

<i>Title:</i>	<b>Health &amp; Safety Policy</b>		
<i>Version number:</i>			
<i>Author:</i>	Geoff Peirse - Health & Safety Advisor		
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	<i>Nature of:</i>		

## **Section1 Health and Safety Policy Statement.**

This statement indicates how the College intends to meet the requirements of the Health and Safety at Work etc. Act 1974.

CCAD, as an employer, is committed to providing and maintaining a healthy and safe working environment for all its employees, students, visitors and any other people who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the Principalship Team.

Whilst the College accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy

This statement applies to all premises and activities in the control of the College.

### **The key objectives of Cleveland College of Art and Design are to -**

- Regard legal compliance as the lowest acceptable standard and to ensure the College is moving towards 'best working practices' in health and safety.
- Promote an attitude of safe working by employees and students in all aspects of the College's work supported by appropriate disciplinary procedure.
- Identify hazards, assess health and safety risks arising from work activities, Equipment and Substances Hazardous to Health and provide adequate control of the risks identified.
- Provide suitable and sufficient health and safety Training, Instruction, Information and Supervision to employees, students and others as and when required.
- Consult with employees' and students' representatives on health and safety matters via the Health and Safety Committee;
- Co-operate with other employers where college employees or students share premises, facilities or activities with persons working in other organisations and/or persons from other organisations are working in CCAD premises or on CCAD controlled activities.
- Safeguard the environment from the effects of the College's activities.
- Inspect, monitor and review the effectiveness of the College's arrangements and where appropriate, implement improvements;
- Ensure that the demands of activities do not exceed the capabilities of staff and students to carry out the work without risk to themselves or others.
- Prevent (or reduce to the lowest possible level) accidents and cases of work-related ill health.
- Record and report (when necessary) accidents, incidents, near misses and cases of ill health arising from College work activities.

- Provide suitable and sufficient first aid assistance to employees, students, visitors and others when required.
- Have in place and Implement emergency procedures in case of fire or other significant incident.
- Provide and maintain adequate welfare facilities.

**Signatures**

College Principal

Signature \_\_\_\_\_

Print \_\_\_\_\_ Date \_\_\_\_\_

Chairman of Board of Governors

Signature \_\_\_\_\_

Print \_\_\_\_\_ Date \_\_\_\_\_

## Section 2

### Organisation

This section provides information on the roles and responsibilities of staff and students in the implementation of the policy.

#### **Board of Governors.**

Have overall responsibility for Health and Safety

- Under the requirements of the Health and Safety at Work etc. Act 1974 they are responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of staff, students and others affected by the undertakings of the College.
- Will approve and ensure that adequate resources are allocated to implement the College health and safety procedures.
- Monitor and review progress of key health and safety performance indicators as shown in an annual report on health and safety from the College Health and Safety Committee.
- Ensure that the College is constantly moving towards best possible health and safety practice.

#### **College Principal**

Has formal responsibility for implementation of the College Health and Safety Policy. The Principal will ensure that objectives of the College's Health and Safety Policy are met and in doing so will ensure that: –

- Managers, course and programme leaders know and undertake their individual health and safety responsibilities and that the requirements of health and safety legislation are met.
- The Board of Governors are advised of the resources required to comply with statutory requirements and make adequate arrangements.
- Adequate consultation takes place between management, specialist advisers and employees' representatives prior to the introduction of any change which may affect health and safety.
- The necessary arrangements are made to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them.
- Adequate communication channels are maintained to allow the flow of information concerning health, safety and welfare.

### **College Principalship Group.**

- Achievement of the objectives of the Health and Safety Policy [Ref PG1]
- Meet college expectations for levels of H&S performance.
- Ensure that they and all personnel for whom they are responsible are adequately trained to carry out their H&S responsibilities.
- Promote the implementation of the Health and Safety Policy.
- Seek elimination of accident potential.
- Ensure that employees and their representatives in the workplace are consulted.
- Provide any necessary Information, instruction, training to ensure the health and safety of staff.
- Comply with statutory duties and College procedures, and ensure that suitable H&S procedures are in place.
- Ensure that regular fire evacuation drills are conducted, fire-fighting equipment is made available, fire alarms tested with appropriate frequency and that all employees are aware of the emergency procedure.
- Review and assess the effectiveness of the College's H&S policy.
- Advise the Principal of any changes considered necessary to ensure compliance with statutory requirements which require his/her approval.

### **Course/Programme Leaders, Department Managers**

- Provide adequate supervision of work activities is to ensure that safe systems of work are being followed.
- Be fully familiar with, understand and apply the College Health and Safety Policy within all areas of their responsibility.
- See that all staff and students are adequately trained to enable successful implementation of the policy.
- Ensure that staff and students operate in accordance with the College Health and Safety Policy, as relevant to their work or studies.
- Ensure the competence and training of all staff/students appointed to carry out allotted tasks.
- Strictly adhere to all appropriate statutory law, regulations and approved codes of practice.
- Maintain at all times safe working practices to ensure the health and safety of employees, students and visitors and others.
- Undertake appropriate risk assessments and introduce, implement and maintain adequate control measures.
- Co-ordinate and organise health and safety within work areas to ensure its effectiveness.

- Managers/Supervisors must ensure that all persons reporting to them are effectively carrying out their responsibilities and that safe working practices in a safe working environment are applied.
- See that correct protective clothing is used when required.
- Make available adequate plant and equipment to ensure safe working practices and that such equipment is effectively maintained to a safe standard.
- Seek specialist advice on any health and safety at work matter for which clarification or assistance is required.
- Report any breach of statutory H&S requirements.
- Ensure that all contractors engaged by the College conduct their work in accordance with the terms of contract, Health and Safety at Work Act. Statutory regulations and college procedures.
- Ensure that danger to College's employees, students or members of the public is avoided
- Ensure, as far as is reasonably practicable, the safety of staff and students on educational visits.
- Keep adequate records relating to H&S matters.

### **Health and Safety Adviser**

- Act as pro-active adviser to the College about particular safety problems and the requirements and interpretation of relevant legislation.
- Provides a central co-ordinating role in relation to general health and safety matters.
- Ensure the effectiveness of College safety management procedures.
- Provide information on the status of the College health and safety management systems and procedures to the Board of Governors.
- Review the Health and Safety Policy.
- Review the Health and Safety procedures.
- Record, report and act upon occurrences of accidents, incidents and/or near misses.

### **All Staff and Students**

- Be familiar with the Health and Safety Policies of Cleveland College of Art & Design, and shall be fully familiar with the sections of these policies which directly affect their particular activities. H&S policy and procedures are available on the college intranet and within the blue H&S files held by course/programme leaders/managers.
- Report to supervisory staff any accidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices.
- Report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises;

- Must NOT, intentionally or recklessly, interfere with or misuse anything provided by the College in the interests of health, safety or welfare.
- Must comply with all instructions, written and oral, given to ensure their personal safety and safety of others.
- Must use appropriate personal protective safety equipment, clothing and devices provided (PPE).
- Ensure that tools and equipment are maintained in good condition, and report any defects to their supervisor.
- Shall NOT, (unless the written consent of the Health and Safety Advisor / Facilities Manager is given), introduce any equipment for use on College premises, alter any fixed installations, alter or remove health and safety notices, equipment, or otherwise take any action which may create hazards for persons using the premises
- Fully comply at all times with all fire, safety and security procedures. Fire marshals should note and report any instances of non-compliance.

### **Section 3**

#### **Arrangements**

The organisation of health, safety and welfare within CCAD is designed, at minimum, to meet legal requirements and additionally to promote safe behaviour and to encourage a positive approach to health and safety.

In order to fulfil the above objectives this Health and Safety Policy is supplemented by the Health and Safety Procedures.

#### **Health and Safety Procedures**

The college Health and Safety Procedures are listed below. They are used to implement the health and safety policy. They should be referred to in conjunction with the policy in order to understand the full arrangements for health and safety management at CCAD. However, attention is drawn to the following:

- Cleveland College of Art & Design requires the person responsible for safety in each department or programme to produce formal written risk assessments where significant risks to the health and safety of staff, students or others have been identified.
- The Health and Safety Advisor will undertake regular audit of the course and programme health and safety files and of business support areas.
- The procedures are produced in consultation with the Health and Safety Committee which includes staff and union representation.

## **Health and Safety Committee**

Terms of reference -

- The committee will meet once per term, though additional meetings may be arranged by the Chair or at the request of the membership.
- Quoracy will be set at 50% of membership.
- The committee will report to Principalship once per term.
- The committee will act as a forum for investigating and promoting good practice in Health and Safety matters.
- The committee will ensure that the college meets and exceeds legislative and external requirements through review of the college's strategic objectives, policies and procedures
- The committee will monitor the relevant sections of the college's Strategic Plan and/related action plans.
- The Health and Safety Committee will regularly review implementation of health and safety policy and make recommendations to management accordingly.

## **Review of Health and Safety Policy**

This Health and Safety Policy for Cleveland College of Art & Design supersedes any previous Health and Safety Policy, and will be reviewed annually by the Health and Safety Committee, which will advise the Board of Governors and the Principalship Team of any necessary amendments and additions.

## **PROCEDURES THAT SUPPORT THE ACHIEVEMENT OF THE POLICY**



*These procedures can be found on the college intranet.*

1. Accident Reporting
2. Asbestos Management
3. Contractors
4. Disabled Persons
5. Display Screen Safety
6. Drug and Alcohol Misuse
7. Electricity at Work
8. Evacuation
9. Fire Protection
10. First Aid and Accidents
11. Gas at Work
12. Hazardous Substances
13. Introduction of New Equipment
14. Lift
15. Lone Working
16. Manual Handling
17. Noise at Work
18. Personal Protective Equipment
19. Pregnant Workers and New Mothers
20. Risk Assessment
21. Safety Audit
22. Safety Signs
23. Smoking
24. Stress at Work
25. Temporary Workers
26. Visitors
27. Violence and Aggression Risk Management
28. Waste Management
29. Water Systems
30. Working at a Height
31. IT Systems Recovery

## **EQUALITY STATEMENT**

This policy will be implemented in line with the principles of the college's commitment to equality and diversity which is:

Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.