

Health and Safety Policy

Review

Formal Review Cycle	3 yearly		
Latest Formal Review (date)	09/06/23	Next Formal Review Due (date)	09/06/2026
Policy Owner	Chief Financial Officer		
Policy Author	Executive Director (Health, Safety and Environment)		

Approvals

Board of Corp Y/N	Y	Committee	FRP	Date Board approved	04/07/23
ELT Y/N	Y	ELT date approved	22/06/23	Additional committee	Main Health & Safety Group

Publication

Website Y/N	Y	Unify Y/N	Y	Student VLE Y/N	Y	Other	
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Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by
01	26/11/20	Full review and update by Group Director (Health, Safety and Environment)	A Mckenna	ELT
02	09/06/23	Policy update	A McKenna	ELT

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1 Policy Statement

The Governing Body and the Leadership and Management team of the Education Partnership North East (EPNE) recognises and accepts their responsibilities for providing a safe and healthy working environment for all colleagues, students and other visitors or contractors. The Governing Body and Executive Leadership Team (ELT) are committed to ensuring the highest standards of health and safety and the development of a positive health and safety culture.

This policy identifies the responsibilities and arrangements for the effective management of health and safety at the College. The arrangements in this policy are contained in a [Health & Safety Share Point site](#) which provides further guidance for staff.

The College will take all reasonable steps to meet its responsibility under the Health and Safety at Work etc. Act 1974 and any associated regulations including:

- Complying with all current health and safety and fire safety legislative requirements and approved codes of practice.
- Implementing and adopting this policy and all associated procedures and guidance.
- Allocating sufficient resources and ensuring access to competent specialist health and safety advice.
- Providing information, instruction, supervision and training for staff and students to ensure they are competent to carry out work or learning activities.
- Communicating and consulting with colleagues, students, trade unions and others with respect to their health, safety and welfare.
- Taking all reasonable measures to prevent and learn from accidents, near misses and work-related ill-health.
- Providing and maintaining safe plant, equipment and systems of work.
- Ensuring that the storage, handling and use of articles and substances are carried out in a manner which controls any health, safety and/or fire risks.
- Ensuring that all our campuses meet the health, safety and welfare needs of all staff and students including individuals with disabilities.

This policy is published on the EPNE website and Unify for all staff and students to access.

Failure to comply with these requirements may lead to formal action in accordance with the disciplinary policy and/ or potential legal action by relevant enforcement agencies.

EPNE aims to provide an excellent health and safety culture and a continuous improvement in performance. All staff and students are required to play their part in making health and safety a top priority.

Ellen Thinnesen

Chief Executive

2 Responsibilities

2.1 The College Management Structure

- 2.1.1 For health and safety purposes the two bodies which hold prime organisational responsibility are the Governing Body of EPNE and the Executive Leadership Team (ELT). The Chief Executive and Chief Financial Officer are primarily accountable for ensuring an appropriate health and safety policy is in place and the organisation is committed to protecting the health and safety of its employees and stakeholders. The specific posts involved and core responsibilities are detailed below.
- 2.1.2 A diagram is provided as [Appendix 1](#) which summaries the management tiers and their role in health and safety management.

2.2 Board of Governors

- 2.2.1 The Board of Governors will:
- Ensure the college has an appropriate health and safety policy and statement of intent in place which is regularly reviewed.
 - Be aware of the Colleges main Health and Safety Group and terms of reference.
 - Receive an annual report and half yearly update to the Finance, Resources and Project Committee including measures of performance and monitor compliance with the Health & Safety Teams quality improvement plan actions and other key initiatives.
 - Be aware of significant health and safety risks faced by the College including information on any enforcement action i.e. statutory notices or prosecutions taken against the College for health and safety or fire safety contraventions, including reassurance that actions are taken to rectify any deficiencies.
 - Consider the health and safety implications of strategic decisions such as large projects or collaborations with strategic partners.
 - Ensure that emergency planning and business continuity arrangements are kept up to date.

2.3 Chief Executive

- 2.3.1 The Chief Executive is ultimately responsible for the overall management of health and safety across the whole College group. It is the Chief Executives legal duty to ensure along with the Executive & Leadership Excellence Group (LEG) the health and safety of all staff, students and others who work for or with the College. The Chief Executive is responsible for ensuring that sufficient resources are provided and that health and safety is given sufficient priority across the whole college. The Chief Executive has delegated day to day management of health and safety to the Executive and LEG for their areas of responsibility.

2.4 Executive Leadership Team (ELT)

- 2.4.1 These roles are accountable for ensuring areas under their direct control are run in a healthy and safe manner. Members of ELT will:
- Ensure the implementation of health and safety policy arrangements including procedures and guidance.
 - Ensure there is an effective health and safety group meeting structure. Heads of Centre are expected to chair their respective health and safety group meetings.
 - Agree key performance indicators for health and safety.
 - Provide visible leadership on health and safety and act as an example to staff and students.
 - Provide adequate resources for the management of health and safety.
 - Consider the health and safety implications of strategic decisions including capital and refurbishment projects or new activities.
 - Determine what health and safety risks should be included in the colleges risk register.
 - Agree a college wide health and safety internal auditing program and ensure the Health & Safety function is also externally audited at intervals.
 - Receive reports from the Executive Director – Health, Safety and Environment about the management of health and safety, serious accidents or near misses, any enforcement action, staff and student training completion, health and safety audits and serious defects in their College areas.

2.5 ELT Member Responsible for Health and Safety

- 2.5.1 There are two executive leads for championing health and safety. Who undertake the position of lead sponsors for health and safety at ELT meetings more broadly. These are:
- The Chief Finance Officer as the senior accountant in the college who must ensure appropriate level of resources are made available
 - The Vice Principal Resources, who will at executive level oversee the leadership, implementation and performance of the health and safety team and their impact across the college.
- 2.5.2 The Chief Financial Officer or the Vice Principal (Resources) will chair the main health and safety group and ensure the group operates in accordance with its terms of reference. They will have final authority for the enforcement of health and safety where there is a need to compel actions. They will provide an assurance for the Board of Governors that the Health & Safety policy is updated, health and safety matters are being adequately managed and that sufficient resource is deployed to deliver the arrangements detailed in the College's health and safety policy across all campuses owned or occupied by the college.
- 2.5.3 The Chief Financial Officer will work with the Executive Director (Health, Safety and Environment) to produce an annual plan for ELT and the Board of Governors.

2.6 Leadership Excellence Group members (LEG)

2.6.1 LEG consists of senior managers from curriculum and service areas across the college. It includes staff with the job titles Faculty Director, Campus Principal and Executive Director.

2.6.2 Members of LEG are accountable for ensuring areas under their direct control are run in a healthy and safe manner. Members of LEG will:

- Be trained first aiders.
- Play an active part of health and safety group meetings for each campus.
- Ensure staff and student inductions include all relevant health and safety information for new starters.
- Provide adequate resources for the management of health and safety.
- Escalate any significant health and safety risks to ELT and the Health & Safety Team.
- Participate in the health and safety audit program including ensuring that any recommendations are actioned.
- Receive reports of accidents and near misses and ensure any remedial actions are completed.
- Check to ensure that all activities are appropriately risk assessed and controls are implemented.
- Agree health and safety competency and development needs of all your staff and work with the Learning and Development team to meet development needs.
- Assess the health and safety impact of new projects at planning stages e.g. when proposing refurbishment of an area or procurement of a new machine or other item.
- When purchasing new equipment consider the health and safety requirements/ implications including set up, maintenance, inspection and servicing.
- Ensure the management of any contractors engaged directly by the curriculum or service area.
- Carry out health and safety inspections/ learning walks of your area at least once per academic year.
- Ensure health and safety is considered as part of each Service Assessment Review (SAR).
- Assist managers to ensure adequate provision of first aiders and fire wardens to respond to emergency situations.

2.7 Executive Director of Capital Projects and Estates

2.7.1 The Executive Directors for Capital Projects and Estates will ensure College premises are managed and operated in line with statutory requirements. They will:

- Fulfil the duties of commercial clients for capital and refurbishment projects as required by the Construction Design and Management Regulations.
- Manage contractors engaged by the Estates team to carry out construction, improvement, or repair works.

- Take lead responsibility for the management of asbestos in college buildings and work with other stakeholders to ensure the College complies with its legal duties to manage asbestos containing materials.
- Engage a water hygiene specialist to help the College manage the risks from legionella bacteria in hot and cold-water systems.
- Work with other stakeholders including the Health and Safety Team and curriculum teams to as far as reasonably practicable segregate pedestrians from vehicles on all college sites.
- Maintain electrical systems to prevent danger and provide central co-ordination of the portable electrical appliance testing regime.
- Ensure fixed natural gas and LPG systems are commissioned and maintained in a safe manner.

2.8 Executive Director - Health, Safety and Environment

2.8.1 The Executive Director (Health, Safety and Environment) will act as the Colleges competent person for health and safety and responsible person for fire safety. They will work closely with other College staff to ensure compliance with health and safety legislation and to create a positive health and safety culture across the College. They will:

- Review the organisation's Health and Safety Policy. The policy will be formally reviewed at 3-year intervals. Minor amendments will be made as required.
- Create a framework for completing risk assessments for all college activities.
- Monitor, review and introduce suitable policies/procedures on health, safety and welfare to cover all college activities and provide an annual report and half yearly update to the EPNE Leadership Team meeting chaired by the Chief Executive and then subsequently, and Governors.
- Undertake timely audits, inspections, walk-throughs, and spot checks to monitor compliance with statutory requirements for health, safety and welfare and where necessary provide advice and guidance for improvement.
- Work with other Teams to ensure the health and safety of students placed with other organisations including arrangements to assess the safety competence of these organisations.
- Monitor, report and advise on the investigation of accidents, near misses or ill health involving staff, students, visitors and contractors.
- Ensure arrangements for the investigation of accidents, near misses, dangerous occurrences or diseases and prepare reports as necessary for submission to the Board of Governors, EPNE Leadership Team, LEG, the Health and Safety Executive (HSE), the colleges insurers or legal advisers, and the recognised Trade Union Representatives. Incident investigation will make recommendations to prevent reoccurrence.
- Provide health and safety key performance indicators for health and safety.

- Liaise with representatives of the enforcement authorities, acting as a central point of contact for HSE, fire authorities and the Environment Agency.
- Provide health and safety advice and assistance to college faculties, departments and teams including information pertaining to compliance with health and safety legislation, staff training, health surveillance programmes, environmental surveys (noise and dust), personal protective equipment (PPE), inspections, audits and disposal of hazardous waste.
- Plan and deliver a health and safety induction and training programme for colleagues including a combination of eLearning and face to face courses in partnership with the Learning and Development Team.
- Inspect all new College premises, provisions or facilities for the purpose of health, safety and welfare and sanction the use by college staff and students. Report any identified risks to ELT and individual curriculum teams.
- Lead the Colleges fire risk assessment programme.
- Complete the annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for the Health & Safety team.

2.9 Curriculum, Service Managers and Supervisors

2.9.1 The management of health and safety of individual curriculum and service areas is the responsibility of this broad group of staff. These roles will:

- Use existing communication processes (e.g. team meetings) to keep your team informed and receive information back from team members.
- Plan deployment of resources to achieve your health and safety objectives.
- Ensure risk assessments are completed following the Colleges procedure and that adequate control measures are in place for all activities.
- Ensure any new processes are properly risk assessed before implementation.
- Develop or use existing communication processes (e.g. team meetings) to keep their teams informed and receive information back from team members.
- Implement college health and safety procedures and guidance.
- Ensure all new equipment is checked for hazards and users are trained on safe system of work and risk control measures.
- Ensure their direct reports receive adequate health and safety training either internally from the Health & Safety Team or externally from training providers.
- Work with the Health & Safety Team to ensure staff receive health surveillance (health checks).

- Lead a programme of inspections. Inspections may be completed by managers or this task may be delegated to specific team members.
- Participate in the health and safety audit regime and review actions arising from audits to ensure they have been completed or progress is being monitored.
- Take appropriate action when health and safety is likely to be compromised if necessary, suspending activity pending reassessment of risk.
- Report accidents and near misses to the Health & Safety Team and investigate to ensure you understand what happened and why and that remedial actions are taken to prevent a recurrence.
- Ensure that health and safety risks associated with suppliers and contractors are adequately managed.
- Receive feedback to ensure controls are working effectively.
- Include health and safety as a standard agenda item in all relevant team meetings.
- Ensure where appropriate health and safety experience or qualifications are included in job descriptions and person specifications for roles.
- Identify health and safety training needs for colleagues, including ongoing refresher training and ensure training is completed and staff are competent to carry out their roles.
- Ensure there is adequate provision of first aiders and fire wardens in all your work locations.
- Ensure the effectiveness of arrangements for emergency procedures.
- Where applicable, manage the health and safety implications of student visits, excursions, work experience, industry placements, apprenticeships, enterprise initiatives and outreach work arranged by your area.
- Ensure your service or curriculum area is represented on the Health and Safety groups for your campus.
- Ensure visitors and contractors are provided with relevant health and safety information.

2.10 Staff

2.10.1 All staff are responsible for their own health and safety and for anyone who may be affected by their work activities including students. All staff will:

- Familiarise themselves with 'The College's' Health and Safety Policy and supporting procedures and guidance and complete the [Essentials for Excellence](#) induction training.
- Follow the controls in your service areas risk assessments.
- Be responsible for the health, safety and welfare of themselves and of students or other persons under their control.

- Raise issues of non-conformance through your line management structure.
- Report any accidents or near misses to their line manager.
- Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any obvious defect or defect identified during use which affects continued safe operation must result in equipment being taken out of service, marked appropriately and notified to line manager / supervisor and where appropriate our Estates team.
- Ensure staff and students are aware of and follow all relevant safe systems of working.
- Not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare by the college.
- Ensure that any personal protective clothing and equipment identified as necessary in risk assessments are worn and maintained.
- Ensure that safety devices, equipment and guards are in place and always used.
- Be responsible for good housekeeping within their learning environments.
- Assist line managers with reviewing risk assessments.
- Attend and ensure completion of essential health and safety training including refresher training.
- Be involved in or carry out local inspections of your learning environments

2.11 Students and Apprentices

2.11.1 Students and apprentices will:

- Attend any health and safety inductions provided by college staff or employers/ placement providers.
- Comply with the health and safety procedures detailed in Student Handbooks, risk assessments or other information provided by college staff or employers/ placement providers.

3 Health and Safety Procedures

3.1 The Colleges health and safety arrangements are contained in a series of health and safety procedures and guidance which set out what the College expects to be achieved for each individual health and safety topic. The procedures/ guidance explains responsibilities, the process, forms and any databases used for different topics e.g. risk assessment, first aid etc. These procedures and guidance form an important part of the Colleges health and safety policy and must always be complied with. The procedures and guidance cover the following topics:

<ul style="list-style-type: none"> • Aggression and Violence • Asbestos • Contractors • Control of Harmful Substances (COSHH) • Confined spaces • Display Screen Equipment • Electricity (including Portable Appliance Testing -PAT) • External visits • Fire and explosion • First Aid • Incident reporting & investigation • Gas Safety (natural gas & liquified petroleum gas LPG) • Health Surveillance • Lone Working • Lifting Operations 	<ul style="list-style-type: none"> • Manual handling • Occupational Noise • Pregnancy (New & Expectant Mothers) • Personal protective equipment • Risk Assessments • Stress • Testing of Lifting, Pressure and Ventilation systems (Statutory Testing) • Health & Safety Training • Work at Height • Workplace transport (including driving for work) • Work Equipment • Workplace and Welfare • Vibration
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3.2 The College has created a [Health & Safety Share Point site](#) which includes all the procedure and guidance in one place.

3.3 The College has a small team of health and safety specialists who provide a central support service to all colleagues at the college. The Health and Safety team are responsible for:

- Maintaining the Health and Safety Policy.
- Writing health and safety procedures and guidance and keep the health and safety SharePoint site up to date.
- Providing advice to colleagues on all aspects of health and safety.
- Responding to complaints.
- Provide a system for the College to report accidents, near misses, first aid incidents and sports injuries.
- Assisting managers to investigate accidents and near misses.
- Providing health and safety training for staff.
- Liaising with enforcement agencies

3.4 The Health and Safety team are based at Washington campus. Details of individual team members can be found on the [contact us](#) section of our Share Point site.

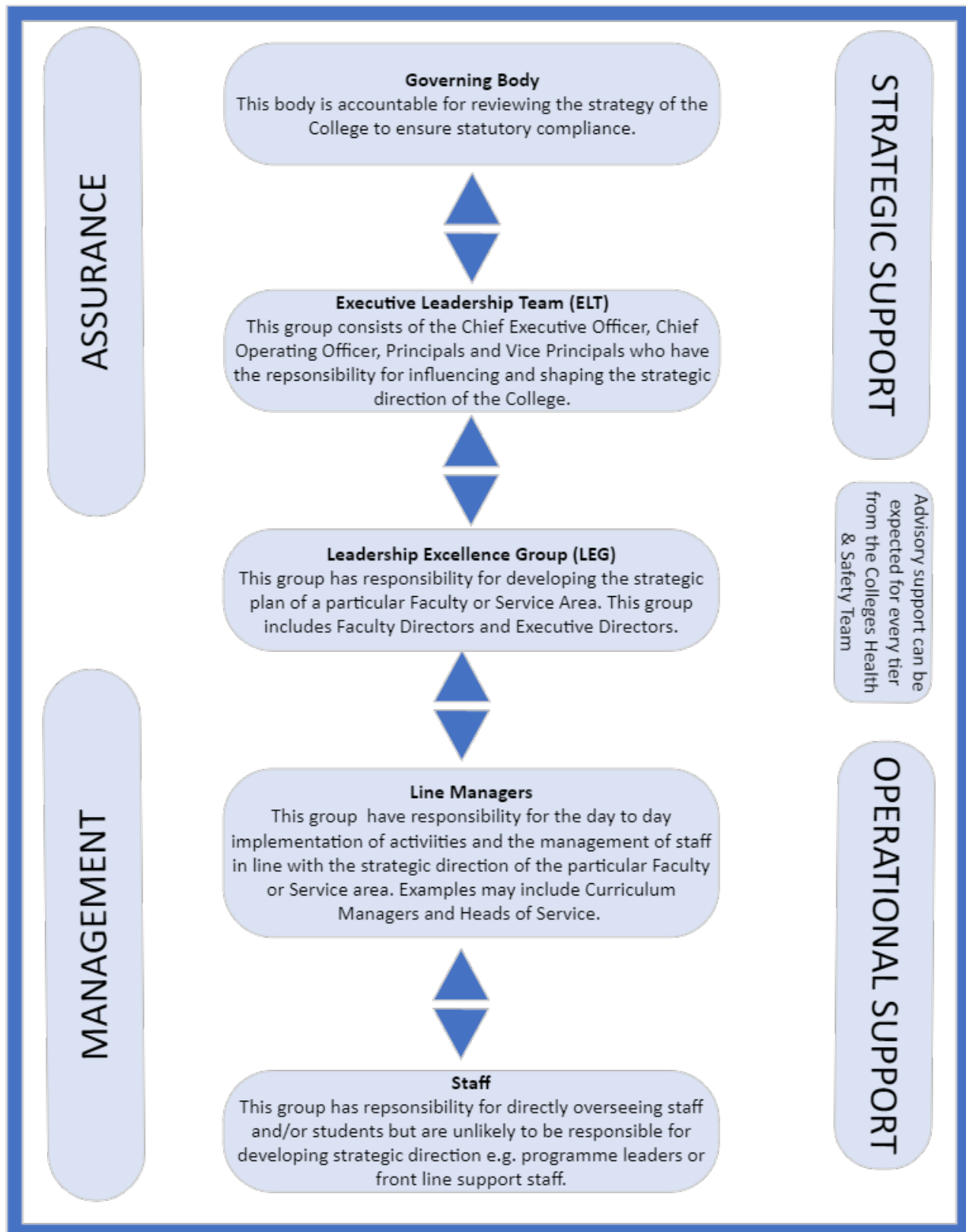
4 Policy Monitoring and Review

4.1 This policy will be reviewed by the Colleges Health and Safety Group and ELT and reviewed every 3 years.

5 Equality Impact Assessment

Have you sought consultation on this policy?		The Executive Director -Health, Safety and Environment has spoken to several senior leaders and Faculty Directors about their health and safety arrangements. In addition, the revised policy will be considered at the main health & safety group meeting.		
Details:				
Could a particular group be affected (negatively or positively)?	Impact Y/N	Description of Impact	Evidence	Mitigation/Justification
Protected characteristics under the Equality Act 2010				
Age	N			
Disability	N			
Gender Reassignment	N			
Marriage and Civil Partnership	N			
Pregnancy and maternity	N			
Race	N			
Religion or belief	N			
Sex	N			
Sexual Orientation	N			
Additional characteristics to consider				
Young Persons in Care & Care Leavers	N			
Young Carers & Care Givers	N			
Young Parents	N			
Youth Offenders	N			
Those Receiving Free School Meals	N			
If there is no impact, please explain:	<p>This policy applies equally to all groups regardless of protected characteristics under the Equality Act or the other additional characteristics listed above.</p> <p>There is greater potential for individual groups to be impacted by specific procedures and guidance. Consultation will also take place as part of the development of individual procedures consultation with individual teams including Directions and other curriculum teams. If necessary, procedures will also be presented to the College ED&I and student forums if deemed necessary by the Health and Safety Team staff member leading the procedure review. A separate impact assessment will be completed for all new procedures.</p>			

Appendix 1 – Summary of Management Tiers and Their Role in Health and Safety Management



Appendix 2- College Health & Safety Structure and Terms of Reference for the Colleges Main Health & Safety Group

The College has one main Health and Safety Group supported by 3 campus specific health and safety groups:

- Ashington, City and Berwick Health and Safety Group
- Bede Health and Safety Group
- Kirkley Hall Health and Safety Group

NAME OF COMMITTEE: Main Health & Safety Group

Frequency of Meetings:	Termly
Chair:	Chief Financial Officer/ Vice Principal – Resources
Vice Chair:	Executive Director – Health, Safety & Environment
Administrator:	Health & Safety Administrator
Quorum:	50% of members
Reports to:	ELT

Membership

- Vice Principal – Resources (chair)
 - Chief Financial Officer (chair)
 - Chief Executive Officer
 - Principal Sunderland
 - Principal Northumberland
 - Joint Chairs of Ashington, Berwick and City Health & Safety Group
 - Chair of Bede Health & Safety Group
 - Chair of Kirkley Hall Health & Safety Group
 - Vice Principal Partnerships & Commercial
 - Campus Principal (Hartlepool Sixth Form)
 - Executive Director of Facilities & Capital Projects
 - Student Representative – Chair of Student Council or Student Council member with lead responsibility for health & safety
 - UNISON or UCU Representative(s)
 - Executive Director - Health, Safety and Environment
 - Health and safety administrator (secretary)
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Remit and Purpose

The Health & Safety Committee acts as the focal point for all matters relating to the management of fire safety and health & safety. More specifically the Committee aims:

- To advise and assure the Executive Leadership Team and Board of Governors on all matters relating to fire safety and health & safety
- To review performance of Education Partnership North East (EPNE) against legislation, policies and procedures and communicate any concerns through the Committee and subcommittee structure.
- Allow consultation between management, trade union representatives, staff and student representatives on fire safety and health and safety issues.
- To report to the EPNE Leadership Team meeting chaired by the Chief Executive with meeting minutes attached.

Agenda Standing Items

The Committees will cover the following items:

- Updates from each subcommittee meeting plus updates from representatives for Hartlepool Sixth Form and Washington campuses.
- Health & Safety Team update including:
 - Resources
 - New or updated policies or procedures
 - Fire safety update
 - Health & safety audit programme
 - Statistics on accidents and near misses
 - Health and safety training
 - Enforcement agency visits
 - Changes in legislation or guidance
 - Progress against Quality Improvement Plan (QIP)
- Estates and Security Team update
- Union representatives update
- Student representative update