Health and Safety Policy

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Policy area	Health & Safety
Policy owner	Andrew Crowter
Policy author	Steven Liggins
Level of consultation	Corporation
Approval level	Corporation
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Contents

1.   STATEMENT OF INTENT

The Corporation fully recognises and accepts its obligations under the Health and Safety at Work Act 1974, its Regulations, and applicable legislation. BMet is committed to adopting reasonably practicable measures to safeguard the health, safety, and welfare of its staff[1], students[2], and visitors during college activities.
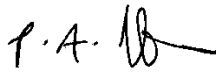
BMet's policy aims to:
- Promote health, safety, and welfare standards in strict accordance with the mentioned Act, Regulations, and Approved Codes of Practice.
- Integrate health and safety considerations seamlessly into business planning and execution processes.
- Foster a culture that prioritises risk management and incident prevention.
- Use a systematic approach for effective risk identification and management.
- Develop robust mechanisms for performance review and the integration of lessons learned.
- Provide sufficient information, training, and supervision.
- Raise awareness among individuals of their legal obligations to: a) Engage in full cooperation and communication with management. b) Comply with BMet's health and safety policies and procedures, ensuring their own safety and that of others. c) Participate in relevant health and safety training. d) Promptly report any hazardous conditions to their line manager and the Health and Safety Manager. e) Promote the ethos of Being Ready, Respectful, and Safe to enhance learner health, safety, welfare, and support a conducive environment.

Additionally, BMet commits to:
- Recognise the significant risks posed by respiratory infections, such as COVID-19, and implement measures to mitigate their spread, guided by the latest UK Health Security Agency advice.
- Conduct regular refresher training to keep staff abreast of the latest health and safety advice and guidance.
- Establish transparent procedures for documenting, investigating, and addressing reported hazardous conditions, ensuring accountability and continuous improvement.
- Encourage a safety-first culture through initiatives like safety recognition programs and regular safety meetings.
- Schedule periodic reviews to evaluate performance and integrate feedback into future health and safety strategies.

BMet remains unwavering in its commitment to prioritising the health, safety, and wellbeing of everyone involved in college activities.

Signed………………………….   Date   21 May 2024
Pat Carvalho – Principal and CEO

This policy applies to all individuals using BMet premises, including staff, students, apprentices, contractors, and visitors, to ensure a safe working environment.

The objective of this policy is to establish clear guidelines and responsibilities for the management and promotion of health and safety within BMet.

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[1] Throughout this document the term 'staff' includes salaried employees, hourly paid associates, and agency workers.

[2] Throughout this document the term 'student' includes anyone engaging in a programme of learning at the college including those on apprenticeships

2. RESPONSIBILITIES AND OBLIGATIONS

2.1 The Corporation

The Corporation is ultimately responsible for ensuring the health and safety of all individuals on BMet premises. This encompasses:

- Overseeing the strategic direction of health and safety policies.
- Ensuring the allocation of sufficient resources to meet health and safety objectives.
- Reviewing the effectiveness of health and safety measures and policies on an annual basis.

2.2 Principal & CEO

The Principal & CEO is accountable for the implementation and adherence to the health and safety policy across the College, including:

- Ensuring all managers and staff are aware of and fulfil their health and safety responsibilities.
- Acting as a point of communication between the Corporation and the College regarding health and safety matters.
- Leading the development and review of the College's health and safety strategic plan.

2.3 Deputy Principal

The Deputy Principal supports the Principal & CEO in the oversight and implementation of the College's Health and Safety Policy as follows:

- **Assisting in Policy Implementation:** Actively assists the Principal & CEO in the enforcement and implementation of health and safety policies across the College. Ensures that the strategic directions set by the Principal are effectively translated into actionable plans at all levels of the institution.
- **Operational Management:** Oversees the operational aspects of health and safety within the College, ensuring that all activities align with the policy's standards and regulations. Facilitates the integration of health and safety considerations into the operational workflow to enhance compliance and safety outcomes.
- **Liaison for Health and Safety Issues:** Serves as a key liaison between the Principal & CEO and the various department heads, ensuring smooth communication and coordination on health and safety matters. Responds to emerging health and safety issues swiftly and efficiently, coordinating with relevant stakeholders to mitigate risks.
- **Staff Development and Training:** Champions the development and delivery of health and safety training programs to staff, ensuring that all personnel are equipped with the necessary knowledge and skills to perform their duties safely. Encourages ongoing professional development in health and safety across the College.
- **Crisis Management:** Plays a pivotal role in crisis management planning and response, ensuring that the College is prepared to handle health and safety emergencies effectively. Works closely with the Principal & CEO to develop and refine emergency procedures and protocols.

2.4 Senior Leadership Team

The Senior Leadership Team has the following responsibilities:

- Conduct health and safety performance monitoring and audits within their respective domains.
- Implement effective follow-up procedures to address any concerns identified.

- Ensure that both they and their team members are fully versed in their health and safety responsibilities, ensuring all receive the necessary training to execute these duties efficiently.
- Advocate for health and safety by conducting risk assessments, facilitating training, and ensuring adherence to established policies.
- Ensure comprehensive discussion of health and safety protocols, particularly when planning new operations, methods of work, or when designing or acquiring new equipment, with the option to seek expert advice as needed.
- Engage staff in consultations to foster a culture of positive health and safety practices.
- Provide essential information, instruction, training, and supervision to ensure the safety and health of everyone under their supervision.

2.5 Chief Financial Officer

The Chief Financial Officer has responsibility to oversee the formulation and coordination of health and safety policies throughout the College.

2.6 Director of Estates

The Director of Estates bears daily responsibility for managing and supervising the Health and Safety Policy and the Health and Safety Strategic Plan. This role includes direct management of the Health and Safety Manager. Key responsibilities encompass:

- Organising regular maintenance and servicing for the College's buildings and equipment to ensure they are kept in a safe condition.
- Verifying the integrity of fire safety systems and ensuring adherence to all relevant regulations.
- Coordinating the work of contractors to ensure compliance with the College's health and safety policies.

2.7 Vice Principal

Vice Principals oversee the operational aspects of health and safety within their departments, focusing on:

- Ensuring compliance with health and safety policies and procedures.
- Monitoring and reporting on health and safety performance to the Principal & CEO.
- Facilitating health and safety training and awareness within their areas of responsibility.

2.8 Departmental Directors and Managers

Departmental Directors and Managers are directly responsible for managing health and safety within their specific areas, duties include:

- Conducting risk assessments and ensuring that any identified risks are adequately controlled.
- Ensuring that all staff members receive appropriate health and safety training.
- Reporting and investigating incidents, accidents, and near misses, and implementing corrective actions.

2.9 Health and Safety Manager

The Health and Safety Manager is responsible for coordinating all aspects of health and safety, including:

- Formulating and executing strategic health and safety plans.
- Providing advice on health and safety matters and ensuring legislative compliance.

- Auditing the college's health and safety management systems to ensure their efficacy.
- Keeping the Health and Safety Policy current in response to evolving work practices, activities, and legal requirements, and developing new procedures as needed.
- Establishing a comprehensive reporting and investigation system for all accidents, incidents, and near-misses.
- Reporting accidents and incidents to appropriate authorities and managing fire safety protocols.
- Maintaining a register of qualified health and safety personnel, such as first aiders and Fire Marshals, and ensuring they are well-trained and competent.
- Investigating health and safety concerns raised by Environmental Health Officers, the Health and Safety Executive, or any member of the college community.
- Providing regular updates on the health and safety system's status to the Health and Safety Committee and the Corporation.

2.10 **Radiological Protection Supervisor (RPS)**

The RPS is tasked with:
- Providing expertise on radiological safety and overseeing the secure handling, storage, and disposal of radioactive materials.
- Reporting any radiological safety concerns directly to the Health and Safety Manager.

2.11 **Director of Human Resources (HR)**

The Director of HR is responsible for:
- Monitoring levels of workplace illness and addressing work-related health concerns.

2.12 **Technicians**

Technicians play a crucial role in health and safety by:
- Conducting thorough risk assessments for all work-related activities to ensure control measures are effective.
- Performing health and safety inspections within their departments to ensure compliance with established procedures.

2.13 **All Staff**

All staff are required to:
- Comply with all health and safety policies and procedures.
- Report any health and safety concerns or incidents to their immediate supervisor or the Health and Safety Manager.
- Participate in health and safety training and apply learned practices in their daily activities.

2.14 **Health and Safety Representatives**

Health and Safety Representatives are endowed with the following functions and entitlements on behalf of the staff they represent, in line with The Safety Representatives and Safety Committees Regulations, 1977:
- **Investigating complaints** related to health, safety, or welfare at work raised by staff members.
- **Representing staff concerns** on health, safety, or welfare issues to college management, ensuring that the voice of staff is heard and acted upon.

- **Conducting workplace inspections** with reasonable notice provided to the college, to identify potential health and safety risks and ensure compliance with safety standards.
- **Participating in Health and Safety Committee meetings**, contributing insights and feedback from a staff perspective to foster a collaborative approach to workplace safety.
- **Facilitating health and safety training sessions or workshops**, enhancing the safety knowledge and practices among staff, and promoting a culture of safety across the college.

2.15   All Students

All students are expected to:
- Follow all health and safety instructions and guidelines provided by the College.
- Report any health and safety hazards or incidents to a member of staff or through the designated reporting channels.

2.16   The Health and Safety Committee

The Health and Safety Committee plays a crucial role in maintaining an ongoing dialogue about health and safety issues, with responsibilities to:
- Discuss and review health and safety policies and procedures, suggesting improvements.
- Monitor the effectiveness of health and safety measures and compliance within the College.
- Facilitate communication between staff, management, and the Corporation on health and safety matters.

Details on the composition of the Health and Safety Committee can be found in Appendix 1.

3.   PROCEDURE / COMPLIANCE OBLIGATIONS

3.1   Health and Safety Leadership

Leadership in health and safety is a shared responsibility at the College, involving the Corporation, Principal/CEO, Vice Principals, Directors, Departmental Managers, and the Health and Safety Committee. This collective leadership is tasked with:
- Crafting a distinct vision for effective health and safety management across the College.
- Ensuring strategic clarity, defining management objectives, and delineating clear roles and responsibilities.
- Promoting professional relationships and a culture of safety throughout all levels of the institution.

3.2   Health and Safety of Apprentices

Ensuring the safety of apprentices, in line with all BMet students, is of utmost importance. The primary responsibility for the safety of apprentices and the management of significant risks lies with their employers. Prior to the start of any apprenticeship programs, Health and Safety assessments are conducted with employers to confirm the provision of a safe working environment. The Health & Safety team, as part of the External Development Directorate, will conduct subsequent evaluations to maintain continued safety standards.

Apprentices are required to report any safety concerns to their tutors. These concerns are then communicated to the Health & Safety Manager and the Business Development team by the tutors. It is essential for all staff involved in supervising

apprentices to be well-acquainted with the college's Health & Safety policy and to fully understand their respective responsibilities in maintaining a safe learning and working environment.

3.3 Health and Safety Culture

A culture of health and safety is fostered within the College, characterised by transparency, integrity, and responsibility. Decision-making processes are anchored in prudent risk management, learning from past errors, and maintaining clear lines of accountability.

3.4 Health and Safety Systems and Processes

To uphold accountability, the College employs comprehensive health and safety systems and processes. These encompass risk assessment, management of performance data, regular inspections, audits, and continuous monitoring. This framework ensures that accurate and dependable information is relayed to the Senior Leadership Team, thereby facilitating informed decision-making and the achievement of health and safety goals.

3.5 Setting Health and Safety Objectives

The Senior Leadership Team conducts periodic reviews of health and safety objectives to track and ensure progress. The Health and Safety Manager offers expert advice, support, and insights from audits and monitoring activities. Departmental Directors contribute with updates on their action plans concerning health and safety, which, alongside internal audits and inspections, gauge the College's advancement towards meeting its health and safety targets.

3.6 Corporate Monitoring of Faculty Areas

The performance of individual faculty areas in health and safety matters is evaluated by the Health and Safety Manager through systematic audits, inspections, analysis of accident reports, and training completion records. Assessments are made against predefined criteria, with findings reported to the Senior Leadership Team and the Health and Safety Committee for necessary actions.

3.7 Provision of an effective Joint Consultative Process

The College commits to the establishment and upkeep of a Health and Safety Committee, which convenes once every half term to discuss health and safety management. The committee's composition ensures balanced representation from both management and staff, particularly from those working in higher-risk areas, to facilitate comprehensive and inclusive consultations on health and safety issues.

These sections have been revised for clarity, conciseness, and to emphasise the commitment to an initiative-taking health and safety culture, robust systems and processes for safety, continuous monitoring and evaluation of safety objectives, and an inclusive consultative process. If there are additional specifics or further refinements needed, please let me know.

3.8 Establishing Health and Safety Communication Channels

The College promotes robust health and safety communication through various established channels, alongside the formal health and safety committee structure. These channels, vital for the continuous exchange of health and safety knowledge and information, include:
- Direct line supervision.
- Implementation and review of safe systems of work and risk assessments.

- Health and safety discussion groups.
- Management team meetings.
- On-the-job health and safety training.
- Distribution and discussion of health and safety procedures.

Key to these communication processes is the dissemination of risk assessment results at the departmental level, crucial for the effectiveness of on-site safety systems through thorough information exchange. Ensuring these procedures and systems are well-documented, clear, and accessible is critical.

Directors and Departmental Managers primarily drive this information exchange, but the significance of feedback from all staff levels cannot be overstated. Staff should always be encouraged to actively contribute to this process, assured that their input is valued without risk of repercussion.

3.9   Measurement of Health and Safety Performance

Health and safety performance is evaluated against specific plans and objectives through both active and reactive monitoring systems. These systems highlight successful practices and pinpoint areas for improvement, while audits verify the compliance, effectiveness, and sufficiency of policies, procedures, and the annual health and safety action plan.

The systems employed to gauge health and safety performance include:
Active monitoring systems:
- Routine assessments of health and safety practices through audits and inspections.

Reactive monitoring systems:
- Identification of non-compliance by monitoring system failures, such as accidents, work-related illnesses, property damage, etc.

3.10   Auditing

Auditing serves as a critical tool in assessing the College's health and safety management system's efficiency, effectiveness, and reliability. This process verifies that the management arrangements, risk control systems, workplace precautions, and statutory compliance are in place and functioning as intended.

The objectives of auditing include:
- Ensuring that health and safety responsibilities are clearly identified and fulfilled properly.
- Confirming that College policies and procedures are effectively implemented and followed.
- Verifying that staff are aware of, and adhere to, health and safety regulations, fostering a safety-conscious environment.
- Demonstrating a reduction in accidents and ill health, with trends indicating ongoing improvement.
- Ensuring that staff receive relevant health and safety training.
- Confirming compliance with all statutory health and safety requirements.

The annual Health and Safety audit programme plays a pivotal role in reinforcing corporate governance, aiding in the delivery of services within acceptable risk parameters and ensuring legislative compliance. This systematic approach to auditing helps in maintaining a high standard of health and safety across the College. If you need further adjustments or more detailed explanations, please let me know how I can assist you.

4. COMPLIANCE

4.1 Reviewing Performance

The Corporation recognises the critical need to assess the effectiveness of its health and safety performance and to determine the appropriate measures and timing to address any shortcomings.

A systematic review of health and safety performance across various college levels is essential for ensuring both adequacy and effectiveness. Feedback mechanisms are vital for encouraging staff to sustain and enhance performance by swiftly addressing any failures or deficiencies. This process of evaluating health and safety practices should be an ongoing activity, conducted at multiple tiers within the college to foster a culture of continuous improvement.

Key performance indicators (KPIs) for evaluating the overall health and safety performance include:
- Evaluating compliance levels with the health and safety management system requirements.
- Identifying areas of failure or gaps within the health and safety framework.
- Assessing the attainment of specific health and safety objectives and plans.
- Analysing data on accidents, assaults, ill health, and incidents to understand immediate and root causes, trends, and commonalities.

4.2 Health and Safety Procedures

The College has established a comprehensive set of documented procedures to guide and instruct staff and others on a wide array of safety topics. These procedures are designed to ensure a safe working and learning environment and cover a broad spectrum of areas, including but not limited to:
- **Accidents and Accident Reporting:** Guidelines for reporting and documenting workplace accidents.
- **Control of Asbestos:** Procedures to manage and mitigate asbestos exposure.
- **Control of Legionella:** Measures to prevent Legionella bacteria proliferation.
- **Control of Substances Hazardous to Health (COSHH):** Managing and controlling exposure to hazardous substances.
- **Display Screen Equipment:** Ensuring safe use of display screen equipment.
- **Driving and the Use of Vehicles for Work:** Details on the safe operation of vehicles for work purposes.
- **Electricity at Work & Portable Appliance Testing (PAT):** Ensuring electrical safety and compliance with regulations.
- **Environmental and Sustainability:** Guidelines for promoting environmental sustainability and safety.
- **Fire Safety:** Procedures for fire prevention and emergency response.
- **First Aid:** Provision of first aid facilities and training.
- **Infection Control:** Measures to prevent the spread of infectious diseases.
- **Lone Working:** Safeguarding staff working alone.
- **Manual Handling:** Reducing the risk of injury from manual handling operations.
- **Trips and Visits:** Ensuring safety on trips and visits.
- **No Smoking:** Implementing a smoke-free environment.
- **Noise at Work:** Protecting against hearing damage from workplace noise.

- **Personal Protective Equipment (PPE):** Use of appropriate PPE to mitigate risks.
- **Prevention of Work-Related Violence and Aggression:** Strategies to prevent and respond to workplace violence.
- **Risk Assessment:** Conducting and documenting risk assessments.
- **Work at Height:** Safeguarding against falls from height.
- **Workplace, Health, Safety, and Welfare:** Ensuring a safe and healthy workplace.
- **Work Experience/Placement:** Managing health and safety for work experience and placements.

4.3   Risk Assessments

The College commits to systematically documenting risk assessments for both general and specific activities that present identifiable risks. These assessments are subject to annual reviews or sooner if there is a significant change in processes or following a related accident, ensuring that all potential hazards are appropriately managed and mitigated.

4.4   Accidents, Incidents and Near Miss

The College rigorously records and investigates all accidents, incidents, and near misses occurring on its premises or as part of its activities. This approach is integral to fostering a culture of continuous improvement, aiming to reduce risks to as low as reasonably practicable.

4.5   Commitment and Review

The College's Health and Safety Policy and procedures undergo an annual review to ensure their continued relevance and effectiveness. This review process involves approval by the Senior Leadership Team, endorsement by the Principal/CEO, and ratification by the Corporation's Audit and Risk Committee.

Changes to the Health and Safety Policy are communicated through established internal channels to ensure staff awareness and compliance. For ease of access and transparency, the Policy and related procedures are centrally stored on the College's SharePoint site's health and safety page and are also made available on the College's external website.

This section underscores the College's dedication to maintaining a safe learning and working environment through diligent risk assessment, incident management, and the continuous review of health and safety practices. If further clarification or detail is needed, please let me know how I can assist further.

Appendix 1

Composition of the College Health and Safety Committee

1. Director of Estates (Chair)

2. Health & Safety Manager (Vice Chair)

3. One nominated representative from each recognised Trade Unions: UCU, UNISON and NEU

4. Head of Estates

5. Campus Safety Manager

6. Vice Principals with Campus responsibility

7. Director – Construction

8. Director – Engineering

9. Science representative

10. Medical representative

11. Art and Design representative

12. Business Development

13. Director - Student Experience

14. Administration support