



Harrison College Ltd

Health and Safety Policy

Reviewed: May 2023
Director Approval: October 2023
Next Review: September 2024

Health and Safety Policy Statement

Harrison College Ltd recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises and others who could be affected by its actions.

The Policy applies to all its premises and all activities engaged in, both on and off site.

The College will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974 and associated legislation.

The College recognises that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

In recognising that staff have an important and beneficial contributory role to play in the management of Health and Safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information are in place.

It is recognised that the control of Health and Safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent, trained staff and resourced appropriately whilst working to attainable standards.

Health and Safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on a termly basis through reports to the Board of Directors in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this policy in the manner detailed in the arrangements.

The Directors require each member of staff, student and visitor to the College to exercise their individual responsibility under Health and Safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the College and its management.

Without affecting the generality of the above statement, the College will pay particular attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation insofar as:

1. the provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. the production of a plan in accordance with the Arrangements section in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. the provision of suitable and sufficient information, training and supervision necessary for Health and Safety purposes.

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4. the provision and maintenance of workplaces, which are safe, and without risk to health.
5. the provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of Health and Safety, which reflect the needs and aspirations of the College.

Organisation

The following section details how the College is organised for the management of Health and Safety by the establishment of responsibilities and relationships which are designed to promote a positive Health and Safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of Health and Safety to individuals or groups.

The Directors

The Directors have a responsibility as an employer to ensure that:

- the College produces a Safety policy that is appropriate to the activities of the College, and that this policy is reviewed at least annually;
- an effective organisation is created for the management of Health and Safety;
- the College devises appropriate arrangements for addressing Health and Safety to include reporting, risk registers and near miss reports to the Board ;
- the College promotes the correct attitude towards Health and Safety in both staff and students;
- the College's Health and Safety policy is implemented;
- the College establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- targets for improving the College's Health and Safety performance are set annually and reflected in the College Improvement plan and Areas for Development;

Principal

The Principal has overall strategic responsibility to the Directors for ensuring the planning and implementation of the College's Health and Safety policy and associated management system.

The Principal will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety policy and thereby the aims and objectives of the Directors.

In particular, the Principal is to:

- in conjunction with managers, and advisers, devise the Health and Safety policy and produce the College's general statement of intent;
- identify the means by which the policy will be planned, measured, audited and reviewed in the form of an annual plan;

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- establish strategies/procedures to implement the policy and integrate these into the College's activities alongside the Safeguarding review and audit checks;
- ensure that all staff are capable and competent in their given roles through induction and provided with suitable and sufficient information and instruction;
- ensure that all staff understand, accept and are accountable for Health and Safety;
- establish organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist staff to carry out their duties and satisfy their responsibilities.

Staff

All members of staff with any responsibility, whether related directly to teaching or any kind of support role, must ensure that they are fully conversant with all aspects of Health and Safety for their area.

All staff are required to ensure they:

- are familiar with the College's Health and Safety policy and associated arrangements;
- carry out their duties in accordance with the Safety Policy;
- co-operate with management on matters of Health and Safety;
- do not misuse anything provided for their safety;
- use plant, equipment and substances correctly and use the appropriate safety equipment;
- inform their appropriate line manager of any defective equipment, safety hazard or damage in their area;
- report all accidents and incidents, whether serious or not, to their line manager;
- take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them (Risk Assessments and Manual Handling Risk Assessments);
- ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has been identified as a requirement;
- are aware of and comply with the system for disposal of any piece of equipment or any other learning resource.

Students

Students are required to:

- take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- co-operate with College staff in order that any statutory or other Health and Safety matter, etc., may be fully carried out;
- comply with all safety instructions issued by teaching and other staff with responsibilities for safety;
- report defects and dangers;
- behave in an orderly manner at all times;
- not misuse any item provided by the College in the interests of Health and Safety.

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Arrangements

Planning is an essential part of the implementation of the College's Health and Safety policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, learners and others who may be affected by the operation of the College.

The purpose of the plan is to ensure that:

- suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- the safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the College.

To ensure that the generic organisational hazards affecting the College are properly managed, risk assessments will be routinely carried out, and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

Risk Assessments	Work Equipment
Fire Precautions	Display Screen Equipment
First Aid	Smoking at Work
Manual Handling	COSHH
Travelling in Safety	Disabled Access/Special Needs
Personal Protective Equipment	Permit To Work
Emergency Procedures	Staff Training
Accident Procedures	New and Expectant Mothers
Contractors	Offsite Working
Active Monitoring	Work With Other Organisations
Noise and Vibration	Lone Working
Legionella	Educational Visits
Working at Height	Transport
Privacy Notice and GDPR	CCTV
Data Protection	

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Harrison College aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the UK [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

The College will hold information securely. To prevent unauthorised disclosure or access of personal information, it has strong organisational and technical security safeguards. The College follows stringent procedures to ensure it processes all personal information in line with the GDPR.

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CCTV

We use CCTV in the interior of the College to ensure we remain safe. There are notices displayed near the areas of the cameras in accordance with Article 13. The use of CCTV is for safeguarding reasons as well as security to maintain the safety of our students and staff community.

The reviewing of CCTV is used only in rare cases where it is necessary, and only in the designated areas where confidentiality can be maintained. The review of any material will be carried out by the designated people only. The capacity to record sound is switched off.

Examples of when CCTV playback may be viewed would be:

- An accusation of physical violence or aggression from a student or member of staff
- An accusation of gross misconduct from a student regarding a member of staff
- An accusation of an unlawful act, such as theft regarding a student or member of staff
- An incident where an intruder enters the building, and the recording is used in a criminal investigation

We do not need to ask individuals' permission to use CCTV. The security (CCTV) cameras are clearly visible and fixed. The staff handbook informs staff of the use and purpose of CCTV monitoring. The college has signs in place near to all cameras to inform all college user's including visitors to the site, that CCTV is in use.

The designated person(s) for viewing CCTV monitoring are G Peebles (Principal) and G Stonier (Safeguarding DSL and Director).

Certain other issues relevant to the management of Health and Safety, such as the procedures for selection and recruitment, staff training, etc., can be found in other cross-College policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance documentation.

Monitoring

To ensure the effectiveness of the Health and Safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, and where appropriate to the environment, the following procedures for monitoring have been established.

- Annually, College premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management system.
- Annually, College premises and its activities will be inspected to confirm that all staff are satisfying their operational responsibilities and duties.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any Health and Safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities and, where appropriate, the manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the College.

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