

## Health & Safety Policy

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### POLICY STATEMENT

1. New College of the Humanities recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and is committed to ensuring the health, safety and welfare of its staff, students and visitors.
2. The College will take all reasonable and practical steps to ensure the highest levels of health and safety are achieved through all of its activities and across all of its sites, including external sites.
3. The College is committed to safeguarding all staff, students and visitors and maintaining the building in a safe condition with regards to health or safety and providing safe systems of work.
4. The College is committed to providing relevant training and support to all staff and students and to ensuring the relevant information is available to all building users.
5. The College will ensure all health and safety resources and facilities are provided in order to enable the requirements of this policy.
6. The Staff Handbooks Prescribed Person Rules, located under the Public Interest Disclosures policy, is in place to ensure that individuals who report concerns about an actual or potential risk to health and safety, fraud or other illegal or unethical conduct are protected.

### ORGANISATION AND RESPONSIBILITIES

7. The Board of Directors has overall responsibility for health and safety at the College although ensuring it is managed appropriately is delegated to the COO. The Board receives annual health and safety reports from the Senior Management Team and Health and Safety committee minutes, and is informed of any major health and safety concerns or reportable incidents.
8. The COO is responsible for ensuring the policy is implemented correctly and the College meets the requirements of the Health and Safety Executive (HSE). The COO acts as the Responsible Person in respect to health and safety legislation. The operational aspects of the health and safety function are delegated to the HR & Operations Manager and Facilities Manager with responsibility for the health and safety of the property and facilities. The HR & Operations Managers is chair of the Health and Safety Committee.

9. The Facilities Manager is the secretary of the Health and Safety committee and has overall responsibility for the operational aspects of health and safety.

### **OWNING THE HEALTH & SAFETY POLICY**

10. The **Facilities Manager** has responsibility for all the following areas.
  - 10.1. In-house Training
    - 10.1.1. All health and safety training during staff and student inductions.
    - 10.1.2. Ensuring sufficiently qualified persons are available to meet the health and safety requirements of staff, students and visitors. This is in relation to First Aiders, Fire Wardens and Fire Marshals.
  - 10.2. Risk Assessments
    - 10.2.1. Undertaking risk assessments including DSE Assessments and Maternity Risk Assessments.
    - 10.2.2. Ensuring the annual Fire Risk Assessments are carried out by a qualified contractor and updated regularly actioning any changes.
    - 10.2.3. To ensure event risk assessments are completed by the principle organiser and kept on file.
  - 10.3. Legislative Requirements
    - 10.3.1. Ensuring legislative requirements relating to health and safety and the building are met or exceeded.
    - 10.3.2. Reporting of any relevant incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
  - 10.4. Equipment
    - 10.4.1. Ensuring sufficient fire systems are in place and maintained regularly.
    - 10.4.2. Maintaining the online accident book and supply of first aid boxes.
  - 10.5. Policies & Procedures
    - 10.5.1. Ensure risk assessments related to staff building users are completed by the relevant manager and kept on file. This includes events and room hire.
    - 10.5.2. Various annual health and safety inspections.
    - 10.5.3. Ensuring the building and facilities are well maintained and pose minimal risk to health and safety.
    - 10.5.4. Owing the Legionella Policy and Evacuation Procedure.

10.5.5. Managing external contractors and ensuring they follow the 'Hot Work' procedure.

10.5.6. Responsible for the health and safety of internal and external room hire. This includes ensuring health and safety procedures are followed by these groups and that the Managing External Speakers policy is adhered to and that room hirers have the appropriate insurances.

#### 10.6. Duties

10.6.1. Weekly fire alarm tests at The Registry.

10.6.2. Arranging biannual fire drills at The Registry.

10.6.3. Weekly checks of fire escapes and fortnightly checks of fire extinguishers and emergency lighting.

10.6.4. Legionella testing.

10.6.5. Fortnightly emergency light testing.

11. **All line managers** are responsible for completing risk assessments that fall within their area. This includes events and travel.

12. **The Health and Safety committee** reports to the Senior Management Team (SMT). The committee monitors the performance of health and safety at the College and makes recommendations for improvements.

13. **All staff, students and visitors** have responsibility for their own health and safety whilst on the College premises. They have a duty to ensure they are aware of the location of the fire escapes and assembly point. They should not carry out any action which could risk the safety of themselves or others. All building users have a responsibility under the HASAWA to report any health and safety issue immediately.

## ARRANGEMENTS

### 14. Risk Assessment

14.1. All activities that take place within the College are subject to risk assessment. Risk assessments consider the likelihood and potential severity of harm being caused as a consequence of the hazard and the measures the College has in place to reduce and control the risk.

14.2. Building specific Fire Risk Assessments are completed annually as well as a monthly Maintenance Risk Assessment. The Legionella Risk Assessment is completed at least every 2 years.

14.3. Event and travel risk assessments are undertaken in accordance with the relevant policies.

### 15. First Aid & Accident Reporting

- 15.1. All accidents or incidents which take place on College premises must be reported in the online accident book. This is kept on Google Drive and is maintained by all First Aiders.
- 16. Emergency Evacuation Procedures
  - 16.1. The College has an Emergency Evacuation Procedure which should be followed in the event of a fire or other emergency.
- 17. Maintenance and testing of equipment
  - 17.1. The Annual Maintenance Planner is in place to ensure all equipment is maintained regularly and meets all legislative requirements.
  - 17.2. Portable appliances are tested on a yearly cycle by an external contractor arranged by the Facilities Manager. The 5-yearly Electrical Installation Condition Report is carried out by a qualified contractor.
- 18. Compliance and Monitoring
  - 18.1. The Health and Safety committee members will be responsible for monitoring and reviewing compliance with Health and Safety matters, including inspection reports, actions and for ensuring that the procedures are kept up to date and managed in line with current legislation and best practice.
- 19. Control of Contractors
  - 19.1. External contractors working on the College premises are expected to meet both their own health and safety requirements and those of the College.
- 20. Out of Hours and Lone Working
  - 20.1. Any work carried outside of normal working hours is subject to the Lone Working Policy and the Security Policy which are available in the staff handbook.
  - 20.2. Line managers should make sure their staff are aware of their commitments under the policies and ensure they follow the relevant procedures.
- 21. Provision of Equipment
  - 21.1. No activities that require Personal Protective Equipment (PPE) are permitted on the premises by staff students or visitors. Approved contractors may make use of PPE following their own health and safety procedures.
- 22. Control of Substances Hazardous to Health
  - 22.1. All substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) must be assessed for risk. This is the responsibility of the cleaning contractor and completed reports are kept on site.

23. Training / Induction

- 23.1. New staff and students will receive a building induction to outline health & safety and evacuation procedures. This training is provided by the Facilities Manager.
- 23.2. Line managers are responsible for providing new staff with specific health and safety information and training relevant to their role. This includes event risk assessments and travel assessments.

**CONSULTATION**

- 24. The College has an obligation under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with staff regarding health, safety and welfare.
- 25. The Health and Safety Committee is comprised of the HR & Operations Manager, Facilities Manager, Academic Facilities Officer and the Student Union Facilities Officer.
- 26. The Health & Safety Committee reviews all policies, risk assessments and reports and recommends improvements and actions. It provides an opportunity for members to highlight any health and safety concerns they have. Staff and students are encouraged to report any concerns to the committee members beforehand.

Title	Health & Safety Policy	Author	Facilities Manager
Location	NCH Academic Handbook; NCH Staff Handbook	Approved by	Exco
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Related policies			
External Reference Point(s)			