undertaken.
- e) the provision and maintenance of all 'fire' equipment takes place, which will include, weekly activation and checking of building fire alarm systems, fire extinguishers, fire doors and fire signage. They will liaise with Hampshire Fire and Rescue Service and Fire Safety Officers regarding any building refurbishment, change of utilisation or building projects as appropriate
- f) a planned preventative maintenance programme is carried out to maintain the safety of all buildings

Additionally Human Resources Manager will ensure that:

- a) all staff, full-time and part-time, receive a College induction programme and are made aware of the Health and Safety Policy.

Additionally the Head of Student Support will ensure that:

- a) issues and suggestions regarding Health and Safety raised by learners at Learner voice and Student Council meetings are

communicated as appropriate to the Health and Safety Working Groups and/or the Wellbeing committee.

- b) health and safety is considered as part of the Safeguarding Working Group remit

4.16 **Learners**

All College learners are responsible for their own safety and that of their colleagues. To facilitate this legal obligation, every encouragement will be afforded to learners in assisting them to take proper observation of College safety rules and procedures.

The College recognises the term learners to include any person enrolled on a programme of learning, supported through the College. To clarify the meaning of a College learner, which may include:

- Workplace learners
- Apprenticeships
- NVQ learners
- Part-time learners
- Full-time learners
- Other learners at out-centres from the College

Additionally, each learner will:

- Observe standard of dress and behaviour as appropriate to the working situation.
- Heed warnings and observe rules and to ask for such warnings and rules, where they are made obvious.
- Not wilfully misuse, neglect or damage things provided for safety, including all fire protection equipment.
- Observe rules, highlighted in the Learner Health and Safety Policy.

Note: Access to a comprehensive Learner Health and Safety policy (appropriate to campus) is given to each learner at the commencement of a course, utilising the Health and Safety moodle classroom..

4.17 **Safety Representatives**

The Safety Representative is responsible for general advice and information within the department on matters of Health and Safety.

Additionally, the Safety Representative will:

- a) undertake departmental monitoring and risk assessments relating to health and safety
- b) assist in area audit and safety inspections as directed by their manager.
- c) monitor the remedial action arising from the safety inspection reports.

- d) circulate publicity relating to safety matters within the area.
- e) attend term Health and Safety Working Group meetings and present a report on the term audit and inspection and improvements implemented
- f) bring to the attention of the Health and Safety Working Group, matters of health and safety raised as issues or suggestions from staff/learners they represent

Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations (1977) the safety representatives will:

- a) represent the employees in consultation with the employer;
- b) investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- c) investigate complaints by any employee relating to health and safety and welfare at work;
- d) represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- e) receive information from inspectors and enforcing authority;
- f) attend meetings of safety committees;
- g) inspect the workplace if they have given the employer reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. Carry out additional inspections where there are substantial changes in work conditions.
- h) shall be entitled to inspect any document which the employer is required to keep by virtue of any relevant statutory provision

4.19 The College Health and Safety Manager

The Health and Safety Manager is responsible via the College Principal for the provision of a professional and comprehensive health and safety service. This service will include staff training and development, safety tours, safety inspections and audits, co-ordination of the management of information from risk assessments, all incident reports and to include the effective development, implementation, monitoring and review of the College Health & Safety Policy and its risk management system.

The College also recognises that there may be occasions when specialist advice is necessary. In these circumstances the services of competent external advisers will be obtained.

As part of our overall health and safety arrangements, suitable and sufficient assessment of the risks to health and safety will be undertaken. The purpose of such assessments is to identify the appropriate preventive and protective measures necessary to comply with any relevant statutory provision and to ensure the health and safety of College employees and other persons affected by our activities. The control measures identified have been developed into the basis of our health and safety management system and are contained within this Health & Safety Policy and Procedures document.

Additionally, the Health and Safety Manager will;

- a) ensure the necessary records are maintained relating to accidents and that termly statistics are produced.
- b) ensure injuries, diseases and dangerous occurrences as defined within the regulations, are reported to the enforcing authority.
- c) prepare reports on safety matters, as appropriate, for the meetings of the College Wellbeing Committee.
- d) make an annual report on safety matters to the Principal.
- e) conduct safety audits and inspections.
- f) investigate and advise on hazards and risk precautions.
- g) ensure that an adequate number of staff are trained in first aid, AED and other emergency procedures, including College Fire Wardens.
- h) liaise with the CPD Co-ordinator regarding first aid training and other health and safety training for both staff and learners at the College.
- i) assist in developing and establishing emergency procedures, and organise fire evacuation practices within the non-residential areas of the College.
- j) have a general oversight of health and first aid matters.
- k) monitor the general safety programme.
- l) make recommendations to the Principal for matters requiring immediate attention, via inspection and audit reports.
- m) make recommendations to the Principal on matters of safety policy in compliance with new legislation.

- n) publicise safety matters.
- o) liaise with outside bodies concerned with health and safety .
- p) monitor accidents to identify methods of reducing accidents.
- q) Review and update the Health and Safety Policy and procedures for the College annually

The Health and Safety Manager has the Principal's authority to make and implement decisions throughout the College at any level if there is:

1. immediate danger, or,
2. dangerous practice, or
3. breach of the law.

4.20 **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the College should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises and Facilities Manager for him to rectify or, failing that, reporting to the Health and Safety Manager. Appointment of contractors must be in accordance with the College Code of Practice; CCOP0394 'Responsibilities of Contractors'; which is available on the College intranet, Health and Safety page.

4.21 **Out Centres and Partnerships**

All out centres and partnerships linked to the College are required to conform to the regulations imposed on them under the 1999 Management of Health & Safety at Work Regulations.

Out centres and partnerships are regarded by the College as separate organisations for the purpose of Health & Safety. All organisations have their own effective Health & Safety Management Systems and are required to adopt systematic approaches to ensure the necessary compliance, which should take into consideration the activity and size of their organisation.

Organisations with which the College has partner/collaborative arrangements in place for 2015/2016 are:

	Link Manager
Hampshire Wildlife Trust	Head of Faculty Land based
Laverstoke Park	Head of Faculty Land based

The Assistant Principal Commercial services oversees the following collaborative partners

Alert Training
Care Training Essentials
Clarity
EMT (Electromech Training)
Green Lantern Training
St Marys
Smarter Training

The following are general principles of Health & Safety, rather than prescriptive requirements, which are taken into consideration in collaborative arrangements with other partner organisations and the College. The College will consider an organisation's safety standard and takes into consideration the Health, safety and wellbeing of learners. Such as:

- Does the organisation appoint someone to have overall responsibility for the safety of users of their service, including learners of the College.
- Does the organisation have suitable arrangements in place to supervise and manage Health & Safety.
- Are there clear and detailed procedures in place, should there be an accident or emergency within the organisation.
- Has the organisation carried out assessment of substances or activities, which may cause harm.
- Does the organisation have in place adequate insurance, which would include employer liability or public liability.
- Are there suitable arrangements in place for briefing College learners on Health & Safety policy arrangements of that organisation and detailed procedures that need to be followed.
- Checking whether the partner has been prosecuted, has had a prohibition or improvement notice served by the HSE

Link Manager

The general responsibilities of the College Link Manager will be to ensure:

- The suitability of the Health & Safety arrangements of the partner organisation.
- All documentation, letter of agreements or contracts to reflect a suitable system which should be in place to ensure the good health, safety and welfare of the learner.
- Competent management of Health & Safety in respect to the learner.
- Supervision of the learner is reflected within the documentation and arrangements are in place.
- Appropriate liability insurance is in place.

4.22 **Management and Monitoring of Work Based Learning and Learner Work Placement (Experience)**

Work Based Learning

Learners enrolled on Intermediate/Advanced/Higher Apprenticeship programmes are placed with employers as work based trainees. The College operates as Managing Agent of the arrangements for placement of trainees and their learning programmes. Detailed arrangements for monitoring and managing these programmes are agreed with the Skills Funding Agency/Education Funding Agency (SFA/EFA) prior to establishing a trainee at the location of an employer.

Site safety monitoring visits are undertaken to the Health and Safety Procurement Standards; HASPS (recognised standard created by the LSC and adopted by the SFA/EFA) and are not just to demonstrate good practice, but to ensure legal compliance and safety of the trainee. These visits should be conducted by a trained member of College staff or from time to time by an education business partner. The College recognises that teaching staff have expertise in their specialist teaching disciplines which will ensure as far as is reasonably practicable effective Health and Safety Assessment of work placement providers; however, the College also offers recognised training with IOSH Health and Safety for Work Placement Personnel.

Work Placement

The College has put in place a policy and procedures, which are designed to ensure that the learner is supported in a safe and healthy work environment whilst on work experience. Learners on work experience are employees of the placement provider. Their employer (placement provider), must ensure the health, safety and welfare of the learners at the work establishment.

The College and its employees must ensure that learners will not be exposed to risks to their health and safety. To this end a comprehensive assessment of the safety standards of a provider is carried out to the SFA/EFA (HASPS) standards before the start of the placement period.

The College will ensure that staff who assess work places will be competent to undertake this, by qualification and experience with due regard to the specialist nature of the courses the College offers as detailed under work based learning

Full details of the work placement policy, college code of practice and guidelines are available on the College Health and Safety page. The Health and Safety Manager can be contacted for further advice.

4.23 **Members of Staff Generally**

Each member of staff is responsible for their personal safety and that of other persons in the College by the proper observation of College safety rules and procedures.

Staff are reminded of the general duty imposed by the Health and Safety at Work, etc Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

Staff must also provide notice of 3 months if qualifications relating to Health and Safety provision are due to expire, eg First Aid.

In addition;

Staff should ensure that if there is an accident/near miss to a colleague, learners that a College ACC1 Accident/Near miss form is completed and forwarded to the Health and Safety manager, in a sealed envelope on the same day as the incident

Arrangements for Carrying Out the Policy

5. College Wellbeing Committee

5.1 The College Wellbeing Committee representing the various groups within the College comprises -

Principal (Chairperson)
Vice Principal
Assistant Principal Commercial Services
Assistant Principal Teaching, Learning and Assessment
HR Manager
Health and Safety Manager
Premises and Facilities Manager
Head of Student Support

Other staff co-opted as appropriate

The meeting will be quorate when 4 of the permanent members are present.

5.2 Purpose/Aim

To report to the Board of Governors on the College's safeguarding record and the achievement of health and Safety standards and Equality and Diversity impact measures.

To develop College policy with the aim of;

- Meeting the requirements of equality legislation, which covers the promotion of equality of opportunity, the fostering of good relations and the elimination of unlawful discrimination, harassment and victimisation.
- Meeting the requirements of Health and Safety legislation, which covers the promotion of safe working practices and protecting the health and safety of employees, learners and members of the public
- Meeting the requirements of safeguarding legislation, which covers the promotion of comprehensive and effective practices.

5.3 **Terms of Reference:**

1. To ensure the provision of effective communication and consultation between management, employees and the student community in order that health, safety, equality, wellbeing and welfare policies are properly maintained and developed.
2. To monitor information relating to health, safety, equality, wellbeing and welfare matters and to make recommendations/observations to the Board of Governors accordingly.
3. To consider and make recommendations to the Board of Governors regarding individual health, safety and wellbeing problems which have not been resolved at operational management/safety representative level, or at College departmental level.
4. To examine health and safety and other equality and wellbeing audit or other indicator reports.
5. To develop policy to improve and maintain health and safety, equality and wellbeing for staff and students.
6. To encourage the implementation and maintenance of effective safety rules and practices at team/departmental level.
7. To impact assess capital or major works, prior to implementation, any major work or significant change in use of any part of the premises or property, where this might affect the health, safety, equality, wellbeing and welfare of learners, staff or College visitors.
8. To develop policy with regard to health, safety, equality, wellbeing and welfare training and have oversight of the effectiveness and impact of such training.
9. To consider any reports from the Health and Safety Executive, Fire Officers and Environmental Health Officers in relation to policy implications and have oversight of the relevance of and implementation of specific recommendations.
10. To delegate specific duties to the Safeguarding, Equality & Diversity and Health and Safety working groups of both campuses.

Frequency: To meet termly

5.4 **College Health and Safety Working Group**

Membership:

Health and Safety Manager (Chairperson)

Premises and Facilities Manager and/or representative

A representative from each area of learning (selected by Head of Faculty according to campus)

HR Representative

Business Support Managers or representatives

Farm Manager (Sparsholt)

One Union Safety Representative from each of the recognised staff unions

Other staff co-opted as appropriate

5.5 **Terms of Reference of the Working Group**

To implement Health and Safety Policy, as decided by the Wellbeing Committee.

To disseminate information to appropriate members within their departments on new relevant legislation on health, safety and welfare issues.

To undertake duties as deemed necessary by the College Wellbeing Committee.

To receive reports from area safety representatives on issues arising from their termly safety audit and inspection, section operational/team meetings and hazard and risk assessment updates and reviews.

To enable the monitoring of remedial action taken as a result of:

- Safety audit and inspections
- College and departmental safety concerns
- issues arising from annual inspections carried out by the Health and Safety Manager
- tours and inspections undertaken by the Health and Safety Manager

Frequency of meetings: To meet termly at each campus

5.6 **Learner Voice and Student Council**

Students are able to represent their area of learning at Learner Voice meetings that take place every term. They can also be nominated to Student Council. Each vehicle allows Health and Safety and Safeguarding issues to be raised and then communicated to appropriate departmental managers, at Working Groups and Wellbeing committee

6. Safety Audit, Inspection and Tours of Premises and Equipment

The Health and Safety Manager will carry out an **Audit of the Safety Management Systems** of the College once every five years.

The Health and Safety Manager will carry out a **formal safety inspection** at least once every two years for each learning and business support area of the College. This may either cover all safety aspects of the area generally or focus on a more specific aspect e.g. COSHH. A staff union Safety Representative may accompany him/her. An 'Improvement Action Sheet' detailing improvements required, responsible person and time scale is then forwarded to the manager requesting remedial action.

The Area of Learning and Business Support areas carry out safety audit and inspections at a frequency determined by the level of risk. As a standard; Areas of learning/higher risk Business support areas every term and office based business support every 6 months. The safety representative should report issues arising to the Health and Safety Working Group on an exception reporting basis.

All staff are obliged to report any damage to equipment or property that is likely to create a hazard through the appropriate channels in order that remedial action can be carried out.

The Health and Safety Manager will undertake **tours of the College** in order to ensure that action plans agreed from **section safety inspections** are being implemented.

7.0 Training Arrangements

- 7.1 On the first day of employment all new staff will be provided with a health and safety briefing from their line manager, which will concern all aspects of their immediate working environment
- 7.2 All new members of staff will receive initial induction training which will include general and specific aspects of health and safety. The duration of the induction training will be dependent on the post.
- 7.3 All new members of staff and refresher training for current staff (as appropriate to their designation), will be given access to on-line e-learning mandatory training in Display Screen Equipment (DSE), Manual Handling, General Health and Safety Environmental, Fire Safety and Safeguarding. Stress Management for all staff is available as a support e-learning package. Staff who utilise DSE will also undertake a work station risk assessment. Further specialist assessment in DSE and workstation set up will be provided by the Health and Safety Manager as requested or where the employee has a specific medical, health or disability need. Practical manual handling courses are run by the College on request and will be arranged by the line manager.

Fire safety awareness and practical extinguisher training courses are offered throughout the year.

- 7.4 First aid courses are run throughout the year for
- a) Emergency first aid – 1 Day course.
 - b) First Aid at Work – 3 Day course
 - c) Maintaining current qualifications (refresher course) – 1 Day (a), 2 Day (b)
 - d) 3 hour annual refresher
 - e) Automatic External Defibrillation (This training is offered as an addition to the qualifying or requalifying first aid courses depending on trainer. A specialist standalone course is also available)

7.5 Manual handling training can be arranged by contacting the Health and Safety Manager or the CPD Coordinator

7.6 The Health & Safety Section organise various other training courses, details of which can be obtained from the Health and Safety Manager or the CPD Co-ordinator and on 'Passport to Success'.

If you wish to be considered for attending courses speak to your Departmental line Manager in the first instance then access your 'Dashboard' on 'Passport to Success' to find a course, suggest a course or request funding

7.7 Where new equipment, techniques or systems of work are introduced, Departmental Managers will organise appropriate training and supervision to promote safety awareness and to ensure safety at work.

If you are unsure of a particular operation then do not hesitate to seek assistance from your line manager.

Generic Supporting Policies and Procedures

8. KEY POLICIES/PROCEDURES

8.1 Emergency procedure

8.1.2 In the event of an emergency situation where emergency services has to be called it is important that staff follow the key procedures detailed for each campus.

8.1.3 Action to take in an emergency are detailed in the procedures document for each Campus. However, a brief summary is detailed below.

- Reception should be informed for incidents and emergencies
- Emergency calls should be made by dialling 999 or 112 (mobile) by a person at the location of the incident/emergency
- Calls made to reception will be passed on to the appropriate staff/section

8.1.4 Sparsholt Campus

During business hours 0800 – 1800 Monday - Thursday
0800 – 1730 Friday

- Internal phone 3333
- External phone 01962 793333

Outside business hours

- Internal phone emergency services call 9.999

Contact Premises Facilities Assistant (0600 – 0730/1800 - 2000

- Internal phone **029
- External phone 07715 043856

Contact Site Duty Officer (2000 – 0600 Mon – Thurs and 2000 Fri – 0600 Mon)

- Internal phone **059
- External phone 07715 043858

8.1.5 Andover Campus

During Business Hours 0830 – 2100 (1700 out of term time) Monday to Wednesday

0830 – 1800 Thursday

0830 – 1630 Friday

- Internal phone 0
- External Phone 01264 360000

Outside business hours

- Internal phone emergency services call 9.999

Contact Premises

- Internal phone 2028
- External 01264 360028 or 07872 676739

8.1.6 As appropriate, remember to fill in an accident/near miss form ACC1 and forward this within 12 hours of the incident to the Health and Safety Manager.

8.2 Fire Procedures

8.2.1 Detailed procedures for each campus are contained in the specific procedures Document and the student health and safety policies

8.2.2 However, staff should ensure they know what action to take when they discover a fire or when they hear the fire alarm. Please ensure you find out the location of call points, fire extinguishers, exit routes and assembly point for the building you are working in.

- **Close all windows and doors**
- **Switch off gas and electrical equipment**
- **Make sure everyone in your charge leaves the building in an orderly manner**
- **Report to the assembly point**

- **Do Not attempt to fight a major fire**

- **Do not use lifts**
- **Do not return to the building for any reason until authorised to do so**

8.2.3 Personal Emergency Evacuation Plan (PEEP) – Staff/Learners with Disability

A personal emergency evacuation plan should be filled in by all staff who have a disability that may make it difficult for them to evacuate the building in case of emergency; e.g. mobility, sight or hearing. This includes both permanent and temporary disabilities. Please evaluate your evacuation needs with your line manager and once the plan is formulated, please copy to your manager and the Health and Safety Manager. It is the responsibility of the line manager to communicate your plan and

specific needs to other appropriate staff and as necessary specifically trained staff in evacuation chair use. Learner tutors and as required the residential support team will develop PEEPS for learners with disability or impairment, temporary or permanent for their learning areas and as applicable for their residential accommodation.




Please request assistance in developing your **PEEP** from the Health and Safety Manager. PEEP template is available on the Health and Safety page

8.3 Disaster/Crisis Management

A crisis disaster management team has been set up to assist in the recovery of any major hazard or threat to the College. The crisis disaster management team is assembled to action a recovery plan in the event of a serious situation.

The procedural document is available to staff throughout the College as an indication of how the College will respond in a crisis situation. The plan is available on the college Intranet.

The College operates a 'traffic light system' as follows to identify the level of response for incidents:

	an incident is contained within an area and has no significant risk to other areas or individuals
	an incident of this nature is assessed as having wider implications to the institution or to need to involve external agencies
	an incident has the potential to, or has an immediate effect, on the operation or reputation of the organisation, or poses a threat to the wellbeing of staff, students or visitors.

8.3.1 Disaster/Crisis Management Team:

Principal
Vice Principal
Assistant Principals
Premises and Facilities Manager
Health and Safety Manager
HR Manager
Student Support Manager
Executive Director of Finance
Residential Support Manager
Catering Operations Manager – Chartwells
Director of Information and Funding or IT Services Manager

8.3.2 Functions of the Crisis Management Team

- To act as the decision –making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and the communications strategy resulting from these.
- To establish and maintain a crisis management centre. The two centres have the appropriate equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation’s interests (staff, facilities, information systems and other assets) in order to determine the vulnerability to those threats of the organisation’s personnel, facilities or assets.
- To confirm the content of the crisis management plan on an annual basis to ensure its currency

8.4 Bomb Incident Management CCOP 1195

8.4.1 Introduction

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed and that some decisions must be made at the time in question depending upon the actual circumstances.

8.4.2 Procedures

- a) In the majority of cases warnings are normally relayed to a receptionist by telephone. However, any member of staff receiving such a call or notification via email should notify the Principal or Vice Principal and any members of the SLT without delay.
- b) The member of staff receiving the call should follow a set procedure to try and identify as much detail as possible from the caller.

Appendix 1 - ‘Response to bomb threats’ along with the check list.

This should be sited adjacent to the switchboard as an aide-memoir.

- c) On completion of the call the telephonist must contact:
 - Winchester Police Station, **tel: no. 999**, to determine if any of the code words, or the situation is genuine.
 - The Principal or in his absence the Vice-Principal or the College Health & Safety Manager must be informed so a risk assessment can be completed.
 - The Premises and Facilities Manager to be informed and put on standby.

Note – To avoid panic, calls to the Police etc, should be made from the privacy of an office.

- d) The Principal or the most senior member of staff available must act on the advice given by the police and should evacuate staff/learners/public to appropriate locations. Bomb incident management and evacuation procedures document is detailed as an appendix to the procedure;

Appendix 2 - 'Emergency procedures to bomb threat'.

The procedures will also be available in Key Procedures documents for each campus.

- e) Assistance to warn people of the danger should be provided by the staff identified above and any other available management

Note – The use of paging systems, fire alarm systems and radio phones must be prevented at the time of crisis as an electrical signal could trigger a device.

An appropriate assembly point will be selected by the police officer in charge.

- f) On being asked to evacuate the alarm, staff and students must evacuate to the place designated. It is perhaps worth reminding staff that the greatest danger from a bomb explosion arises from flying glass. This might seem to indicate that an evacuation is itself accompanied by some risk and as such the choice of evacuation route and assembly point must be one for the police and bomb disposal unit to nominate.
- g) Any member of the public within the building should be made aware of what is happening and lead to a place of assembly.
- h) Finally, if, after a bomb warning has been given, staff notice a suspicious parcel or object, they should tell the nearest senior member of staff or police officer.

Response to bomb threats

1. Introduction

This document is for staff use only and provides guidance for dealing with bomb threats. Bomb threats usually take one of three forms, namely:

- A telephone call (usually received by switchboard personnel) informing staff of the threat.
- Written or typed communication (e-mail/letter/note) received by college staff.
- A suspect package (letter/parcel/packet) delivered via the postal service or the perpetrator.

The method of raising the alarm in the event of an evacuation being necessary will depend upon the circumstances surrounding the threat. Unless advised otherwise, to be determined by the Police. It is recommended that this document is placed where it can be easily retrieved in the event of a threat.

2. Telephone Threat

- **Do not hang up** or transfer the call for any reason.
- **Remain calm** and be courteous.
- **Do not interrupt the caller** once he/she has begun to relay the message.
- **Record the exact details** of any message (use the checklist overleaf).
- Once the message is relayed, question the caller in order to complete the checklist.
- **Report the incident** to at least one of the following people.

Name	Position	Tel. No. (Ext.)	Mobile No.
Tim Jackson	Principal	7230(S) (H7240)	07825 796551
Martin Simmons	Vice Principal	2005 (A) 7281 (S)	07540 668438
Stuart Barlow	Assistant Principal – Teaching, Learning and Assessment	2077(A) 7331(S)	07825 796575
Suzanne Grant	Assistant Principal - Commercial	2007(A) 7332 (S)	07500 797919
Stephen Horrobin	Executive Director of Finance	7510	07825 796554
Paul Daniel	Student Support Manager	7220	07825 796560
Jon Swindells	Health & Safety Manager	7481	07825 796567
Dougy Hill	Premises and Facilities Manager	2028 (A) 7363 (S)	07825 796566

- Ensure the checklist is quickly delivered to the person to whom you reported the threat.
- **Be freely available** to answer any questions.

3. E-mail/letter Threat

- **Report the incident** to one of the people listed at 2.
- **Hand over all evidence** to the person to whom you reported the incident.
- **Ensure you are freely available** to answer any questions.

4. Suspicious Letter or Package

- **Do not shake or empty the contents** of any suspect envelope or package.
- **Do not use mobile phones** near the suspect item.
- **Leave the room and close the door, or section off the area** to prevent others from entering.
- **Report the incident** to at least one of the people listed at 2.

Any questions relating to this document should, in the first instance, be directed to the College Health and Safety Manager.

BOMB THREAT CHECKLIST

YOUR DETAILS

Date call received		Your Name	
Time call received		Section	
Room where call received		Number of phone used	

The Message

Message (exact words)	
Message read or spontaneous?	
Any code words?	

The Bomb

Where is it?	
What time will it go off?	
What does it look like?	
What kind of bomb is it?	
What organisation do you represent?	
Where are you?	
What is your name and address?	

The Caller

Telephone number (caller display)	
Sex of caller	
Estimated age of caller	
Accent (local., regional, etc.)	

Noise

Noise on the line		Background noises	
Coin box		Operator	
Interruptions		Other (state)	

Any other Information

SPARSHOLT COLLEGE HAMPSHIRE

EMERGENCY PROCEDURES TO A BOMB THREAT

1. Introduction

This guidance note details the actions required from those persons who will form the body of key personnel in managing the response to the bomb threat and/or notification of a suspicious package. The key contact telephone numbers are detailed above (Appendix 1)

2. Duties of the Principal (or nominated deputies) in the event of any bomb threat

- Establish communications with the most senior person dealing with the threat.
- Use the telephone only to make / receive calls relating to the emergency.
- Authorise evacuation based upon advice from the senior person at the scene and the police.
- Remain up to date on any developments.
- Manage the media and continuity of college business.

3. Duties of the senior person in control of the response to a bomb threat

- Establish contact with the Principal and Deputy Principal and other persons listed in item 1 above.
- Obtain full details of the threat both from the person who received the call and the checklist. Gain a visual of the any device (if possible and safe to do so), but **DO NOT TOUCH IT, AND DO NOT USE MOBILE PHONES, RADIOS OR OTHER ELECTRONIC EQUIPMENT ANYWHERE NEAR IT.** In the case of a written threat, obtain full details of the threat (print-out emails, retain letters / notes and any associated packaging).
- Contact the Police and inform them of the threat, its details and the name of the person in overall charge.
- In conjunction with the police, perform a risk assessment as to whether the threat is real or hoax. This assessment will be based on advice from the police, presence of suspicious items, location visit by VIPs, nature of the message, etc.
- If the threat is deemed a hoax, then wait for the arrival of the police who will attend to collect details of the incident.
- Should the threat be deemed credible then a managed evacuation will be necessary. Authority to evacuate must be obtained from the Principal (or nominated member of the bomb threat Management Team detailed above).
- Determine which buildings should be evacuated, and by which route, based on the information used in the risk assessment.
- Do not sound the fire alarms, unless absolutely necessary, as this could result in persons using escapes that route them towards the vicinity of the suspected bomb.
- Gather together a group of people to assist with the evacuation. They will need to verbally inform people to collect their belongings, leave the building by the safest route and to gather at the assembly point (the precise route and assembly point could be dependent on the circumstances at the time).
- Retreat to a safe distance and follow instructions given by the emergency services upon their arrival. For safety, assemble at a recognised assembly point, which ensures there is a building between this point and the suspected bomb. Establish face to face contact with the police and give assistance as necessary.

4. Duties of staff selected to assist with an evacuation

- When informed of the decision to evacuate the building:

- Follow instructions given by the senior person in charge of the response.
- Verbally inform people to collect their belongings, switch off mobile phones and leave the building. Tell them the most appropriate exits to use and where to assemble. ensure the building is cleared of all persons.
- Keep people moving towards the assembly point.
- Fire Marshal (Assembly point co-ordinator) to keep people informed of developments.

8.5 Accident and Near Misses, First Aid

8.5.1 All accidents and near misses must be reported on the College form ACC1 and forwarded to the Health and Safety Manager, at the earliest opportunity, and within 12 hours of the incident. The Health and Safety Manager should be notified immediately by email of accidents of a serious nature to determine if the HSE should be informed..

8.5.2 Hard Copies of the Accident and near miss forms are available from the following locations

Sparsholt

- Drawer 4.2 outside reprographics
- From section administration

Andover

- First aid boxes
- Reception
- Drawers in Post room/Staff room

The form is also available on the College intranet; Health and Safety page

[ACC1 – Accident/Near Miss Form](#)

8.5.3 A list of first aid qualified staff is detailed in the specific site procedures document and is available on the College document library; the list being updated on the library in November and March. The list of qualified staff is displayed prominently in areas of learning and business support.

8.5.4 Location of first aid boxes are detailed in the specific site procedures document

8.5.5 Transporting Students to Hospital

College policy is that students **must only** be transported in College owned vehicles at all times. This is to ensure that students are only transported in vehicles that meet certain standards of servicing and maintenance, etc. It is only by strictly enforcing this policy that the College can be certain of meeting its health and safety obligations and its duty of care to students. The College also recognises the importance of protecting staff

from potential claims arising out of accidents/incidents that could arise from the transporting of students in privately owned vehicles.

In the event of medical emergencies, an ambulance should be called; in lesser incidents, students would normally be put into a taxi and accompanied by a member of staff or in a College vehicle accompanied also by a third party (member of staff or a friend of the student (residential only)).

Staff should not transport lone students in any vehicles.

If an incident occurs where it is in the professional judgement of the member of staff that there is a clear duty of care to transport a lone student, they may do so, but only after permission of a supervisor or line manager

The procedure to be adopted is detailed in the Key procedures documents for each campus.

8.6 Use of all Vehicles on College Business CCOP 0196

If you are required to drive a vehicle during your working day and your trip is work related you must be registered on the College Driver Register before you drive. This includes:

- a College owned vehicle
- *a privately owned vehicle being used on College business (this includes any vehicle being driven between the campuses)
- hired in or loaned vehicles

* If you drive your own vehicle on College business you must also comply with the following:

- hold fully comprehensive 'business use' insurance cover
- hold a valid and current tax disc
- hold a valid and current MOT (if applicable)
- the vehicle must be suitably serviced
- the vehicle must be in a roadworthy condition

What you need to do to get registered

- Collect a Driver Form from (SCH) grey drawer 3.4 by Reprographics or (Andover) from the Post room or download from HR page on the College intranet
- Complete both sides of the form
- Attach your **original** driving licence (Pink card only for new driving licences) and a copy of your 'business use' insurance (if applicable)
- Take up to HR at Sparsholt or put in a sealed envelope addressed to HR Manager, Sparsholt College.
- At SCH put your envelope in HR tray in the Post Room, at Andover pass to Reception who will pass it for delivery (via a nominated staff member) to HR Sparsholt campus

- You should also complete; Vehicles on Andover/Sparsholt campus record form for privately owned vehicles

What will happen next

- The details you provide will be entered onto the Driver Register
- Your licence will be checked to establish which categories of vehicle you are licensed to drive and whether any endorsements are held (any driver with more than 6 points on their licence may be subject to restrictions, as advised by College insurers)
- Confirmation of entry onto the Driver Register will be sent to you via the internal post showing which categories of vehicle you are permitted to drive on behalf of the College (and your driving licence will be returned to you at the same time)

8.6.1 Driving Minibuses and Landrovers

To drive a minibus or a landrover (long wheelbase) the category D1 (current style licence) **must** be held as these are vehicles with more than 8 passenger seats. Previous licence styles have different codes and individual advice should be sought from the Finance Manager

Drivers who have taken their test since 31 December 1996 do not have this category and are **NOT** eligible to drive College minibuses/landrovers. If this applies and there is a requirement to drive these vehicles then please see the Finance Manager, for further information on how to obtain the necessary licensing category.

In addition to holding the required licence category **ALL** drivers of minibuses/landrovers must also hold a valid MiDAS certificate in order to be insured. Further details of how to obtain this can be obtained from Health and Safety Manager

- 8.6.2 The full College Code of Practice 0196 is obtainable from the Health and Safety Manager and is also available on the College intranet.

8.7 OFF-SITE VISITS POLICY AND PROCEDURES

- 8.7.1 The policy and procedures covers all off-site activities including; curricular based practical activities, educational visits, hazardous pursuits, United Kingdom based study tours and study tours outside the United Kingdom. The College has a separate hazardous pursuit's policy for managing activities of a hazardous nature off-site, which is integrated within the off-site policy.

- 8.7.2 The Health and Safety at Work Act 1974 places a responsibility on Sparsholt College Hampshire to ensure as far as is reasonably practicable the health, safety and welfare of all staff, learners and others whilst on College premises, but also when off-site visits and activities are undertaken. There is also a common law duty of care owed to our learners during their course of study.

- 8.7.3 The Management of Health and Safety at Work Regulations 1999, specifically places a responsibility on the College to undertake risk assessment of all its activities and

operations, which will include the identification of hazards and control of risk when activities take place off-site. It also places a responsibility on the College to ensure that off-site activities are led and supervised by competent staff, having competence defined by the necessary experience, qualifications and leadership skills.

8.7.4 The College requires all staff involved in organising and undertaking off-site visits to adhere to the policy and procedures, which include details of:

- Planning and approval
- College forms and documents

The Policy and Procedures are available on the College intranet, share point on the Health and safety page.

8.8 SAFEGUARDING LEARNERS POLICY AND PROCEDURES

The policy asserts that the College will have in place inclusive and integrated safe practices that promote and ensure the safety and well-being of all learners. It provides the framework for promoting and ensuring safeguarding and protection of all learners at or associated with Sparsholt College Hampshire.

Through our Health and Safety Policies and procedures the learner is able to raise health and safety issues, both locally and at College campus level

8.9 SMOKING POLICY

Under s.2 of the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, employers have a duty to ensure the environment to which employees, students, contractors and visitors is free from risk of injury to health.

Since the 1st July 2007, there has been a ban on smoking in public places and workplaces. The legislation is contained within the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006. Smoking must be prohibited in enclosed or substantially enclosed spaces, if students and members of the public use them, or if more than one person uses them as a place to work. The ban will also apply to vehicles used for business. Vehicles used primarily for private purposes will not be required to be smoke free. The College classifies e-cigarettes as a smoking material and smoking prohibitions will apply equally to these products.

The College prohibits smoking in the following areas:

- Offices
- Classrooms, workshops, computer rooms, laboratories and studios
- Library/Learning resources centres
- Stables and riding areas
- Farm building and barns
- Sports hall and gym

- Corridors, lifts and stairs
- Toilets
- Dining and recreation areas
- Student residential accommodation
- Porches
- Staff room
- Laundry room
- College vehicles
- Where animals are housed

In addition, smoking is not permitted **within** 4 metres of any building or in the external eating area to Bytes/MJ's.

The College displays prominent no-smoking signs at all entrances to buildings and internally as appropriate. Signs displayed are in accordance with the Smoke free (Signs) regulations 2007.

Exceptions to smoke-free status

Smoking is allowed in the College grounds where these are open to the elements and **must be 4 metres away from any building**, but smokers are expected to ensure that cigarette stubs and packaging is disposed of safely and cleanly in appropriate bins

The **Andover College** campus has designated **three smoking shelters** where smoking is permitted. Smoking outside these areas and **within the grounds is prohibited**. These are located in the quadrangle adjacent to the Professions Academy (Charlton Building), adjacent to the Marlborough building and adjacent to the main staff car park

Non-compliance

Anyone who does not comply with the law is committing a criminal offence. An employee, student, contractor or visitor who is caught smoking in a smoke free place is liable to a fine of £50. If unpaid, there could be a fine of up to £200 and a criminal record.

Disciplinary action will be taken against any staff and students caught smoking in banned areas.

The College is itself liable to be fined a substantial sum, if smoking is allowed in its premises.

Fire and Hygiene Risk from smoking

Smoking is also considered as a serious fire risk and as such, smoking is not allowed in or around any farm or estate buildings as these are likely to contain chemicals, fuel, hay, straw and/or combustible dusts. Smoking is also not permitted in or around any area containing combustible materials such as gas cylinders. Appropriate signs are displayed prohibiting smoking in these areas.

Staff and students are reminded that transference of disease from hands to mouth whilst smoking is also a very great risk.

9. STRESS POLICY

SPARSHOLT COLLEGE HAMPSHIRE

WORK-RELATED STRESS POLICY

Introduction

9.1.1 The College has duties under the Management of Health & Safety at Work Regulations 1999 to assess the risk of stress-related ill health arising from work activities and under the Health & Safety at Work Act 1974 to take measures to control that risk.

Definition of work-related stress

9.1.2 There is an important distinction to be made between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

Policy

9.1.3 The College is committed to taking all reasonable steps to protect the health, safety and welfare of its employees, recognizing that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

9.1.4 The College will monitor employee absence and will consider workplace stress as a possible cause of persistent absence.

9.1.5 The College will conduct risk assessments to identify possible workplace stressors and will take action to control the risks from stress where identified. These risk assessments will be regularly reviewed.

9.1.6 The College will provide training in good people management practices and stress management and awareness for all managers and supervisory staff.

9.1.7 The College will provide stress awareness and personal stress management training for all staff and positively support their health and well-being, providing pro-active health initiatives and support internally and from external agencies.

Counselling and Support Service

9.1.8 To assist employees who are suffering from stress, confidential counselling and support services and can be contacted through the Human Resources section.

Absence Management

9.1.9 When notification of work-related stress absence is received from the employee's physician an investigation will be carried out by the manager/ a member of Human Resources to determine any possible causation factors.

9.1.10 If appropriate a schedule of visitation will be established which may include referral to an occupational health professional.

Return to Work following work-related stress absence

9.1.11 It is recognised that sensitive management is essential when an employee returns to work following a period of work-related stress absence. This return to work will be managed personally by the employee's line manager, or a more senior manager if more appropriate, working in conjunction with the Human Resources section. The main objective of this management is to ensure that the employee does not return to a work situation which could result in a recurrence of the illness. A specific risk assessment will be carried out, an action plan established and formal monitoring and review systems implemented in agreement with the employee. The Health and Safety Manager will advise and support the HR representative in undertaking the assessment and developing the action plan.

Policy implementation and monitoring

9.1.12 The Health and Safety Manager is responsible for the implementation of this policy and its impact will be monitored by the Strategic Leadership Team: Human Resources/Health & Safety Manager who will report to the Wellbeing Committee and the Board of Governors.

9.1.13 The Policy and procedures are available on the College intranet, on the Health and Safety page

10. SAFETY POLICY REVIEW

The College acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

It is available on the College staff intranet, under policy and procedures and on the Health and Safety page. The College will constantly monitor and up-date the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Board of Governors.