

Health and Safety Policy

LANCASTER & MORECAMBE COLLEGE

Date: September 2022



Lancaster &
Morecambe
College

Policy name: Health and Safety Policy

| | |
|-----------------------------------|---------------------------------------|
| Policy Owner: | Estates, Safety and Wellbeing Manager |
| Date of Review: | September 2022 |
| Date Approved: | December 2022 |
| Next Review: | September 2023 |
| Responsibility for Review: | Vice Principal: Finance and Resources |
| Policy Review Frequency: | 1 year |
| | |
| Applicable to staff: | Yes |
| Applicable to students: | No |
| Published on website: | Yes |
| Published on intranet: | Yes |
| | |
| Notes: | |

LMC Health & Safety Policy – 2022/2023

| | |
|--|---|
| Full name of policy: | Health and Safety Policy |
| Policy number: | LMC/HS-21/22P |
| Post of Policy Owner: | Head of ESW |
| Highest College body approving the policy: | Governing Body |
| Date of original approval: | |
| Version: | 29 |
| Frequency of review: | Annually |
| Review History: | 29 th review |
| Date of next formal review: | September 2023 |
| EIA: (If required) | attached |
| Policy Reference: | HS001 |
| Legislation or related information: | Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 The Workplace (Health, Safety and Welfare) Regulations 1992 |
| Total number of pages: | |
| Comments: | |
| How this policy will be communicated: | Via intranet, website & MS Teams |

Contents :

1. Scope and purpose of the policy
2. Policy Statement
3. Accountability & Arrangements
4. Student involvement
5. Linked Policies and procedures
6. Equality Impact Assessment

1. Scope & Purpose of the policy

1.1 Scope

This policy applies to all LMC Employees, students, visitors and contractors whilst on LMC Premises and to LMC employees and students whilst undertaking LMC activities.

1.2 Purpose

The purpose of the policy is to meet the following objectives:

- Prevent accidents and cases of work/learning related ill health
- Provide adequate control of the health and safety risks arising from work and learning activities in order to provide a safe work/learning environment.
- Ensure all employees and students have the skills, knowledge, training and experience to undertake their work safely.
- Provide a safe environment for visitors and contractors and ensure suitable and sufficient information is provided on health and safety matters relevant to their individual undertakings.
- Implement emergency procedures including evacuation in case of fire, invacuation or other significant incident
- Engage and consult with employees, employee representatives and students on matters affecting their health and safety.
- Provide guidance and control during a Pandemic ie Covid 19

2. Policy statement

LMC recognises and accepts its responsibility in respect of health and safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health and Safety legislation.

The health, safety and wellbeing of learners, staff and its wider community is a fundamental value of LMC.

It seeks to provide the foundation for the College to establish and ensure a positive health and safety culture for all members of the College community, through coherent processes and compliance with all relevant standards, thus enabling staff and learners to achieve their potential in an environment where positive wellbeing is the expectation for all, producing learners and staff who flourish by being confident, healthy, safe, emotionally resilient, risk intelligent and personally fulfilled.

The Board of the Corporation of Lancaster and Morecambe College is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the College and to fully meet its legal obligations and corporate responsibilities.

The College considers health and safety to be an integral part of quality and will endeavour to have in place an effective health and safety management system and demonstrate continuous improvement in line with the HSE model HSG65.

Injuries and accidents can often be avoided. The College is determined to improve systems to reduce injuries and ill health.

There is a management structure in place to implement the Health and Safety Policy. This structure includes a competent person who will work closely with College Managers, and Senior Leadership Team and report at least on an annual basis to the Corporation in order to achieve implementation of this Policy.

All employees of the College have responsibilities for their own health and safety and should co-operate with the College as their employer to achieve safe working practices. Managers will consult staff on matters which may affect their health and safety.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the College to achieve the aims of the policy statement.

College managers have responsibility for compliance with health and safety legislation within their areas of responsibility. They are responsible for the oversight and implementation of a suitable and sufficient management system in their areas of responsibility to ensure that the Policy, and the arrangements made within it, are carried out.

This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter. This Policy document will be the subject of an annual review and will be updated as circumstances and legislation change to ensure that the Policy remains relevant to College activities.

Specifically, the College undertakes: -

- i) To bring the Health & Safety Policy document to the attention of all employees and ensure they fully understand their responsibilities as described in this policy
- ii) To provide adequate resources to ensure that proper provision can be made for health and safety and include prime consideration of health & safety in all forward planning.
- iii) To carry out and review risk assessments where necessary.
- iv) To ensure that systems of work will be implemented to minimise risk to health

-
- v) To provide all employees with such information, instruction, training and supervision as is necessary to secure their health and safety at work, and the safety of others who may be affected by their actions
 - vi) To provide, so far as is reasonably practicable, for all employees, students and site visitors, a safe place to work learn and visit with safe access and egress from it
 - vii) To provide occupational health services for employees and support human resource development
 - viii) To provide and maintain all plant, machinery and equipment to ensure that it involves minimal risk to health and safety
 - ix) To provide adequate facilities and arrangements with regard to welfare for employees at work
 - x) To report (where required) accidents and cases of ill health to the HSE and funding organisations
 - xi) To monitor activities to ensure that procedures in place are being implemented and agreed standards are maintained
 - xii) To maintain adequate control of employees from organisations contracted to work on College premises on behalf of the College
 - xiii) To develop safe learners and embed the principles of H&S in to the curriculum and College systems. Promoting risk education awareness and intelligence as an integral part of learning.
 - xiv) To embed the themes of Health, Safety & Wellbeing in all areas of the College
 - xv) To encourage and support the raising of standards and 'best practice' approaches, and to work in partnership with key stakeholders
 - xvi) To review the Health and Safety Policy at least annually and update it as and when necessary. Communication of any such changes will be made to all employees.

SIGNED:-

Chair of the Corporation Date.....

Principal & Chief Executive..... Date.....

2. Accountability & Arrangements

- 2.1 The Board set the direction for effective health and safety management and are responsible for approving the health and safety policy that is an integral part of LMC's culture, values and performance standards.
- 2.2 The Principal and Chief Executive is the 'officer' with overall responsibility for health and safety within LMC
- 2.3 The Vice Principal for Finance and Resources is responsible for the strategic management of the health and safety function.
- 2.4 The Head of Estates, Safety and Wellbeing is responsible for providing specialist knowledge and advice on health and safety matters, managing the day to day health and safety function within and monitoring compliance with Health and Safety policies across the College.
- 2.5 Directors and College Managers are responsible for the detailed adoption of the Health and Safety Policy in their area of control and ensuring compliance within their areas of management.
- 2.6 All employees are responsible for implementing and promoting the LMC policy and procedures as appropriate including the reporting of accidents, incidents, near miss events, work related ill-health, hazards, defects and stopping unsafe acts.
- 2.7 Students are personally responsible for their own health and safety and for that of others with whom they are working or studying and for complying with LMC health, safety and wellbeing related procedures and guidance.
- 2.8 Contractors working for LMC are responsible for protecting their own and their subcontractor's health and safety and ensuring that their activities do not adversely impact on the health and safety of the LMC community.
- 2.9 Visitors to LMC have a responsibility their own health and safety and that of others and are expected to follow the information and safety guidelines which they are given when signing in.
- 2.10 The LMC Health and Safety Committee (as part of the Safer College Community Committee) will:
- Support and monitor the implementation of LMC Health and Safety Policy
 - Consider any health and safety issues that have not been resolved by individual managers or by the HSW Operational Safety Groups

-
- Consider reports of visits to LMC by Inspectors of the Health and Safety Executive, Officers of the Fire and Rescue Service or any other safety specialists.
 - Consider reports from union appointed safety representatives
 - Receive reports and minutes from Managers in respect of local health and safety arrangements
 - Receive audit and LOAD monitoring reports and track required actions.
 - Receive and consider reports from the Head of HSW which will be submitted to SLT and The Board.
 - The committee will meet once per term as part of the Safer College Community Committee.

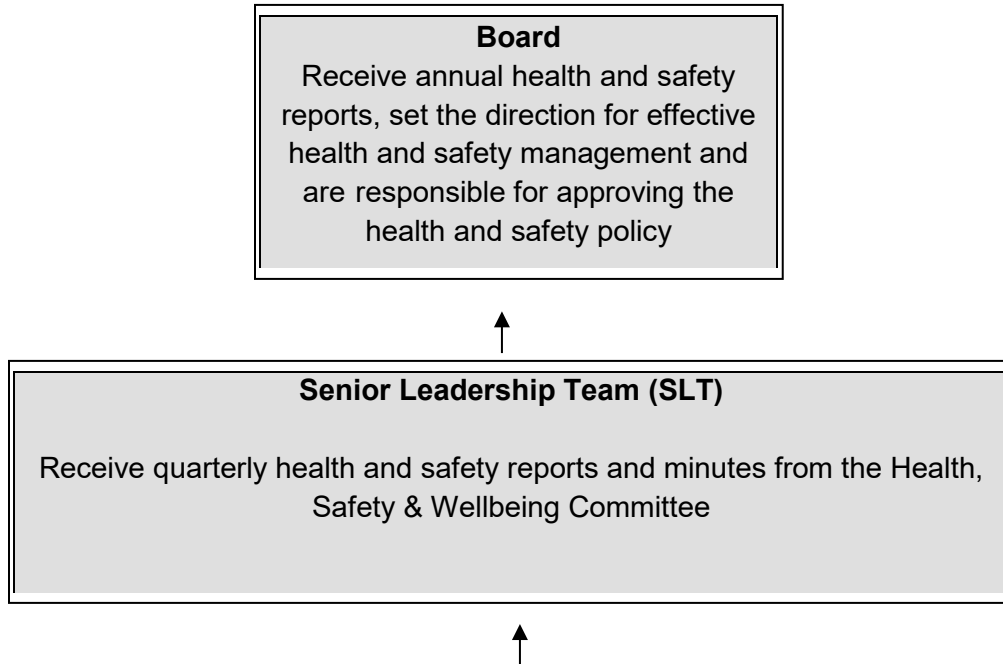
3. Student involvement

Student involvement will be maintained through the student body's representation. HSW will also be an agenda item at student council meetings and at the annual student conference. Student views on HSW related topics will also be sought through student surveys held during the academic year.

4. Linked policies and procedures

Health and safety is a consideration within every policy and procedure that is produced and managed by LMC either through specific direction within the policy or procedure or through consideration within the accompanying impact assessment.

LMC Safer College Community Committee



Committee Structure

- ◆ Chair –
 - Principal/Chief Executive
 - Vice Principal – Finance and Resources
 - Vice Principal – Progress and Performance
- ◆ Head of Estates, Safety and Wellbeing
- ◆ Representative from the Corporation
 - Governor 1 - Audit Committee Member and Link Governor for Safeguarding, SEND and Equality, Diversity and Inclusion
 - Governor 2 - Vice Chair of the Corporation and Link Governor for Health and Safety
- ◆ Director of Curriculum & Innovation
- ◆ Director of HR Strategy & Support
- ◆ Head of Learner Support Services
- ◆ Head of Engagement: Employer and Projects, Students, Schools and Community
- ◆ ICT Manager (or representative)
- ◆ Health, Safety and Wellbeing Co-ordinator
- ◆ Formally appointed safety representative(s) from the Union(s) (if applicable)
- ◆ One Student representative (nominated by the Student Union on an annual basis or a volunteer from the learner body)
- ◆ Safeguarding Manager

Part 1 : Initial Screening for

Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Plan or Procedure being introduced/reviewed

| | |
|---|--|
| Name of Policy/Plan/Procedure being assessed: Is this a new or existing document? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/> | Name of Manager/Group carrying out the assessment: Peter France |
| 1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative. (please tick box) | <input type="checkbox"/> Gender <input type="checkbox"/> Race and Ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Religion/belief <input type="checkbox"/> Socio-Economic <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership <input type="checkbox"/> Complies with Children & Families Act 2014 X <input type="checkbox"/> All of the above |
| 2. What are the risks of introducing this policy/change to any of the above groups? | The risk of not considering the needs of all characteristics would affect LMC's ability to ensure the health, safety and wellbeing of all persons directly or indirectly who are affected by the organisations activities and prevent LMC from being compliant with its legal duties under current health and safety legislation. |
| 3. What are the expected benefits of introducing this change to any of the above groups? | The health, safety and wellbeing of all persons directly or indirectly affected by LMC's activities will be ensures so far as is reasonably practicable. |
| 4. Are there any areas or issues that could impact on the safety of staff or learners? | Failure to maintain a healthy & safe environment could result in personal injury or ill health and/or damage LMC's reputation and have long term financial repercussions. |
| 5. What evidence do you have for your responses to Q 2, 3, and 4? | Requirements of the Health and Safety at Work Act etc 1974 and associated legislation. |

| | |
|--|--|
| Name of Policy/Plan/Procedure being assessed: Is this a new or existing document? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/> | Name of Manager/Group carrying out the assessment: Peter France |
| e.g. evidence could be provided to counteract identified risks and therefore a full screening would not be required. | Evidence is available through minutes of meetings including the HSW Committee and the annual report to the Board. Monitoring of ongoing H&S performance is ensured by external and internal audit, regular review of policies and procedures and the inclusion of risk management on the impact assessment. |
| 6. Is this policy/change deemed to have a High, Medium or Low risk? | Low |
| 7. Is there any further action to be taken as a result of completing this screening form? <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review</i> | Is a full screening Impact Assessment required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> If yes, please move to complete Part 2 overleaf |
| Date of Review: _____ | |
| Date of completion of Impact Assessment: _____ | |
| Signed (completing Officer) _____ Job Title: _____ | |

This document should be submitted via Senior Managers for publication with the relevant policy/procedure

Part 2 : Full Screening for
Equality Impact Assessment (including Safeguarding)

If deemed necessary, following completion of Part One then Part Two needs to be completed for a Policy, Plan, Procedure being introduced/reviewed

| | |
|---|--|
| 8. Who has been approached to explore these issues e.g. staff groups, trade unions, student groups, voluntary groups etc.? (Please give dates and details of contact). | |
| 9. How have you gained the views of these experts/groups (e.g. letters, meetings, interviews, forums, workshops, questionnaires or any other method)? | |
| 10. Please give details of the views of the experts/groups on the issues involved. | |
| 11. Taking into account these views and the available evidence, please outline the risks associated with the changes weighed against the benefits. | |
| 12. What changes/modifications will now be made to the policy/function in the light of this Impact Assessment? | |
| 13. How will these changes/modifications be communicated to interested parties? (i.e. the groups which were adversely affected and those consulted) | |
| 14. Is there any further action to be taken as a result of this screening? (Please give details). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Date of Review: _____ | |
| | |

Date of Completion of Impact Assessment:

Signed (completing Officer)

Job Title:

This document should be securely stored with the paperwork for the policy/procedure