

Current Status	Operational	Last Review:	March 2021
Responsibility for Review:	Director of Administration, Contracts and Health & Safety	Next Review:	March 2022
Internal Approval:	SLT	Originated:	October 2012

1. Introduction

- 1.1. We at One Sixth Form College (OSFC) are fully committed to developing and delivering against a robust Health, Safety and Welfare system providing for its users an environment which is safe and maintains individual's welfare.
- 1.2. This policy has been developed from the Suffolk Academies Trust (SAT) Corporate Health, Safety policy, which is available on the [SAT website](#) and is designed as a local, framework document. It should be read in conjunction with other associated documents which define and detail the application of the Health, Safety and Welfare policy within OSFC and all Suffolk Academies Trust sites and undertakings. From time to time additional or revised safety policies, procedures, codes of practice and other information related to specific issues or activities will be issued and incorporated during the review process.
- 1.3. All OSFC staff are given access to an electronic copy of this Health, Safety and Welfare Policy and are required to comply with any safety instructions relevant to their area of work; hard copies are available on request. Students and others who may require it (e.g. contractors) will be given relevant information and training pertaining to the policy via the responsible Manager.

2. Summary

- 2.1. OSFC's Health and Safety Management System (HSMS) and associated processes have been developed under the principles outlined in Health and Safety Guidance (HSG) 65 "Plan, Do, Check, Act". As an academy the Trust is responsible for health, safety and welfare, through its HSMS it delegates responsibility to those within the organisation.

2.2. Statement of Intent ([section 3](#))

- 2.2.1. This is the general '[statement of intent](#)' issued by the Trust to provide commitment towards providing a safe and healthy working environment for staff, students, contractors and visitors. It also acknowledges the important role and relationship between operating the organisation and controlling and understanding the associated risks.

2.3. Health, Safety & Welfare Organisation– 'Plan' ([section 4](#))

- 2.3.1. Sets out the organisations structure for implementing the health, safety and welfare policy, identifies key post holders delegated responsibilities and details the expected behaviours of staff to maintain both the safety of themselves and others. Effective

policy implementation requires a planned and systematic approach to how the organisation functions and its safe working and learning environment.

2.4. Proactive Implementation - 'Do' ([section 5](#))

2.4.1. We will adopt a proactive approach to health, safety & welfare through sustaining a positive and open culture at all levels which manages its responsibilities before undesired events occur. The arrangements for planning and implementing policy will be supported through:

- Safety policies and procedures
- Safety information – information of a general nature
- Provision of Safe Systems of Work
- Control
- Cooperation
- Competence
- Communication

2.5. Performance Measurement- 'Check' ([section 6](#))

2.5.1. The proactive approach continues through into performance measurement through developing and actively monitoring performance and to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed, these will provide information on:

- The Buildings and Activities within – including staffing, curriculum area and contractors
- Risk Evaluations – Identification and Mitigation
- Reactive Data – Accident Reports, Near-Misses, First Aid, etc.

2.6. Review and Auditing- 'Act' ([section 7](#))

2.6.1. To deliver a continually evolving system review and evaluation is critical to the management system through providing a 'Feedback Loop'. This feedback is used in a number of areas:

- For internal consumption and management strategy
- Policy and procedure development
- To support external review and evaluation.

2.6.2. Auditing of the processes and systems are a critical part of the HSMS and will be an evidence based system. In most cases this will be achieved through internal auditing complimented where deemed necessary with external audits and benchmarking data from similar organisations. In a majority of cases evidence will be based upon documentation, interview or observation. A summary of lessons learnt will be developed to coincide with the health, safety and welfare reporting cycle.

3. Health, Safety and Welfare Statement of Intent

- 3.1. The trustees of Suffolk Academies Trust (SAT), its governors and staff are fully committed to ensuring a safe and healthy working environment for all staff, students, visitors and contractors working or visiting the premises. One Sixth Form College will continue to maintain and develop working conditions and practices which are safe and assessed to mitigate risk.
- 3.2. SAT acknowledges its responsibility to ensure through its policies and procedures:
- a) The provision of adequate information, processes, instruction, supervision and training;
 - b) A safe and healthy working environment with adequate arrangements for welfare are provided and maintained;
 - c) The continued development of its policies and procedures in both a proactive and, if necessary following an incident, reactive manner;
 - d) That plant, equipment and systems of work are safe, and present minimal risk to health and safe operation;
 - e) The control and safe use, handling, storage and movement of articles and substances;
- 3.3. One Sixth Form College will maintain effective joint consultation with staff, Trade Unions and appointed Safety Representatives on matters relating to health and safety.
- 3.4. Management and staff are required to observe and comply with current Health and Safety legislation within the workplace and to do all that is reasonably practicable to avoid and/or minimise risk to themselves and others.
- 3.5. One Sixth Form College will continue to operate its health and safety management system which develops roles and responsibilities while providing structure and challenge to its policies and procedures. Monitoring and reporting will continue to be undertaken through this management system.
- 3.6. The requirements of this policy shall apply to the main centre and to all sites and workplaces that One Sixth Form College may use from time to time, including any that are leased or rented for the purpose of carrying out its business.
- 3.7. The policy will be reviewed annually, signed by the Head of Centre and Chair of SAT Governors, and revised as necessary.

Signed: 
 Name: Jake Robson
 Position: Acting Head of Centre of One Sixth Form College
 Date: June 2021

Signed: 
 Name: Elton D'Souza
 Position: Chair of Suffolk Academies Trust
 Date: June 2021

4. Health, Safety & Welfare Organisation 'Plan'

4.1. The Plan

4.1.1. This sets out the organisations structure for implementing its health, safety and welfare policy, identifies key post holders delegated responsibilities and details the expected behaviours of staff. We have a planned and systematic approach to how the college functions to ensure a safe learning and working environment. It is the responsibility of all staff to promote a positive health and safety culture through taking a personal and proactive interest in safety.

4.2. The Suffolk Academy's Trust (SAT)

4.2.1. The Chief Executive Officer (CEO) and the Trustees have prime responsibility for matters of health, safety and welfare across the trust. They also have responsibilities to support the published policies and aims of the individual academies in the trust to enable improvement in health, safety and welfare standards.

4.3. The Principal

4.3.1. The Principal has responsibility for the management of health, safety and welfare matters for OSFC. In practice, the Health & Safety Manager will have day to day responsibility in assisting the Principal in discharging their statutory duties as the appointed competent person. The Group Director of Operations (SAT) appoints the Health & Safety Manager and has direct line management for them while creating the structure required for best health, safety and welfare practice.

4.3.2. The Principal will be expected to ensure all relevant policies, procedures and other arrangements have been put in place to discharge their legal absolute and statutory duties, and that due regard is placed on achieving best practice and high health, safety and welfare standards in all areas. They will ensure that sufficient time and budget has been assigned to this goal, that a positive health and safety culture is promoted at all times, and that the Health and Safety Manager is supported in their task.

4.3.3. The Principal will ensure that their senior team are suitably and sufficiently trained in health, safety and welfare standards and that they implement the academies policies and procedures while providing feedback on the success of these. The Principal will report on the success of OSFC (in this regard) frequently to the LGB and Trust Board.

4.3.4. In the absence of the Principal, the Vice Principals will be assigned the Principals day to day responsibility for health, safety and welfare.

4.3.5.

4.4. The Health and Safety Manager

4.4.1. The Health and Safety Manager appointed as legally 'competent person' to oversee the safety, health and welfare of the staff, students, contractors and visitors to OSFC or any of its buildings or activities under its charge. They should be a formally qualified, trained individual, a chartered member and registered with the Institute of Occupational Safety & Health (IOSH). They provide safety advice to the organisation and arrange its approach to all health, safety and welfare matters.

4.4.2. The Health and Safety Manager may have a team of suitably qualified individuals who report to them and may be deployed to various safety tasks within the trust or assigned to specific academies to assist them in carrying out their duties.

4.4.3. The responsibilities of the Health and Safety Manager include the following:

- a) Leading on matters of health, safety and welfare and related issues.
- b) Ensuring that all staff complete and record all reports and assessments that are required to comply with health, safety and welfare legislation and to support staff in preparation of such reports and assessments.
- c) Ensuring risk control is in place and where appropriate maintaining records.
- d) Liaising with HR and Occupational Health.
- e) Liaising with and acting for the college when dealing with statutory bodies.
- f) Being the appointed competent person with regard to the relevant statutory and contractual bodies for health, safety and welfare issues.
- g) Supporting the CPD programme that ensures staff receive the appropriate health and safety training.
- h) To provide a judgement on safety matters if required.

4.4.4. The Health and Safety Manager may help departments decide on the safest decision or advice, or override them if needed in the interests of health, safety and welfare. Decisions and advice will be balanced, ethical, legal and moral judgements educated by the safety managers professional Health Safety and Welfare training, experience, chartered professional membership standards and deduction.

4.4.5. The Health and Safety Manager will often provide evidence, information and explanation to Academy Principals, or the CEO in order to provide them an impartial view on a safety issue so that they might come to a decision. The Principal or CEO may override the Health and Safety Managers safety decisions or advice as they have overall responsibility, and this is usually done in writing.

4.5. The Operational Leadership Team

4.5.1. The team must ensure effective local arrangements are in place for the implementation of health, safety and welfare policies, procedures and codes of practice. The responsibilities of the SAT Operational Leadership Team include the following:

- a) To develop and promote a positive proactive approach to health, safety and welfare within the college and beyond, for both staff and students.
- b) To ensure the adequacy and sufficiency of risk assessments being undertaken within their area of responsibility for staff, students and visitors.
- c) To agree performance measures and areas for improvement to deliver efficient and effective risk controls. Take account of health, safety and welfare when planning new or on- going projects.
- d) Have appropriate financial support for health and safety and welfare requirements.

4.6. Management Responsibility

4.6.1. Directors of Curriculum, Heads of Curriculum and Departmental Managers are responsible for ensuring that staff are working safely and that students are studying safely.

4.6.2. The responsibilities of Directors of Curriculum, Heads of Curriculum and Departmental Managers include the following:

- a) To ensure the safety of staff, students and visitors. They must ensure they are adequately supervised as required.
- b) To ensure procedures and risk assessments are sufficient and in place, with controls implemented.
- c) To ensure staff are trained and competent, with safe methods and procedures are used and carried out when undertaking the task. Where necessary identifying training needs, including induction, of staff within their area responsibility.

- d) To Audit and Performance review their area of responsibility providing a priorities development plan and controlling risks through evidence based risk assessment.
- e) So far as is reasonably practicable, ensure that all plant, machinery, equipment and substances under their control are in a safe condition, that safety rules and statutory requirements are displayed and observed and that Personal Protective Equipment (PPE) is worn as required.
- f) Responsibilities for specific aspects of health, safety and welfare entrusted to identified individuals within their curriculum or department area are re-assigned when the individual is unavailable (illness, off site, etc.).
- g) To ensure they engage external contractors through the Estates and Health & Safety teams to ensure only safe contractors are used and correctly managed in their work.

4.7. Staff and students

4.7.1. All staff and students have a responsibility to ensure the safety of themselves and others affected by their acts and omissions. Have a duty to co-operate with the Health and Safety Manager and/or the teacher, and any person upon whom a statutory duty is imposed for health, safety and welfare.

4.7.2. The responsibilities of staff and students include the following:

- a) To ensure all activities are assessed, planned and adequately resourced. That documented risk assessments have been carried out, appropriate control measures introduced and personnel involved are adequately trained, instructed, protected (PPE) and supervised
- b) To ensure that "near misses", incidents and accidents are properly reported and recorded
- c) To ensure all persons are aware of the First Aid procedure, Fire Precautions, emergency procedures and to ensure special arrangements are available for people with disabilities, including visitors, to enable their safe evacuation in an emergency.
- d) To follow the training received, the procedures created, and the instructions provided (in whatever form they take)
- e) Take reasonable care of own and other people's health, safety and welfare
- f) Comply with all aspects of health, safety and welfare legislation

4.8. Contractors, Consultants and Self Employed Persons

- 4.8.1. Other employers, consultants and contractors attending site have a responsibility to look after their own health, safety and welfare and that of their employees and not to put others at risk through their activities. No work will be undertaken on the site without written permission either from OSFC or one of its nominated contracted service providers.
- 4.8.2. Whilst on OSFC's premises all contractors, consultants, visitors and self-employed persons must:
- a) Take reasonable care of themselves and others who may be affected by their actions or omissions and co-operate with OSFC staff
 - b) Comply with the OSFC Health & Safety Policy and any associated procedure, codes of practice, guides or other instructions issued in respect of health, safety and welfare matters
 - c) Report all "near misses", incidents and accidents, ensuring they are properly reported to the Health & Safety Manager, the appointed college contact or contracted service provider

4.9. Members of the Public / Visitors

- 4.9.1. All members of the public and visitors to OSFC have a responsibility to look after both their own and others health, safety and welfare when they are on site. They must comply with warning signs and health, safety and welfare directions and instructions given to them by staff. OSFC expects them to report to a member of staff any concerns, accidents/incidents, near-misses or unsafe circumstances of which they become aware. Visitors are not expected to be left alone unless relevant safety induction training is given.

4.10. Arrangements

- 4.10.1. OSFC has appointed a Health and Safety Manager to lead, manage and assist the College to meet its duties under the Health and Safety at Work etc. Act 1974 and associated legislation. OSFC affords appropriate training, financial support and authority to enable the manager to undertake these responsibilities.
- 4.10.2. An Occupational Health Service provider is contracted by OSFC to ensure employees are suitable for the tasks they undertake; monitor the effects of working practices on health and reduce sickness absence through appropriate management of medical conditions.
- 4.10.3. We assess the risks to health, safety and welfare, implement appropriate controls and provide any necessary training and information. Health and safety management is kept under regular review.

4.10.4. OSFC plans its undertakings and proposed undertakings, considering health, safety and welfare at the concept stage.

4.11. Policies and Procedures

The following Policies and Procedures fall under the remit of health, safety and welfare (the list is not exhaustive):

- Safety in Business Continuity Plans
- Competence and Training
- Creche, Nursery and Child Care
- Control of Radioactive Sources
- Safe Contractors
- Safety Consultation and Representation
- Hazard Reporting: Accident / Incident / Near-Miss and Ill Health Reporting
- Risk Assessment
- Allocation of Finance for Health & Safety
- Safe Recruitment
- Occupational Health
- Managing Safely
- Legionella and Water Systems
- Stress Management / Wellbeing
- Gas / Heating Systems
- Procurement
- Infectious Agents
- Estates Management (Hard and Soft FM)
- Health & Safety Audits and Information Retention
- Fire & Emergency Procedures
- Personal Emergency Evacuation Plans (PEEP's)
- Intruder & Terror Events & PREVENT
- Portable Appliance Testing
- Provision and Use of Equipment at Work (PUWER)
- Noise at Work
- Workplace Equipment
- Working at Height
- Severe Weather
- Educational Trips & Visits
- Work Experience
- Community Use

- Moving and Handling
- Display Screen Equipment
- Managing Challenging Behavior
- Violence & Aggression
- Lone Working
- Use of Drones
- Foreign Exchange
- Decorations, Banners and Promotional Items
- New & Expectant Mothers
- Dust & Fumes
- COSHH
- DSEAR
- Driving for Work
- Moving Vehicles
- Slips, Trips & Falls
- First Aid
- Shared Users
- Young Persons
- Vandalism, Theft and Arson
- Student Transport Arrangements
- Student Services and Safeguarding
- Theatre Spaces
- Working Offsite

5. Proactive Planning and Implementation – ‘Do’

5.1.1. The arrangements for planning and implementing policy will be supported through:

- Safety policies and procedures – developing processes for college use
- Codes of Practice – guidance related to specific activities
- Safety information – information of a general nature

5.2. General

5.2.1. The arrangements for implementation of the Health, Safety and Welfare Policy consists of systems and procedures that have been established to meet the aims and objectives outlined in the “Health and Safety Statement of Intent”. They have also been developed based upon control measures emanating from departmental risk assessments. Additionally, some are in response to legislative requirements (statutory, absolute duties or otherwise) or examples of good practice.

5.2.2. Each curriculum or department is, therefore, responsible for establishing its own safe working practices, in conjunction with college wide health, safety and welfare practice based on specific risk assessments, legislation, duties and good practice. However, there are many activities which occur that can be assessed generically. Where this is appropriate control measures, safe working procedures, codes of practice, safety guides or general safety instructions will be issued.

5.3. Consultation

5.3.1. The need to involve all members of staff in health, safety and welfare matters is recognised as being essential for successful implementation of this Policy and has already been acknowledged. Informal consultation should happen as a matter of course during normal day-to-day teaching and learning and delivery of all other tasks. In addition, staff and students are encouraged to identify health, safety and welfare issues within their area.

5.3.2. The college will also recognise its duty in law to engage with union representatives in relation to health, safety and welfare when two or more unions request consultation. Any appointed staff representatives who are not affiliated with any union may also be included in consultations. Union representatives can engage the college on these matters as required in order to represent views of their members, to highlight safety concerns formally and informally, and other in other ways laid down in the relevant legislation.

5.4. Staff Health & Safety Group

- 5.4.1. The prime means of communication and consultation on health, safety and welfare issues is through OSFC's Staff Health and Safety Group. The group's terms of reference are to promote a healthy and safe culture and to encourage discussion, understanding and consensus between the various uses of OSFC resources.
- 5.4.2. OSFC's Staff Health & Safety Group reports to the Health & Safety Manager who collates information and passes this to the SLT and/or the appropriate Governance Committee. Its membership includes representation from the Curriculum, Support Services and managed services providers. In some cases where it has been deemed necessary other nominated specialists may be included for specific technical advice. When requested, representatives from the recognised trade unions and staff representatives may also be included.
- 5.4.3. This group is an integral part of health, safety and welfare implementation, discussing operational issues and arrangements for health, safety and welfare, and in particular sharing risk assessments and experiences around control measures, both good and bad.

5.5. Procedures, codes of practice, guidance and safety instructions

- 5.5.1. Where (as a result of risk assessments) control measures are developed which meet legislative requirements or result in good health, safety and welfare practice, they will be adopted into daily use. These will be replicated and disseminated to other Directorates/ service areas within OSFC. The purpose is to ensure, so far as is reasonably practicable, consistency across the whole of OSFC, irrespective of location. It may be necessary to adapt them to meet specific requirements of individual areas. All Procedures, Codes of Practice and Safety Instructions will be reviewed regularly and may be amended if there are changes in circumstances, accepted good practice or changes in statutory requirements.
- 5.5.2. As an academy in SAT, a two-way communication process is adopted to feedback experiences which then inform changes in policy and procedures. SAT understands that its colleges will need to safely adapt the policies and procedures (and underpinning safe systems of work, codes of practice, instructions and other documents or training) in order to make them relevant to the local conditions. Competent health, safety and welfare advice will be on hand from the health and safety manager, team or a suitably appointed competent person.

5.6. Implementing

- 5.6.1. OSFC will decide on risk controls and put them into place. Relatively minor risks can be dealt with by a number of simply stated general rules and will usually be available to all staff in the form of the generic site risk assessments. Employees must be given proper tools and equipment and these must be maintained.

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- 5.6.2. OSFC will ensure that all staff have the necessary competency to carry out their task and to supervise them to make sure arrangements are followed. Managers, Supervisors, Directors and the College Operational Team will all have responsibilities to ensure staff are adequately supervised as needed and that there is compliance with the arrangements.

6. Performance Measurement - 'Check'

6.1.1. The proactive approach continues through into performance measurement through developing and actively monitoring performance to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed to a pre-determined standard, these will provide information on:

- The Environment – what's going on around us
- The Past – what's happened so far
- The Potential – what problems or dangers we might face

6.1.2. These performance indicators reveal where improvements are needed. The success of action taken to control risk is assessed through active self-monitoring involving a range of techniques. These include examinations of both hardware (premises, plant and substances) and software (people, procedures and systems), including behaviour.

6.2. Monitoring

6.2.1. Day to day responsibility for monitoring the effectiveness of OSFC's Health & Safety Policy should follow normal managerial lines. However there is a need for more formal monitoring with evidence being provided to ensure that the aims and objectives of the Policy are being met. The ways in which monitoring will be undertaken include:

- a) Reviewing risk assessments and the implementation of policies and procedures related to health, safety and welfare
- b) Analysis of accident, ill-health, incidents, near miss and dangerous occurrence and investigation statistics
- c) The inclusion of Health, Safety and Welfare in Curriculum and Departmental reports
- d) Failures of control are assessed through reactive monitoring which requires thorough investigation of any accidents, ill-health or incidents with the potential to cause harm or loss. In both active and reactive monitoring, the objectives are not only to determine the immediate causes of the sub-standard performance but, more importantly, to identify the underlying causes and the implications for the design and operation the health and safety management system as a whole, or in sections.

7. Review – ‘Act’

7.1.1. To deliver a continually evolving system review and evaluation is critical to the management system through providing a ‘Feedback Loop’. This feedback is used in a number of areas:

- For internal consumption and management strategy
- System and procedure development
- To support external review and evaluation.

7.1.2. Auditing of the processes and systems are a critical part of the HSMS and will be an evidence-based system. In most cases this will be achieved through internal auditing complimented where deemed necessary with external audits. In a majority of cases evidence will be based upon documentation, interview or observation.

7.1.3. Reviewing health, safety and welfare performance is an on-going activity and planned appropriately to ensure it happens on a timely basis, particularly where no monitoring has stimulated it to occur.

7.2. Lessons Learnt

7.2.1. OSFC will make every effort to share lessons learned from incidents with as many people who would benefit from it as possible including other trust members and SAT itself. It recognises that if an incident subsequently occurred as a result from ineffective communications of similar conditions it would not only be regrettable but a failure in how the management of health, safety and welfare is conducted or controlled, or both. All efforts must be made to resolve safety matters satisfactorily and this recorded.

7.2.2. The historical safety experiences of the academy, and trust beyond that, is something that must retained (for some legal aspects such as complying with various legislation) so that safety mistakes or shortfalls are not repeated, and the history allows others to understand the reasonings behind local safety decisions as well as a defense against litigation.

7.2.3. OSFC will actively source contacts and comparable feedback from other organisations that are similar as part of benchmarking in order to gain industry lessons and implement them where similar conditions exist at OSFC as this becomes relevant.

7.2.4. In some cases, incident reports may be shared with all relevant individuals. In other cases, an immediate safety alert may be issued to a specific department or area as a result of a safety concern from staff or members of the public, or new safety information coming from statutory bodies (HSE, DfE, Environmental Control, Building Control, Fire Services, etc.). A formal action plan can be issued, and areas for improvement given to management teams in order to structure their approach in order improve health, safety and welfare conditions over a given timeframe.

Revision History - Health and Safety policy

Revision date	Reason for revision	Section number	Changes made
March 2020	Annual Review		Added the updated Statement of Intent
March 2021	Sat Review	1.1,1.2,1.3 2.5.1,	Paragraph wording updated
		3	Signatures updated
		4.2.1	Section added on SAT
		4.3.1,4.4.1, 4.4.2, 4.4.4, 4.5, 4.5.2, 4.5.3	New structure defined and responsibilities explained
		4.6.1, 4.72 a), e) & g)	Paragraph wording updated
		4.9.2	Title adjusted
		4.12	List updated
		5.2.2, 5.3.2, 5.5.1	Paragraph wording updated
		5.5.2	Reference to trust added
		5.6.2	Changed to reflect new name
		6.2.1	Information on reporting added
		7.2.1	Trust responsibilities added
		7.2.2 & 7.2.4	Wording adjusted