



Health & Safety Policy

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Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

Preface

The document contains information which must be followed in order to ensure the continued health, safety and welfare of Bradford College employees, students, contractors and visitors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

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Health and Safety Policy Statement

This is a general statement of the intentions of Bradford College with regard to Health and Safety. The policy statement is signed and dated by the Chief Executive Officer, that indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the College.

The Organisational Duties

This section commences with a chart showing the safety structure of the College. It is followed by a list of individual responsibilities for all levels of the College, from the Chief Executive Officer to the student.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that Bradford College complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on behalf of Bradford College.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out Bradford College undertakings.

Where help is needed, Bradford College engages the Health and Safety Executive support services, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice
CEO	-	Chief Executive Officer
HOD	-	Heads of Department

Health and Safety Policy Statement

At Bradford College, we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, students, contractors and authorised visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we will be encouraging everyone who works and visits Bradford College to actively take part in and support this policy.

Our staff, students and subcontracted personnel are of paramount importance. Bradford College recognises that the talent and energy of the people who work and study here, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Chief Executive Officer. Bradford College will keep all personnel advised of their responsibilities and those of the College, with regard to health and safety matters.

Bradford College recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated Regulations Bradford College will:

- Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- Ensure that effective planning, control, and monitoring of all activities are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries, and reduce the effects of any incidents that could result in injury or ill health.

The support of the staff and others at Bradford College is necessary to achieve the objectives of the Health and Safety Policy and Bradford College make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at Bradford College will strive to improve the health and safety standards and culture at all levels.

Bradford College will co-operate fully in encouraging consultation between Staff, Heads of Departments and those for whom they are responsible.

A copy of this statement will be distributed to Heads of Departments and staff for communication to those for whom they are responsible. Copies will also be displayed on Bradford College Notice Board.

The statement will be reviewed, added to or otherwise modified from time to time as appropriate and any other additions or modification will be brought to the attention of all employees.

Signed: Chief Executive Officer

Date:

Review Date:

Bradford College Safety Management System is based on the HSE’s model in HSG 65 “Successful Health & Safety Management”.



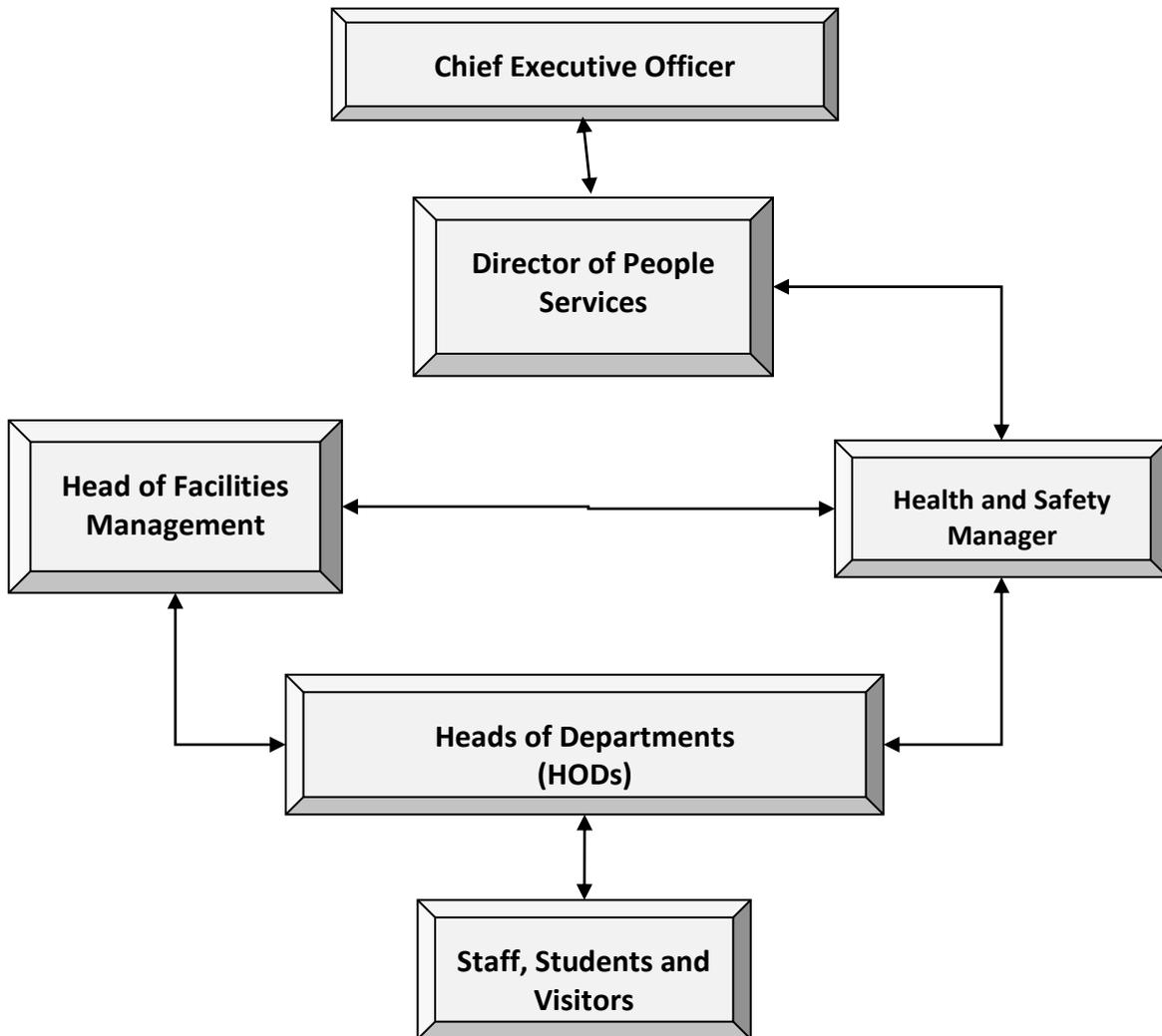
Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine the policy Plan for implementation	Define and communicate acceptable performance and resources needed (Policy)
Do	Identify risks Organise for health and safety/implement your plan	Identify and assess risks Identify controls Implement and manage control measures (Risk Assessment)
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance (Inspections and audits)
Act	Review performance Act on lessons learned	Learn from measurements and findings of investigations (Make Improvements where necessary)

The overall aim of this policy is to set out the framework for securing the Health, Safety and Welfare of all Staff, Students, Contractors and authorised Visitors. The implementation of this policy relies on all members of staff co-operating on all Health and Safety matters. To enable this to work Bradford College have given responsibilities to certain job roles which are detailed on the following pages.

Organisation – Duties, Roles and Responsibilities

Organisation Chart

Bradford College have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Telephone numbers

Health and Safety 8497
Facilities Management 8496

Responsibilities

Chief Executive Officer

The Chief Executive Officer will be responsible for ensuring the effective day-to-day implementation of the Health and Safety Policy. The Chief Executive Officer will be responsible for:

- Ensuring the necessary resources are available to allow this policy to be implemented.
- Ensuring staff, students and visitor safety in respect of compliance to specific arrangements, applicable to all activities within the College. Ensuring that safe systems of work are identified and adhered to.
- Ensuring the College's Health and Safety Management team is alerted of any new activities, so that Risk Assessments can be completed/reviewed.
- Ensuring training needs are identified with respect to health and safety.
- Health and safety information is communicated to relevant staff.
- Health and Safety inspections of Bradford College are carried out at regular intervals.
- When using services of other contractors (self-employed persons etc.) on College premises, ensure the appropriate procedure is adhered to which will incorporate the:
 - Exchange of Safety Policies;
 - Safe systems of work will be used;
 - The safety of all persons affected by their activities;
 - Obtaining of contractors' Risk Assessments;
 - Assessing the competence of contractors.

Director of People Services

The Director of People Services is responsible for:

- Ensuring the effective implementation of this Policy of Health and Safety within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.
- Promoting and developing a positive attitude towards health, safety and welfare throughout the College.
- Keeping themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.
- Ensuring arrangements are implemented for employees' involvement in health and safety matters by the organisation and encouragement of good communication.
- Ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- Ensuring that this Policy is effectively communicated to all existing and new members of staff.

Facilities Management

The person given this job role is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied.
- Undertaking the weekly test of the fire alarm system.
- Undertaking the weekly test of the emergency lighting system.
- Undertaking the weekly test of the magnetic door release mechanisms.
- Checking the hazard reporting system, rectifying those issues and notifying their line Manager of any unresolved issues.
- Undertaking regular inspections of the communal areas of Bradford College to identify hazards.

- Undertaking regular visual inspections of the outdoor areas to identify any hazards.
- Liaising with community groups etc to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.
- Liaising with contractors to ensure that they are aware of relevant college procedures, including but not limited to fire, hazard and accident reporting and asbestos control.
- Ensuring Bradford College is secure outside of normal working hours.

Fire Marshals

Appropriate training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment.

Fire Marshals responsibilities are to:

- Assist in a quick and safe evacuation of the premises.
- Be familiar with all the exit points for their area(s) of responsibility.
- Go to the assembly point and make themselves visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Complete the roll-call and identify any absentees.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Participate in a de-briefing exercise following the evacuation.

First Aiders

First Aid personnel will be in possession of a current First Aid Certificate and Bradford College will undertake to provide First Aid personnel with the facilities to attend regular retraining. An appropriate number of trained First Aid personnel will be nominated and the appropriate training will be given.

First Aid personnel will be responsible for ensuring that:

- First Aid boxes are correctly stocked and the contents have not passed their expiry date.
- Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any medical equipment used is correctly disposed of.
- Accidents beyond the capability of a First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting assistance. The First Aider will notify their Head of Department who will ensure that the next of kin are informed.
- Accidents are recorded via the accident form on Smartlog and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders.

All Staff

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- To read and understand this Health and Safety Policy and to carry out their duties in accordance with its requirements. Staff should communicate with their Head of Department regarding any area of the policy they do not understand, to enable clarification.
- To know the safety procedures in the event of fire.
- To be aware of the location and identification of First Aid personnel.
- To report any accident or near miss to the appropriate authority and who will complete the accident form as necessary, in accordance with the accident procedures.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Head of Department.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- To ensure the health, safety and welfare of any person, including students, within their care.
- To notify their Head of Department and the Health and Safety team of any changes in health or welfare, which may affect working activities.
- To notify their Head of Department and the Health and Safety team of pregnancy once it is confirmed.
- To report any hazards in the workplace to the Head of Department, the Health and Safety team and/or Facilities Management.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments.

Health and Safety Manager

Bradford College has a Health and Safety Manager as a source of competent advice to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Manager advises the Facilities Management and the Director of People Services on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Manager has the responsibility for the following:

- Ensuring Bradford College is aware of statutory obligations and recommended Codes of Practice.
- Advising the Health and Safety Management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Director of People Services and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the College.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.
- Ensuring arrangements are implemented for the appropriate health and safety training of all staff.
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.

College-Appointed Contractor

Bradford College will require the services of Contractors to undertake specialist or non-routine work activities which college employees are unable to undertake. All Contractors appointed by Bradford College or on behalf of Bradford College must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor is bringing five persons or more onto Bradford College premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Health and Safety Manager and/or Facilities Management to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of Bradford College Health and Safety Policy.
- Contractors are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including students and members of the public.
- They must ensure that Bradford College is provided with any information available that may affect Health and Safety.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with Bradford College prior to commencing work.
- All plant and equipment provided by the Contractor for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the College. Where weekly inspections are required, copies of documentation must be provided to the College.
- Contractors who will use any material or substances likely to jeopardise the Health and Safety of others must provide Bradford College with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor should inform Bradford College in order to ensure that adequate steps are taken to reduce exposure to College employees and students.
- Contractors are requested to ensure that their employees make proper use of any welfare facilities provided by Bradford College and that they co-operate fully with the Health and Safety Management team.
- Contractors are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to Bradford College that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Chief Executive Officer
Health and Safety administration	Health and Safety Management Team
Facility administration	Facilities Management
Health and Safety training	Health and Safety Management Team
Premises risk assessments	Health and Safety Management Team, Staff
Work activity risk assessments	Health and Safety Management Team, Employees
Display screen equipment assessments	Health and Safety Management Team, Employees
Manual handling assessments	Health and Safety Management Team, Employees
COSHH assessments	Health and Safety Management Team, Employees
Fire risk assessments	Health and Safety Management Team, Employees
Expectant/New mother risk assessments	Health and Safety Management Team, Employees
Young Person risk assessments	Health and Safety Management Team, Employees
First Aid	Health and Safety Management Team
Emergency Planning	Health and Safety Management Team, Facilities Management, Employees
Vetting Contractor/Consultants	Facilities Management, Health and Safety Management Team
Monitoring of Health and Safety in the workplace	Health and Safety Management Team, Employees
Site inspections	Health and Safety Management Team, Facilities Management
Audits	Health and Safety Management Team
Accident, Incident and Near Miss investigations	Health and Safety Management Team

Management Arrangements

The Management of Health and Safety at Work Regulations 1999

Bradford College will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Manager will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation;
 - Change in control measures;
 - Significant change in work carried out;
 - Transfer to new technology;
 - Original assessment is no longer valid.
- Assessments are recorded and copies held by the College.
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

Bradford College will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The Health and Safety Manager will conduct a number of site visits. The site visit will be used to monitor performance and ensure that all employees are aware of, and are implementing the standards which have been set and are required. The Health and Safety Manager will compile a report following each visit, detailing topics discussed and any actions required for completion.

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of students. Tutors must consider:

- The proper supervision of the students in their care.
- Equipment: Tutors should establish clear guidelines with their students for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Tutors should ensure that equipment and materials are safely stored. Materials/equipment to which students are to have ready access to should be clearly labelled and easily accessible.
- Behaviour: When discussing the behaviour of students' considerations of personal safety and the safety of others must be paramount. Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

Visitors and Third Parties

College premises

Visitors to Bradford College premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception.
- Be made aware of Bradford College requirements and rules for visitors, if working alone proof of a Disclosure and Barring Service (DBS) check may be required.
- If not working alone be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.
- Wear a visitor's badge.

Site locations/work areas/premises

Any visitors to work locations that are under the control of Bradford College may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a College representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Visitors who are in frequent contact with students as part of their visit, are required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the College. Bradford College recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be better managed.
- Meet legislative requirements.

Members of the Health and Safety Management team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. The Director of People Services will be responsible for ensuring that Bradford College and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

Records of all training will be included on the training matrix and copies of attained certification kept on employee personnel files.

Lone Working

Bradford College endeavours to avoid lone working whenever possible. However, the Health and Safety Management team are aware that employees may be required to work alone on Bradford College premises. Bradford College recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their Head of Department.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to Bradford College at the end of the last visit, notify their appointed Head of Department to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

Bradford College will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors) are aware that their continued employment will not be affected in the event of any invoking of this policy.

Bradford College will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors of Bradford College will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of the Health and Safety Management team so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the Health and Safety Management team and/or Facilities Management cannot be immediately contacted the relevant work should **stop**.
- The Head of Department will check that there are no instructions or information available to resolve the issue.
- If the member of the Health and Safety Management team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the College.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident reports located at Bradford College premises. An appropriate investigation of any accident, incident or near miss will be carried out by a Head of Department, assisted by the appointed Health and Safety team, if required. The investigation will establish the actual or underlying cause of the incident and will enable Bradford College to instigate additional control measures to prevent re-occurrence. The fact that there is an accident on work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out;
- any machinery, plant, substances or equipment used for the work or;
- the condition of the site or premises where the accident happened.

Bradford College recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information for **employees** is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0345 300 9923). **A report must be submitted to the Health & Safety Executive (HSE) within 10 days of the incident.**
- Over seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days. **A report must be submitted to the Health & Safety Executive (HSE) within 15 days of the incident.**
- Over three day-injuries will be recorded using Bradford College form and filed securely to protect any personal information. This information must be held as a record for five years

Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Injuries to **students** and **visitors** who are involved in an accident at Bradford College or on an activity organised by the College are only reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a student is injured in an incident, remains at College, is taken home or is simply absent from College for a number of days, the incident is **not reportable**.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website. Bradford College will contact the Health & Safety Executive (HSE) for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Health and Safety Management team ensures that Bradford College premises meet the health, safety and welfare needs of all its employees, students, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The Manual Handling Operations Regulations 1992

Bradford College is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, Bradford College will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety team, and will consider:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of Bradford College are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with Bradford College on Health and Safety matters.
- Inform their line manager if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, eg PC/laptop users, may be required to complete a workstation self-assessment form depending on the length of time they spend at their workstation. Completed forms are reviewed by the Health and Safety Management team and any issues or queries will be discussed with the Display Screen Equipment user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc), the environment (lighting, heating, etc), and types of work being completed.

The Health and Safety Management team ensure that all relevant information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Health and Safety Management team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, Bradford College will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as Bradford College competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the **Health & Safety Executive (HSE)** poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

Bradford College encourages all employees to enter into the spirit of the regulations by taking part in discussions with the Health and Safety Management team. Any required actions from the discussions are agreed with both parties and escalated through the Chief Executive Officer for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

Bradford College fully involves, or will involve, non-English speaking employees. The Health and Safety Management team, assisted by the Heads of Departments, will utilise documents that are readily available on the **Health & Safety Executive (HSE)** website in different languages. These documents and any specific instructions will be aided by pictograms and interpreters if required.

The Electricity at Work Regulations 1989

Bradford College will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be checked when required by a competent person to ensure it is safe to use.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Facilities Management Team, who will arrange for the faulty equipment to be removed from service until a competent person undertakes a more thorough check.

Maintenance of Equipment and Systems

Maintenance and inspection contracts will be put in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc) so that they are checked at set regular intervals.

The Health and Safety (First Aid) Regulations 1981

Bradford College ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located within Bradford College and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The Regulatory Reform (Fire Safety) Order 2005

Bradford College will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The completed risk assessment will be reviewed regularly by the Health and Safety Management team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

Bradford College will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Health and Safety Management team will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, of the emergency evacuation procedure. The fire procedures will be under the control of the Health and Safety Management team.

New and Expectant Mothers

Bradford College is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of the Management of Health and Safety at Work Regulations 1999 (MHSW) to Bradford College stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Health and Safety Management team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, Bradford College will conduct a specific assessment for the employee in question. If this risk assessment identifies any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then Bradford College will act to remove, reduce or control the risk. If the risk cannot be removed, Bradford College will take the following actions:

- **Action 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible;
- **Action 2** - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible;
- **Action 3** - Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Violence and Aggression

Bradford College will not tolerate harassment and violence of any kind. This stance is followed throughout Bradford College and includes the relationships between colleagues, employees, and between staff and any other third party such as parents of students.

Issues of harassment and violence between colleagues will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). Issues of harassment (including physical and verbal) and violence towards a member of staff from a third party will be dealt with as a Police matter. The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the College as equal to those listed below:

- Physical violence;
- Verbal violence and aggression (abusive language, swearing);
- Sexual innuendo;
- Intimidation;
- Invasion of personal privacy;
- Exclusion of individuals;
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by Bradford College and may result in the accuser facing disciplinary action.

Bradford College will provide support, via the Health and Safety Management team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

Bradford College will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

Bradford College will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - are employees in regular contact with the office? Can they call for help if problems arise?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, Bradford College will develop a procedure which will clearly define Bradford College views and their stance on zero tolerance towards violence and aggression in the workplace.

Workplace Transport Safety

All vehicles provided and used by Bradford College will be suitable for the purpose for which they are provided.

Bradford College will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All college vehicles will have a valid Ministry of Transport (MOT) and Road Tax.

Drivers' of college vehicles are required to hold the relevant license and to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle. The driver is responsible for ensuring the vehicle is roadworthy.

Bradford College will authorise nominated employees to drive College work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

Members of staff must ensure that before they take students in their cars on any college business, eg sports activities, they are properly insured to do this.

Stress Management

As an Employer, Bradford College is required to take reasonable care to protect the psychological health and safety of its staff. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

Bradford College acknowledges that people react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. Bradford College supports systems to prevent, lessen and alleviate stress:

- **Job Descriptions** to bring certainty to the individual's tasks and responsibilities.
- **Performance Management** to regularly review staff performance and to identify early, problematic or stressful areas.
- **One to one interview** is available to all staff, to assist in promoting good communications and a positive health and safety culture.

The Control of Asbestos Regulations 2012

Bradford College do not undertake any Asbestos Containing Materials (ACMs) removal works as this is outside the scope of work activities conducted. In addition, the employees have not been trained to carry out removal works and Bradford College is not licensed by the **Health & Safety Executive (HSE)** to conduct these works, including submission of a written scheme of work 14 days prior to commencement.

Bradford College avoids works where asbestos-containing materials are knowingly located, unless assurances are given by the client responsible for managing/controlling the on-going condition of the Asbestos Containing Materials (ACMs) that no risk is posed to employees. Bradford College will ensure awareness training is given to those employees who may be exposed to asbestos.

Any required asbestos awareness training will be provided by an individual or organisation that has suitable experience, qualification and competency in asbestos training and awareness. The training will include the properties of asbestos and its effects on health, the types, uses and likely occurrence of asbestos and Asbestos Containing Materials (ACMs) in buildings and plant, the procedures to be followed when dealing with uncontrolled release of asbestos dust and how to avoid the risks from asbestos, eg not disturbing the fabric of the building unless it can be confirmed that Asbestos Containing Materials (ACMs) are not present. Annual review/refresher training will be undertaken by those employees who may come into contact with Asbestos Containing Materials (ACMs).

Employees will not touch any Asbestos Containing Materials (ACMs) which have been removed, suitably sealed (double-bagged, swan neck tied) clearly marked/labelled and stored in sealed receptacles.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

Bradford College will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, ie the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Protection of Young Persons

Bradford College will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, that is, work placement, then the placement organisation must be involved in the assessment process.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a Material Safety Data Sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Health and Safety Management team.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, Personal Protective Equipment (PPE) requirements, workers' health, and emergency actions. The Health and Safety Management team and staff will brief employees/students on any hazard or substance precautions, with written records being completed.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet. In order to comply with the legislative requirements placed upon it, Bradford College will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice:
 - Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
 - Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion when developing control measures.
 - Control exposure by utilising measures proportionate to the health risk.
 - Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
 - Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment (PPE).
 - Check and review regularly all elements of control measures for their continuing effectiveness.
 - Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
 - Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.
 - Ensuring that the Workplace Exposure Limit is not exceeded.
 - Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.