



UNIVERSITY
TECHNICAL COLLEGE BOLTON

UTC BOLTON

Health and Safety for Learning and Teaching Policy

2017-2018

Approved: Chair of Interim Management Committee

Date: June 2017

Date for Review: June 2018

Revision History:

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| Revision | Date | Owner | Summary of Changes |
| 1 | May 2017 | CB | Updated |
| 2 | September 2017 | LM | Replaced reference Governing Body with reference to Interim Management Committee |
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Introduction and Aim

Context

This document outlines the procedures and responsibilities of all individuals at UTC Bolton with regard to Health and Safety Policy and Practice. This policy document outlines the legal requirements of the UTC.

Introduction to Health and Safety at UTC Bolton

No aspect of life is risk free. UTCs, like other places which bring together a range of people and resources, cannot be risk free. Although many teachers and associate staff will conduct and complete their professional life without serious risk to themselves or their immediate colleagues and students, their working conditions cannot be entirely free of challenge, change and possible hazard. In making the UTC a place of learning which is safe and stimulating and in arranging learning away from the UTC, all staff must be correctly informed as to how to minimise risk. All persons at the UTC need to understand their role in creating a safe and healthy environment in which to learn and work. All members of staff are required to read this policy and sign to indicate that they have read and understood it.

Arrangements for Monitoring and Reviewing the Policy Statement

The Senior Leadership Team will monitor and review the effectiveness of this policy and arrangements as and when necessary, but at intervals not exceeding 12 months. The Interim Management Committee (IMC) will review this Health and Safety Policy Policy and any associated policies on an annual basis, or more frequently if the need arises.

Health and Safety Policy Statement

UTC Bolton accepts the duties and obligations placed on the employer by the Health and Safety at Work etc. Act (1974) and associated legislation including the Management of Health and Safety at Work Regulations (1999). In particular we will ensure the health, safety and welfare of all employees and others affected by our activities as far as is reasonably practicable. We are committed to placing health and

safety, as well as safeguarding as overriding priorities within the UTC and see health and safety as a key management responsibility equal to that of any other management responsibility.

Whilst accepting the minimum standards set by legislation, it is UTC Bolton’s continuing aim to promote and maintain a positive safety culture throughout the College. As a workplace-based UTC, we will encourage everyone to be vigilant in the interests of the health and safety of all employees, students, the public and others and to report to the Senior Leadership Team any hazards which they believe are not effectively controlled whether these relate to premises, equipment or systems of work.

Organisation of Safety and Responsibilities

Summary of Roles and Responsibilities

The ethos of UTC Bolton on Health and Safety is that it is everyone’s responsibility to ensure that there is a safe working environment throughout the building. The following section outlines the roles and responsibilities of members of the UTC.

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| Overall responsibility for Health and Safety within the UTC is that of: | IMC delegated to Mr L McDaid, Acting Principal |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to: | Mr C Beard, Assistant Principal Mr G Kearsley, Specialist Services and Safety University of Bolton |
| Name | Responsibility |
| Science and PBL Teaching Staff Mr Derek Rout | COSHH and Science COSHH and Cleaning |
| (Director of Estates University of Bolton) | |
| Senior Leadership Team (SLT) | Approval of Education visits in consultation with the Principal, Educational Visits Co-ordinator and |

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| <p>Mr Derek Rout (Director of Estates UoB)</p> <p>Miss Erin Kirkman</p> <p>Mr Chris Beard</p> <p>Principal assisted by the UTC Office Manager</p> | <p>IMC as required.</p> <p>Fire</p> <p>PE</p> <p>H&S Co-ordinator, Training and CPD</p> <p>Recording of Accidents at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</p> <p>Recording of ill health at work reported under RIDDOR: (Reporting of Injuries, and Dangerous Occurrences Regulations)</p> |
| <p>UTC Office Manager</p> | <p>First-Aid box checking. H&S Notices. H&S Administration.</p> |
| <p>All employees have to:</p> <p>1.Co-operate with supervisors and managers on health and safety matters;</p> <p>2.Not interfere with anything provided to safeguard their health and safety;</p> <p>3 Take reasonable care of their own health and safety.</p> <p>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</p> | <p>Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.</p> <p>Equally, if employees have any concerns over health and safety issues, they must be clear about whom they must tell, so that concerns can be addressed.</p> |

Details of Responsibilities for Staff

1. Interim Management Committee:

The ultimate responsibility for ensuring that the UTC premises, access thereto and therefrom, and any plant or substance in the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable, rests with the IMC. The IMC will ensure that:

- All necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy and compliance with statutory requirements;
- All annual monitoring is carried out in accordance with national regulations.

2. The Principal:

At operational level the Principal, or in his/her absence his/her nominated deputy, is responsible and accountable to the governors, so far as is reasonably practicable, for implementing the UTC Bolton's Health and Safety Policy and for all matters relating to health, safety and welfare within the UTC. In particular this will include ensuring that:

- The Health and Safety Policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in all learning and teaching spaces;
- Responsibilities - individual employees, student teachers on placement and supply staff are aware of their responsibilities for health and safety;
- Implementation - the provisions set out in the arrangements and Codes of Practice are implemented;
- Communication - other health and safety information is communicated effectively to relevant staff;
- Risk assessment - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- Visitors - the health and safety of any visitors to the UTC, and volunteers involved in any UTC activity is assessed and adequate precautions applied;

- New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- Security - that security of premises and students are protected;
- Planning - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
- Display Screen Equipment - that VDU workstations for 'users' are assessed and the risks reduced to the lowest reasonably practicable level;
- COSHH - exposure to hazardous substances is controlled to prevent ill health;
- PPE - personal protective equipment is provided free of charge where identified in the risk assessment process;
- Maintenance - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept. Any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
- Personal monitoring – monitoring for hazardous substances is carried out where necessary;
- Health surveillance – carried out where necessary for hazardous substances. Questionnaires are completed for occupational asthma and checks are made for skin and dermatitis;
- Stress – a work environment is created where work-related stress is effectively prevented or managed, with awareness of stress and well-being promoted;
- Educational visits - that educational visits are adequately planned, organised and the risks assessed in accordance with UTC Bolton policy, and that performance monitoring of educational visits is carried out;
- Incident reporting - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their

control are aware of the reporting procedure; and that appropriate remedial action is taken;

- Hazard removal - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- Training, instruction and supervision - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- Induction - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- Volunteers - all volunteers, student teachers on placement and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- Fire precautions - fire precautions procedures are implemented (including fire drills);
- Emergency procedures - emergency procedures are developed and implemented;
- First Aid and Fire - staff, students and visitors are aware of First Aid facilities, fire procedures, evacuation of the premises and other emergency procedures;
- Repair and maintenance - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings;
- Contractors – selection of and proper management of contractors/sub-contractors, ensuring risks are identified and managed jointly. The significant findings are recorded, with supervision and monitoring to ensure safe systems of work are followed. Good co-operation and co-ordination between all parties is ensured. Information relating to risks is exchanged as necessary, including relevant safety rules, and policies and procedures for dealing with emergencies;
- Record keeping - all statutory registers and records are kept;
- Performance monitoring - Health and Safety performance is monitored, and arrangements reviewed, including regular inspection of the UTC, completion of the annual internal monitoring checklist, routine equipment maintenance

checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal, protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;

- Audit and review - if during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- Safety Representatives - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- Advice - specialist advice is sought on Health and Safety matters when necessary;
- Review - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, students, student teachers and visitors are informed of any such changes as necessary;
- Compliance - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices.

3. Teachers (including supply teachers and students on teaching placements):

All teachers are responsible for the health and safety of students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- Carry out risk assessments as necessary to ensure the safety of students in their care.
- Follow UTC procedures relating to educational visits. They are clear about their duties on any educational visit, that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed, in line with the UTC Bolton policy, and that performance monitoring is carried out;

- Know the emergency procedures in respect of fire and First Aid and the special Health and Safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and First Aid and the special safety measures of the teaching area;
- Give clear instruction and warnings as often as necessary (notices, posters, handouts are insufficient);
- Students' coats, bags, cases etc. are safely stowed away;
- Manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- Integrate all relevant aspects of Health and Safety into the teaching process and if necessary give special lessons on Health and Safety;
- Follow safe working procedures personally;
- Call for protective clothing, guards, special, safe working procedures where necessary;
- Make recommendations on Health and Safety matters to the relevant Assistant Principal;
- Report any hazards seen on site.

4. New and Expectant Mothers:

New and expectant mothers must inform the Principal as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices and that a risk assessment can be completed.

5. All Employees:

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- To take reasonable care of their own health, safety and welfare and that of other students or adults affected by their acts or omissions;
- To co-operate with the Health and Safety Manager so far as is reasonably practicable, to enable him/her to meet his/her responsibilities for health, safety and welfare;

- To be aware of, and follow, this policy, arrangements, codes of practice and risk assessments and guidelines;
- To make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, First Aid provision and accident/incident reporting;
- To use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- To inform their line manager/Principal of any defects with equipment used to control exposure to hazardous substances;
- To take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal, protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- To use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- To ensure good housekeeping and prevention of trip hazards;
- To ensure that occasional one-off manual handling operations are assessed before attempting them;
- To report all accidents, incidents, damage, hazard, issues of concern, and defects to the Principal/person responsible;
- To inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- To co-operate with any monitoring and health surveillance that is required of them and inform the Principal of any symptoms they may be experiencing using hazardous substances;
- To co-operate with the Principal and others in promoting improved safety measures in the College;
- To attend training provided.

6. Students:

Students are expected to:

- Report to staff matters which may require their attention in accordance with agreed procedures;
- Wear personal, protective equipment provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Familiarise themselves with emergency procedures;
- Take care to protect the health and safety of themselves and others affected by their acts or omissions;
- Not to misuse or interfere with things provided for their own safety and the safety of others;

Safety Arrangements

Training

Health and Safety training, instruction and information forms an integral part of the overall training provided to members of staff. They should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. Managers, service area officers, and supervisors should assess the Health and Safety training needs of all staff and ensure appropriate training and refresher training is carried out.

Induction training will be provided for all employees by:

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| The Assistant Principal and UTC Health and Safety Officer (for all new teaching staff and technical associate staff) |
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| The Office Manager for all new associate staff |
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| The Director of Estates UoB for new site staff, cleaners and site contractors |
| Churchill's for new catering staff |

Job-specific training will be provided as identified by area leaders, the H&S Co-ordinator and the Facilities Manager. Specific tailored training will be organised by the UTC CPD co-ordinator. Specific jobs requiring special training include:

Manual handling – site staff / science technicians, associate staff.

Working at heights – Facilities Management.

Fire Marshal training – Facilities Management.

All training records are maintained on employee professional development portfolios monitored by the H&S Co-ordinator in conjunction with the UTC CPD Co-ordinator.

Unsafe Working

No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Equally, no employee will be expected to carry out any task that would impose a similar such risk to others. All employees should bring such activities to the attention of the person in charge of the work.

Involvement in Health and Safety

All employees and members of the UTC need to be fully involved in the ethos of Health and Safety in the UTC. This will be achieved in a number of ways:

- All employees will be asked to read and then sign a proforma to state that they have read this policy;
- Health and Safety and Safeguarding will be included as standing items on the agenda for all Interim Management Committee meetings;
- The induction programme of all new staff will include a section on Health and Safety;

- Training will be made available to staff as required, to ensure that the UTC complies with all Health and Safety legislation and that is applicable.
- Training will be made available to staff as required for activities which they are required to undertake as part of their job;
- All staff will be encouraged to proactively participate in the identification of hazards and risks and assist when possible in the control of such hazards and risks;
- All staff will receive training in the required actions in relation to the operation of Lockdown Procedures;
- All staff will be involved in Lockdown Procedure drills;
- All staff will be involved in Fire drills;
- Staff will be involved in the production of risk assessments that impact directly on their normal working practices or environment.

Specific Arrangements

Accidents, Incidents, First Aid

All accidents, near misses and cases of work-related ill health will be recorded. These records are kept in Main Reception/Student Services Reception. Four record forms are maintained:

Accident Reporting

Minor Injuries – Members of staff

Minor Injuries- Students

Near Misses

The person responsible for reporting accidents, diseases and dangerous occurrences is the Principal or H&S Co-ordinator. The person responsible for investigating accidents is the H&S Co-ordinator. The person responsible for investigating work-related causes of sickness absences is the Principal. The Principal is also the person responsible for acting on investigation findings to prevent a recurrence. The Principal will report these incidents to each meeting of the IMC.

Reporting Near Misses

The UTC recognises the importance of adopting proactive approach to Health and Safety at all times. Therefore, all 'near misses' must be reported to the Health and Safety Co-ordinator. The forms for 'near misses' are held in Main Reception/Student Services Reception and then are archived by the H&S Co-ordinator and are available on request. The H&S Co-ordinator will undertake analysis of these forms to identify any particular trends or patterns that may indicate an emerging risk or hazard.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents. Reporting accidents and ill health at work is a legal requirement. All aspects of RIDDOR are reported directly.

UTC Bolton will report the following:

- Deaths
- Major injuries
- Accidents which result in an employee being absent from work, or unable to perform their normal work duties for more than seven consecutive days as result of their injuries.
- Occupational diseases
- Dangerous occurrences
- Gas incidents

The UTC will also maintain a record of minor injuries to both students and staff.

Safe Working Procedures

Line Managers must ensure that safe working procedures are developed and maintained through;

- Assessing the tasks
- Identifying the hazards

- Defining a safe method
- Implementing the system
- Monitoring the system

Safe-working procedures and practices must be communicated by Line Managers to all members of staff working within their area(s) of responsibility, in order to protect them from dangers to their health and safety.

Defective Tools and Equipment

All defects found in hand tools, power tools or other equipment must be reported immediately to the relevant Line Manager who is responsible for ensuring the defects are corrected.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use, until repair has been effected.

Means of Access

When using access equipment such as ladders, crawling boards etc. the correct equipment is to be used for the job to be undertaken and a risk assessment undertaken and adhered to.

An assistant should always be used to support ladders and stepladders.

Standing on chairs to reach items is dangerous, and steps or ladders should always be used.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health and Safety. Accidents can be prevented by following the guidelines listed below.

- Ensuring corridors and passageways unobstructed;
- Ensuring shelves in storerooms are stacked neatly and not overloaded;
- Keeping floors clean and clear of obstruction;
- Ensuring emergency exits are not obstructed.

Electrical Equipment

- Only authorised and fully qualified personnel will install, repair or attempt to repair electrical equipment;
- Electrical equipment that is known to be, or suspected of being faulty, must not be used;
- If electrical equipment becomes faulty whilst in use it must be isolated from the source of supply and secured so that it cannot be used until repair has been effected;
- All electrical equipment will be PAT (portable appliance testing) on a regular basis and in line with HSE guidelines.

Use of Harmful Substances

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury or harm to health.

No new materials or chemical substances are to be brought into use unless an appropriate COSHH, DSEAR or other assessment has been carried out, and clearance for their use given by a suitably qualified member of staff. Please also see separate policy on Risk Assessment. Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Principal.

Skin Infections and Hand Care

To reduce the risk of dermatitis, oil acne or skin cancer, staff will be advised to always avoid unnecessary skin contact with oils and chemicals; gloves and protective clothing should be worn where necessary.

Barrier creams should be used before work commences as it provides a barrier between the skin and harmful chemicals, oils and dirt. Oily or chemical soiled rags should not be placed in pockets.

Clothing must be changed if it has become contaminated with chemicals, flammable liquids or oils.

Smoking

Smoking is not permitted anywhere on the UTC site.

Noise

Where noise cannot be controlled at source, all personnel must wear ear protectors in areas where high noise factors exist.

Fire Prevention

See also the 'Fire Safety and Evacuation procedures' policy.

A 'Fire and Emergency Procedure' notice is displayed in each classroom.

All staff are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention. All staff are required to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'. Fire evacuation procedures, fire prevention training and fire alarm testing will to be carried out in accordance with current legislation.

Visitors

It is the duty of all staff within the UTC to ensure the health and safety of all visitors to the UTC.

Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

All visitors must sign in and out and be given visitor lanyards and badges to wear on site.

Contractors

Contractors working within the UTC are required to comply with the working rules as issued by the UTC. Any breach of these rules is to be advised to the person responsible for the area and/or the Principal.

Use of Vehicles

Only those persons authorised, and in possession of the appropriate licence, insurance and a vehicle in a roadworthy condition are to drive vehicles (their own, or others') on UTC business. Vehicles on-site are the responsibility of the owner/driver. The UTC accepts no liability for theft from or damage to such vehicles.

Drivers of vehicles on-site are expected to obey the on-site safety, speed and parking restrictions.

Manual Handling of Loads

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Out of UTC Visits and Activities

All staff who arrange or actively participate in UTC visits or out-of-UTC activities must follow the procedures outlined in the Educational Trips and Visits Policy.

Monitoring and Evaluation

Arrangements for Consultation on Health and Safety Matters

The IMC has agreed the following mechanism for consultation with teaching staff, support staff and, where appropriate, contractors:

1. The Principal will inform teaching staff and support staff of health and safety updates;
2. The Facilities Manager will draw the attention of contractors to the Health and Safety Policy;
3. All members of staff have access to a copy of the Health and Safety Policy online. Copies will be kept in all learning and teaching spaces;
4. All members of staff have access to representation on the Health and Safety Committee;
5. Any person on the premises has a duty to report to the Principal or the appointed Health and Safety Co-ordinator any item of concern relating to health and safety. Health and Safety and 'Near Miss' notification forms are available from the Main Reception and Student Services.

Consultation with employees is provided by regular meetings with the Principal. In addition an 'equality walkthrough' is conducted each year to highlight areas that might constitute potential hazards under the Disability Discrimination Act (2006). The members of the team who carry out the 'equality walkthrough' are:

Derek Rout (Director of Estates UoB)

Graham Kearsley (Specialist Services and Safety UoB)

All IMC meetings contain Health and Safety and Safeguarding as standing items on the agenda.

Check Logs

The Facilities Management Team and UTC technician team maintain a number of check logs of the UTC site, and specific areas of the site are inspected and recorded. Any action required is then taken to ensure that the site is safe and healthy. These actions are signed each half term by the H&S Co-ordinator and counter signed by the Principal. It is important that members of staff report any concerns about aspects of the site, in order for these to be recorded and appropriate action taken.

Related Policies

This policy should be read in conjunction with the following:

- Accident and Incident Reporting Policy and Procedures
- Critical Incident Policy/Plan
- Educational Trips and Visits Policy
- First Aid Policy
- Fire Safety and Evacuation Procedures
- Lockdown Procedures
- Lone Worker Policy
- Risk Assessment