

# CPR21: Occupational Health and Safety

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## Occupational Safety and Health (OSH)

### College Educational Environment

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#### 1. Introduction

The College is committed to excellence, not only in teaching, but also in the fields of OSH. People are our most important assets. The effective management of OSH, leading to fewer accidents involving injury and time taken off work, is an investment that helps the College to achieve its most important objectives.

We are mindful of our obligations under the Health and Safety at Work etc. Act 1974, but our aim is to go beyond what is strictly required by legislation. In particular, we recognise that the best OSH policies do not separate health and safety and human resource management. The ultimate goal of the College, as laid down by the Health and Safety Executive (HSE) document *“Successful Health and Safety Management”* (HS G)65) (2<sup>nd</sup> edition), 1997 is *“to improve our health and safety performance, so that accidents and ill-health are eliminated and work forms part of a satisfying life to the benefit of both the individual and the organisation.”* This continuing search for excellence in health and safety extends beyond the workforce, particularly to our students, but also to all those who visit the College.

Hertfordshire International College is situated within the campus of our partner University of Hertfordshire at College Lane Campus, Hatfield, Herts, AL10 9AB – a building owned and serviced by University of Hertfordshire and occupied by the College under the Recognition and Articulation Agreement (RAA).

Consequently this policy document follows explicitly the policies, performance standards and guidelines as determined by NVT UK and where possible the partner University.

#### 2. Statement of Intent

This is a statement of the Organisation and Arrangements for Hertfordshire International College. The statement does not replace the Navitas UK OSH General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on OSH matters are held by the CDP and College OSH Coordinator and can also be found in the Student Support Office.

Hertfordshire International College will, so far as reasonably practicable ensure the safety, health and welfare at work of all its employees. Hertfordshire International College will also ensure, so far as is reasonably practicable, that non employees such as students, visitors and contractors are not exposed to safety and health risks from the work activities of the College.

Hertfordshire International College is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc. Act 1974 (HASAWA) and associated Regulations.

Hertfordshire International College will, so far as reasonably practicable:

- ➡ Ensure that adequate resources are made available to ensure the effective implementation of this OSH Policy and to ensure the safety and health of employees and others affected by the College's activities.
- ➡ Ensure that advice is sought from the Manager HR & OSH Systems and Services NVT UK or other competent person on legal requirements for OSH and current best practice.
- ➡ Ensure that suitable and sufficient assessments are undertaken and recorded of all significant OSH risks to employees, visitors, students and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations.
- ➡ Provide and maintain plant and systems of work that are safe and without risks to health.
- ➡ Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- ➡ Maintain any place of work under its control in a condition that is safe and without risks to health.
- ➡ Provide and maintain a working environment for its employees, visitors and students that is safe, without risks to health and adequate as regards facilities and arrangements for employees welfare at work.
- ➡ Provide information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees, including temporary employees, students and visitors, and information on risks for students, visitors and employees of other organisations who are working in the College premises.
- ➡ Provide for the use of its employees, such Personal Protective Equipment (PPE) as is necessary to ensure their safety and health at work.
- ➡ Give special consideration to employees, students or other visitors with disabilities or language difficulties that may affect their awareness and / or understanding of safety and health information.
- ➡ Make arrangements for the provision of a suitable occupational health service for employees.
- ➡ Monitor OSH performance to verify that Hertfordshire International College OSH Policy is being implemented and OSH standards are being maintained and progressively improved.
- ➡ Develop and maintain a positive and proactive OSH culture.

Hertfordshire International College will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on OSH matters.

Hertfordshire International College recognises OSH as an integral element of its business, and it will be given equal status alongside other management functions.

Hertfordshire International College will ensure appropriate systems are developed and maintained for the effective communication of OSH matters throughout the College.

Hertfordshire International College is committed to continuous improvement in OSH performance and to this end will develop an OSH Action Plan identifying key targets and areas for improvement in

OSH management and risk control. Progress with this plan will be monitored regularly by the College Director / Principal (CDP), Senior Management Team (SMT), Management Academic Board (MAB) and the Operational Advisory Committee (OAC), or equivalent.

This Policy requires the commitment, cooperation and active involvement of all Hertfordshire International College employees to ensure its success and effectiveness.

All contractors and consultants working for Hertfordshire International College are required to comply with this Policy.

Hertfordshire International College will review this Policy Statement at least annually. Hertfordshire International College will ensure that this Policy is effectively communicated to all employees.

Failure on the part of any Hertfordshire International College employee, irrespective of their position, to comply with this Policy, including any Safe System of Work (SSW), may render that employee liable to disciplinary action and could result in criminal and / or civil proceedings.

<b>College Director / Principal</b>	Sarah Liu
<b>Address</b>	Hertfordshire International College, College Lane Campus Hatfield Hertfordshire United Kingdom AL10 9AB
<b>Date</b>	15/09/2016
<b>Version</b>	1.16

### 3. Summary – Organisational and Operational Responsibilities for OSH

#### 3.1 Hertfordshire International College Occupational Safety & Health (OSH)

The built environment and teaching equipment (other than consumable items) that Hertfordshire International College inhabits and use is provided, under the appropriate agreement, by the partner University in order to allow Hertfordshire International College to fulfil its obligations under the RAA. These include:

- Accommodation which can be used for lecture, tutorial and examination.
- Computing facilities of the general standard of sophistication used by the University for its students and audio visual equipment as normally provided for University classroom teaching.
- Providing student access to software as normally provided for University classroom teaching and employee's access to relevant teaching materials including but not limited to lecture notes and on-line material.
- Internet access from classrooms used as computer laboratories.
- Access for students and employees to the facilities of the University library.
- Providing appropriately fitted out premises.

Local OSH management of Hertfordshire International College requires College employees, the partner University and NVT UK to work together to ensure organisational and operational objectives for OSH are achieved.

Those departments and named people within the partner University with OSH responsibilities which may affect Hertfordshire International College are outlined below.

### **3.2 The University and Vice Chancellor**

The University's Board of Governors has overall responsibility for the OSH of all persons using University land or buildings for legitimate purposes, but this responsibility is delegated in practice to the Vice Chancellor (VC).

A nominee from the Directorate is nominated by the VC to take specific responsibility for OSH management (policy and ongoing provision of plans).

The University's Safety Management System (USMS) (Health and Safety Office for the University) is the VC nominated system to deal with general OSH matters and as such is the one of the primary OSH contacts of the College.

The College reports on OSH issues to the University through the Operations Advisory Committee (OAC) which meets once each trimester and which is a sub-committee of the Joint Strategic Partnership Management Board of the College and University.

### **3.3 The University Director of Estates**

The Director of Estates (DOE) of the partner University is responsible for the fabric of the building and their surrounds and for the provision of electrical, plumbing and similar services in Hertfordshire International College

The DOE will take all reasonable steps to ensure that these facilities do not put at risk the OSH of building users.

In consequence, it is not permissible for Hertfordshire International College to carry out any installation, construction, modification or alteration to any building fabric; or any engineering service installation that is the responsibility of the DOE without permission of the DOE. This Section outlines responsibility for the successful implementation of OSH management within Hertfordshire International College

### **3.4 Hertfordshire International College Senior Management Team (SMT)**

Members of the College SMT shall:

Ensure that suitable resources and strategic direction are available to discharge Hertfordshire International College OSH responsibilities.

Ensure that any decision made is in line with the partner University, NVT UK and Hertfordshire International College own policies and procedures, as they relate to OSH.

Ensure that all Hertfordshire International College approved OSH management systems, arrangements and organisation are effectively implemented across and within Hertfordshire International College and in consultation with the NVT UK Quality and Standards Office (Q&SO).

Support and endorse the Hertfordshire International College OSH Policy Statement in meeting safety responsibilities for the College as a whole.

The CDP is accountable for the implementation of the Hertfordshire International College OSH Policy, and will adhere, as part of good management practice, to the agenda for the effective leadership of OSH,

outlined in the Health and Safety Commission's Guidance "Leading Health and Safety at Work" (INDG 417).

Members of SMT will ensure that the principles outlined in the Health and Safety Commission's Guidance "Leading Health and Safety at Work" (INDG 417) are followed.

### 3.5 Operations Advisory Committee

The partnership between the College and the University is integral to the safety, health and welfare of Hertfordshire International College

Consultation regarding facilities and OSH management takes place between key stakeholders through the Operations Advisory Committee (OAC).

The OAC reports three times a year as part of the trimester program.

### 3.6 Quality and Standards Office NVT UK (Q&SO)

The Executive General Manager University Programmes Division NVT UK manages the NVT UK OSH portfolio through the mechanism of the NVT UK Q&SO. Of the members of the NVT UK Q&SO, the Manager HR & OSH Systems and Services NVT UK (MHROSH) is the "Competent Person" as defined by the Management of Health and Safety at Work Regulations. The NVT UK Q&SO:

Provide and implement OSH strategic and organisational direction to the following stakeholders:

- ➡ Hertfordshire International College Partner University.
- ➡ When appropriate, external bodies and authorities (e.g. The Quality Assurance Accreditation for Higher Education (QAA), UK Border Agency (UKBA), OFSTED, Health and Safety Executive (HSE) etc.

Provide and implement OSH enhancement, assurance, and operational control mechanisms to support the following stakeholders:

- ➡ Hertfordshire International College Partner University.
- ➡ When appropriate, external bodies and authorities (e.g. QAA, UK Border Agency (UKBA), OFSTED, Health and Safety Executive (HSE) etc.

Design and implement NVT UK approved OSH Business Continuity Management (BCM) systems for the following stakeholders:

- ➡ Hertfordshire International College and in consultation, where appropriate with partner Universities and the NVT UK Group.

Monitor via reports the overall performance of Hertfordshire International College OSH management systems.

Support and underpin the Hertfordshire International College OSH Policy Statement in meeting safety responsibilities for Hertfordshire International College as a whole.

Key OSH Contacts		
University Of Hertfordshire	<b>Name</b>	<b>Telephone number &amp; email address</b>
Vice Chancellor	Professor Quintin Mckellar	<a href="mailto:c.singer@herts.ac.uk">c.singer@herts.ac.uk</a> 01707284031

Estates Health and Safety Assurance Manager	Annette Dackus	01707 284000 a.dackus@herts.ac.uk
Director of Estates (UH)	Ian Grimes	01707286003 i.grimes@herts.ac.uk
UH Security		<a href="mailto:Securitycontrol-cl@herts.ac.uk">Securitycontrol-cl@herts.ac.uk</a> 01707284010
Hertfordshire International College		
College Director / Principal	Sarah Liu	<a href="mailto:Sarah.liu@hic.navitas.com">Sarah.liu@hic.navitas.com</a> 07875436299
Head of College Services	Karoline Torres	<a href="mailto:Karoline.giles@hic.navitas.com">Karoline.giles@hic.navitas.com</a> 07341560728
Head of Teaching and Learning	Chris Tofaris	<a href="mailto:Chris.Tofaris@hic.navitas.cpm">Chris.Tofaris@hic.navitas.cpm</a> 07493129379
College OSH Coordinator	Karoline Giles	<a href="mailto:Karoline.giles@hic.navitas.com">Karoline.giles@hic.navitas.com</a> 07341560728

#### 4. Organisational and Operational Responsibilities for OSH

##### OSH Responsibilities

Name	OSH Role	Remarks
Claire Butcher	Fire Marshall	
Symone Bernard	Fire Wardens	
Ciara Meeking	Fire Wardens	
Karoline Torres	OSH Coordinator	
Chris Tofaris	First Aider	
Symone Bernard	First Aider	
James Pugh	First Aider	

##### 4.1 The College Director / Principal (CDP)

The day to day responsibility for all Hertfordshire International College OSH and welfare rests with the CDP. This responsibility includes:

- Implementing the requirements of the NVT UK OSH & Hertfordshire International College Policy, therein ensuring compliance with all OSH legislation within Hertfordshire International College/areas of responsibility (CDPR 21 and CDPR 21/Documents/).
- Recognising the extent of their own personal responsibilities and liabilities under OSH law and ensuring their own level of OSH competency.

- Providing visible and active leadership pertaining to good OSH practice e.g. leading by example.
- Ensuring a positive OSH culture is evident and a proactive approach to OSH management is adopted within Hertfordshire International College.
- Ensuring all Hertfordshire International College business decisions (including the planning and design of new projects, procurement decisions, contractor selection, office moves etc.) fully take into account OSH considerations and that the MHROSH is consulted.
- Ensuring the objectives and content of the NVT UK OSH Policy and Hertfordshire International College OSH Policy (CDPR 21 and CDPR 21/Documents/) are fully understood by all employees.
- Develop and implement, in consultation with the NVT UK Q&SO, a local College OSH Policy (CDPR 21 and CDPR 21/Documents/) and ensure this is reviewed annually, or updated when appropriate to reflect significant changes in EU and UK legislation, NVT UK directives and policy and/or NVT UK OSH Policy and procedure, guidance and/or requirements.
- Specifying and ensuring that Hertfordshire International College is committed to the continuous improvement of OSH performance, in particular by identifying key priorities and areas for improvement in OSH management and risk control and developing an annual College OSH Action Plan (CDPR 21/Documents/Action Plan), against which progress should be monitored at regular intervals.
- Ensuring that employees and Responsible Persons are individually accountable for their OSH performance.
- Ensuring that OSH is adequately resourced with both time and finances and that employees and Responsible Persons make adequate provision in their budgets and/or workload for managing OSH.
- Ensuring Hertfordshire International College recognises OSH as an integral element of their business, and that OSH is given equal status alongside other management functions.
- Ensuring employees are adequately trained to manage OSH within their own service areas.
- Ensuring employees receive local OSH induction on their first day of employment.
- Ensuring that within Hertfordshire International College, adequate provision is made for consultation with employees, and including 'safety and health' as a standing item at College employees and management meetings.
- Co-operating and working closely with the MHROSH and NVT UK Q&SO to achieve a safe and healthy working environment.
- Ensuring employees, as appropriate, are aware of any specific areas of responsibility for OSH management relevant to their College function.
- Formally delegating the task of Hertfordshire International College OSH Coordinator to an appropriate employee, and ensuring that they are given suitable time, training and resources to undertake the role competently.



- Ensuring suitable persons are nominated to undertake key OSH functions within the College/area of responsibility, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments, as appropriate), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- Ensuring that the process of systematic risk assessment, as per the NVT UK OSH Performance Standard 01, Risk Assessment (OSHPS 01), is promoted throughout the College and that suitable arrangements are in place to ensure that all significant OSH risks arising from work activities of the College are properly assessed, recorded and adequately controlled (CDPR 21/Documents/Action Plan).
- Ensuring that there are adequate arrangements in place to effectively monitor and review OSH performance within Hertfordshire International College including reactive (e.g. incident reporting and investigation – see CDPR 21/Documents/Incident Log) and pro-active monitoring systems (e.g. workplace inspections) and ensure that achievement of key OSH objectives, as detailed in the College OSH Action Plan (CDPR 21/Documents/Action Plan), are monitored.
- Ensuring that Hertfordshire International College has implemented effective and NVT UK Q&SO approved BCM arrangements to control potentially serious hazards or situations of imminent danger.
- Ensuring the effective implementation of NVT UK OSH policies and performance standards to ensure that OSH risks to employees, visitors and third parties are properly controlled within their College/area of responsibility.
- Co-operating and working closely with the MHROSH and the appropriate members of the NVT UK Q&SO to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- Providing adequate OSH information, instruction, training, and supervision as appropriate, for specific OSH – related responsibilities, tasks, projects or equipment. Refresher training must also be provided, at least every 3 years, unless risk assessments identify the need for more frequent refresher sessions and as advised by the MHROSH.
- Ensuring adequate training records are kept and forwarded to the MHROSH as appropriate.
- Ensuring, in consultation with the MHROSH, that employees are provided with adequate OSH information about the safety and health risks from their work activities (via Hertfordshire International College OSH policies and/or OSH manuals, specific written safe working procedures or local rules, etc.) and that this information is regularly reviewed to ensure it is up-to-date.
- Ensuring, in consultation with the MHROSH, that the process of systematic risk assessment is promoted throughout Hertfordshire International College / area of responsibility and that suitable arrangements are in place to ensure that all significant OSH risks arising from work activities are properly assessed, recorded and reviewed (at least annually) and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.
- Identify key priorities and areas for improvement and enhancement to the MHROSH with regard to OSH management and risk control, and therein contribute to the NVT UK OSH Action Plan

(CDPR 21/Documents/Action Plan), against which progress should be monitored at regular intervals.

- Ensuring that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health, and that suitable local incident records are kept and that incidents are reported promptly to the NVT UK Q&SO, following the requirements of the NVT UK incident reporting procedure (CDPR 21/Documents/Incident Log).
- Ensuring, in consultation with the MHROSH, that incidents are properly investigated by the relevant line manager to establish causal factors, and preventive action required to address any deficiencies identified (CDPR 21/Documents/Action Plan).
- Ensuring, that in consultation with the MHROSH, that all employees report accidents, near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware during their local induction, of the reporting procedure (CDPR 21/Documents/Action Plan).
- Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of OSH information.

In carrying out their OSH responsibilities, the CDP will:

- Ensure that employees are provided with adequate and suitable equipment, to ensure their OSH, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
- Ensure that adequate OSH records are kept to satisfy legal and NVT UK OSH Policy requirements and ensure that legal compliance can be readily demonstrated.
- Ensure, in consultation with the MHROSH, that adequate first aid arrangements are in place, including the appointment of competent first aiders and/or appointed persons within their College/area of responsibility.
- Ensure, in consultation with the MHROSH and the partner University, that there are adequate fire precautions in place and that competent fire wardens are appointed.
- Ensure all employees (including sessional/temporary employees) are aware of the relevant precautions and fire/emergency evacuation procedure for their place of work.
- Ensure adequate welfare facilities are provided for employees and are maintained to a satisfactory standard.
- Ensure safe access and egress to and from work is maintained.
- Ensure the workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.
- Ensure adequate provisions are made with respect to heating, lighting and ventilation.

- Ensure an adequate supply of wholesome drinking water is provided for all persons at work in the workplace together with suitable drinking vessels.
- Ensure sufficient workspace is made available to allow work activities to be undertaken safely.
- Ensure workstations, including Display Screen Equipment (DSE), and seating are safe, suitable and fit for their purpose and that DSE assessments are undertaken.
- Ensure all equipment is maintained in a safe condition by a competent person on a programmed basis.
- Ensure that no building or alteration work is undertaken which disturbs the fabric of the building without first consulting the relevant asbestos register, and as appropriate, employees in the partner University.
- Ensure their own College/area of responsibility have implemented effective BCM planning arrangements to control potentially serious hazards or situations of imminent danger.

#### **4.2 Responsibilities of College Employees**

All Hertfordshire International College employees are directly responsible for:

- Taking reasonable care for the safety and health of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Line Manager or Responsible Person on all matters pertaining to their OSH at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their OSH at work.
- Reporting promptly, in the first instance to their Line Manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill health.
- Report to the relevant Responsible Manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their safety and health while at work.
- Observing safety rules and adhering to safe working practice at all times.
- Complying with the appropriate OSH policies, guidance and codes of practice of:
  - ➡ NVT
  - ➡ NVTUK
  - ➡ Hertfordshire International College

- Acquaint them-selves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending OSH training as directed and undertaking their work activities in accordance with any OSH training provided to them.
- Attending local OSH induction on their first day of employment.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in the College.

#### **4.3 Employees with Specific OSH Responsibility**

The following College employees have specific responsibility concerning OSH.

##### **4.3.1 Director of Marketing and Admission or equivalent.**

The DMA is responsible for supporting the CDP in all matters pertaining to OSH within the College environment and managing the OSH activities of the College marketing team whether in the United Kingdom or travelling / working overseas on NVT UK business. They discharge these responsibilities by:

Ensuring the College Director/Principal (CDP) is adequately supported to manage OSH within Hertfordshire International College Ensuring the objectives and content of the NVT UK OSH Policy are fully understood and followed by all marketing team members.

Ensuring that the process of systematic risk assessment is promoted throughout the marketing team and that all significant OSH risks arising from their work activities are properly assessed, recorded and adequately controlled.

Ensuring that all marketing team members are aware of their own individual OSH responsibilities as specified in the Hertfordshire International College OSH Policy (CDPR 21 and associated documents – CDPR 21/Documents/).

Recognising the extent of their own personal responsibilities and liabilities under OSH law and ensuring their own level of OSH competency by attending relevant OSH training and briefing sessions.

Providing visible and active leadership pertaining to good OSH practice e.g. leading by example.

Ensuring that new marketing team members receive local OSH induction within reasonable timeframes e.g. emergency procedures on day one of employment and subsequent OSH information and processes relevant to their work as soon as reasonably practicable.

##### **4.3.2 Director of College Services (DCS), Manager of Student Services (MSS) and the Manager of Academic Services (MAS) or equivalent**

The Managers are responsible for supporting the CDP in all matters pertaining to OSH within the College and student environment and managing the OSH activities of the College academic and student support team whether locally in the vicinity of the College or on NVT UK business throughout the UK. They discharge these responsibilities by:

Ensuring the College Director Principal (CDP) is adequately supported to manage OSH within Hertfordshire International College Ensuring the objectives and content of the Hertfordshire International College and NVT UK OSH Policy are fully understood and followed by all academic and student support team members.

Ensuring that all academic and student support team members are aware of their own individual OSH responsibilities as specified in the Hertfordshire International College OSH Policy (CDPR 21 and associated documents – CDPR 21/Documents/).

Ensuring that the process of systematic risk assessment is promoted throughout the academic and student support team and that all significant OSH risks arising from their work activities are properly assessed, recorded and adequately controlled.

Recognising the extent of their own personal responsibilities and liabilities under OSH law and ensuring their own level of OSH competency by attending relevant OSH training and briefing sessions.

Providing visible and active leadership pertaining to good OSH practice e.g. leading by example.

Ensuring that new academic and student support team members receive local OSH induction within reasonable timeframes e.g. emergency procedures on day one of employment and subsequent OSH information and processes as soon as reasonably practicable.

Ensuring safety and health induction relevant to students within the College is undertaken and recorded as soon as is reasonably practicable.

Ensuring all academic sessional employees receive suitable and sufficient OSH induction.

#### **4.3.3 OSH Coordinator**

The OSH Coordinator is a nominated person within the College who has been delegated responsibility by the CDP to:

- Manage the College OSH and Crisis Manual and any other associated documents.
- Assist the CDP in the development and monitoring of the College risk assessment strategy.
- Ensure, so far as reasonably practicable, the provision of a safe working environment within the College and areas within its control.
- Support the College compliance with appropriate OSH legislation, NVT UK OSH Policies and Performance Standards, University Safety Management Systems (USMS) and local Safe Systems of Work.
- Ensure that appropriate notifications of accidents or incident are made to the CDP, MHROSH and the partner University Health and Safety office, as appropriate. (Where employees receive a major injury (as defined by RIDDOR) or are injured and off sick for more than seven days the MHROSH must be informed as soon as practicable so that follow up actions can be undertaken to conform with legislative requirements. This follow up action also applies where students are injured in workplaces under Hertfordshire International College control and are subsequently taken to hospital).
- Periodically provide OSH advice and information to the CDP, employees and students.
- Ensure as far as reasonably practicable, that sufficient information, instruction, training and supervision are provided to enable employees and students to avoid hazards and to contribute positively to their own OSH.
- Resolve OSH and welfare problems referred to them by employees and students or referring to the CDP or line manager any problems they are unable to resolve within the resources available to them.
- Co-operate and co-ordinate with other partner University Departments on shared OSH responsibilities.

- Conduct ad hoc and weekly inspections of the College workplace; record these inspections; and any subsequent actions taken. This information should be collated in an Inspection logbook / excel spreadsheet and can form part of the active monitoring regime of the College.
- Take a proactive lead during team meetings and other employees meetings where OSH is concerned.
- To liaise closely with the MHROSH and seek timely OSH advice or support, as appropriate.

#### **4.3.4 Special Obligations of all Sessional Academics**

In addition to the general responsibilities of employees, outlined above, class sessional academics are expected to:

- Raise any OSH concerns outside their control, related to their class area with their MAS or equivalent Responsible Person.
- Conduct appropriate risk assessments for any activities outside the control of the College premises.
- Exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and when necessary, to carry these duties out diligently
- Know the particular OSH measures to be adopted in their own teaching areas and ensure that they are applied.
- Give clear instructions and warnings to students as often as is necessary to secure their safety, health and welfare.
- Set a good example by following any Safe Systems of Work (SSW) e.g. Out of Hours Procedures etc.
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Build, where appropriate safety education into curriculum planning.

#### **4.3.5 The Students**

Students must be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standard of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum guidelines.
- Observe all the health and safety rules of the College and, in particular, the instructions of employees given in an emergency.
- Use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.
- All students will be made aware of the contents of this part of the policy through induction.

#### **4.3.6 Contractors**

All contractors under local control will be appropriately selected and competent in terms of OSH.

Contractors will be made aware of the College OSH Policy upon induction and their SSW will include the health and safety of employees, students and others affected by their work.

The CDP and OSH Coordinator will be responsible for the coordination of contractor's activities on site.

The CDP and OSH Coordinator must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all employees, students and visitors to the premises.

The CDP and OSH Coordinator will consult with the Director of Estates or the MHROSH for any additional guidance on these matters.

All contractors must report to the CDP and / or OSH Coordinator before any work takes place and prior to each working session. The CDP and / or OSH Coordinator should then inform the contractor of any conditions which may affect their safety and that of others.

## **5. Arrangements (Systems and Procedures)**

It is the responsibility of the CDP to ensure so far as reasonably practicable that the following arrangements are suitable, sufficient, and maintained correctly.

All employees and students must be made aware of the arrangements.

### **5.1 Premises**

All College premises must be maintained in a condition which, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this duty reference will always need to be made to the age and structural features of the buildings.

All employees have a responsibility to maintain the premises and not do anything malicious to damage the fabric of the buildings or its surroundings. Employees must report any defects or damage to their Responsible Person and / or the OSH Coordinator.

The following are a list of general rules for employees to follow:

- ➡ Do not cause obstructions.
- ➡ Do not run, especially up and down stairways.
- ➡ Do not leave cables trailing on the floor.
- ➡ Do not attempt to interfere or repair any equipment or machinery unless authorised and competent to do so.
- ➡ Report all defects, damage or dangerous conditions or system of work.
- ➡ Dispose of rubbish and refuse promptly and in accordance with local procedures / approved practice.
- ➡ Use appropriate ladders to gain access to heights.
- ➡ Do not move any load liable to cause injury.
- ➡ Observe all OSH signage.

### **5.2 Housekeeping**

The general tidiness and cleanliness of the premises is a key factor in the promotion of OSH and can contribute greatly to reducing risks and accidents.

All employees are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste materials in the containers provided and must not allow it to accumulate.

All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free, not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately using appropriate materials and observing the relevant warning signage.

No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object which is likely to affect safe access and / or egress.

Although accumulations of dirt and waste should be reported by employees to their line manager, it is stressed that general cleanliness is the responsibility of all employees, not just those designated as housekeeping employees.

Floors and staircases will be inspected on a regular basis.

### **5.3 Heating and lighting.**

Sufficient heating, lighting and ventilation will be provided and maintained by the Estates Department of the partner University.

The temperature of the workplace will be monitored and thermometers will be provided for measurement.

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, the College will supply and maintain suitable welfare facilities including, toilets, wholesome drinking water, washing and drying facilities.

Notices designed to protect the Health and Safety of employees, students and visitors will be displayed on the College premises. Employees and students must not interfere, remove or deface any OSH signs or notices.

### **5.4 Risk Assessment**

All significant hazards must be risk assessed. These assessments must be recorded and reviewed in accordance with legislation e.g. the Management of Health and Safety at Work Regulations etc. and NVT UK OSH Performance Standards and Guidance.

All employees and others affected by the activities of the risk assessment must be informed and follow all relevant Safe System of Work (SSW) and associated Codes of Practice (COP). This includes off site visits and trips.

### **5.5 College Crisis Manual**

The College Crisis Manual (CCM) supplements the OSH Policy and contains both proactive and reactive information, procedures, and relevant Safe Systems of Work for daily operational use and in the event of crisis and/or emergency.

The CCM is produced and aligned in consultation with the College, partner University health and safety team, Estates department, NVT UK Q&SO and other OSH guidance. (Where applicable, Codes of Practice (COP) and Safe Systems of Work (SSW) are developed through risk assessment and relevant HSE Guidance).

The CCM and COP are maintained by the College OSH Coordinator in consultation with the CDP and employees. Copies are held in the College OSH Folder and are made available to all employees and students, as appropriate.

### **5.6 Accident / Incident Reporting and Investigation**



All accidents, injuries, diseases and dangerous occurrences involving College employees, students or others on College premises must be reported immediately to the College OSH Coordinator.

The OSH Coordinator must inform the CDP and the Manager HR & OSH Systems and Services NVT UK (MHROSH) at the earliest opportunity of all significant accidents / incidents (including violence and aggression).

All accidents and / or incidents will be investigated by the Responsible Person. The level of investigation will be proportionate. Advice and support is available from the MHROSH.

HSE Accident book (BI 510) should be held by the College First Aider and / or the OSH Coordinator.

All accidents / incidents should be recorded.

Where the accident / incident needs a more comprehensive investigation and / or is reportable under the Reporting Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) advice and assistance must be sought from the MHROSH and the Emergency Log 1.13 must be completed (see College Crisis Manual).

## **5.7 First Aid Provision**

The College, in making adequate arrangements for First Aid, will comply with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice (ACOP), L74 "First Aid at Work"

The College will maintain an adequate number of qualified First Aiders in order to provide First Aid cover at all times. The names of First Aiders will be provided throughout the premises and employees and students will be informed upon induction.

The OSH Co-ordinator will be responsible for recording names and location of First Aiders and will file copies of First Aid certificates with the date of initial training and refresher training.

Training for all First Aiders will be in accordance with the HSE approved list of courses and providers.

The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives. In the case of an emergency, the employee will, if safe to do so, be taken to the nearest casualty or emergency treatment hospital or other medical centre or await the arrival of an ambulance. It is the responsibility of the First Aider (or Appointed Person) to call for an ambulance where it is deemed necessary.

First Aid equipment will be kept in accordance with the Approved Code of Practice contained within the First Aid at Work Regulations 1981. The overall responsibility to maintain the First Aid kits and their contents lies with the designated First Aider (or Appointed Person).

Where reasonably practicable those persons travelling / working overseas on NVT UK business should carry a personal "travel" First Aid kit.

All First Aid treatment administered by the College First Aiders must be recorded in the Accident Book (BI 510) held by the OSH Coordinator.

## **5.8 Fire and Emergency Procedures**

The partner University Estates department provide the College with fire protection in accordance with the Fire Safety (Reform) Order 2005.

Alongside the University fire safety measures a local fire risk assessment must be undertaken. The risk assessment can be held electronically but a hard copy must be stored in the College OSH manual. The assessment will be reviewed if circumstances or conditions change, a significant change occurs to the matter which it relates and at least annually.

Firefighting equipment, means of escape and warning systems will be maintained by the partner University Estates department.

Fire alarm activators and sounders will be tested by the partner University Estates department on a weekly basis following a pre-arranged schedule. (Insert day/time).

The College fire log book is held by the partner University Estates department.

In the event of an emergency all staff will undertake the role of a Fire Marshall. Administrative staff will attend Fire Marshal training as appropriate to their role. The Fire Marshalls will also undertake fire safety inspections of the College and this will be recorded in the College OSH Inspection Manual.

All means of escape must be available for use at all times. Access to the means of escape must be kept clear and unobstructed at all times. All employees are responsible for maintaining escape routes and for reporting any defects and obstructions.

The College will comply with all fire drills conducted by the partner university and results will be discussed at the subsequent team meeting. All relevant information will be recorded in the OSH manual e.g. names of attendees, actions taken, lessons learnt etc.

Fire Action notices will be promulgated throughout the College.

The emergency plan / procedures are contained in the College crisis manual and should be explained to new starters on induction and employees periodically reminded during team meetings.

All employees must be made aware of the following:

- ➡ General fire prevention principles.
- ➡ Action to take on discovering a fire.
- ➡ Means of raising the alarm and their location.
- ➡ Action to take on hearing the alarm.
- ➡ Location of firefighting equipment.
- ➡ Means of escape.
- ➡ Assembly point.

All students will receive fire safety awareness information as part of their induction. Smoking is only permissible in allocated areas of Hertfordshire International College for students and employees.

No smoking must take place within 5m of the building or the confines of the building (smokers must be mindful of second hand smoke for other non-smokers).

## **5.9 Control of Substances Hazardous to Health (COSHH)**

Where any hazardous substances are used by College employees then appropriate COSHH assessments must be completed as per OSH Performance Standard 08 and SSW developed.

## **5.10 Safety / Hygiene in Kitchen**

No students are permitted in the kitchen area.

Periodic hygiene inspections of the kitchen should be made by the OSH Coordinator but all employees have a responsibility to keep work surfaces, fridge, microwave and sinks clean.

A duty roster for cleaning the fridge, microwave, cups and associated china may be necessary if not undertaken by contracted cleaners.

Removal of waste and general cleaning is the responsibility of cleaners employed by the University Estates department.

Any vermin such as mice or rats should be reported immediately to the OSH Coordinator. Pest control is maintained by the partner University Estates department.

#### **5.11 Asbestos**

The University's Asbestos Policy must be followed.

No employees, students or visitors should interfere with the fabric of the building without prior permission from the Estate department.

The Estates department holds the Asbestos register for Hertfordshire International College

#### **5.12 Electricity**

All portable electrical appliances must be regularly maintained in a safe condition and tested by a competent person.

Portable Appliance Tests (PAT) must be recorded in an appropriate log book and available for inspection. The PATs are organised by BCU Estates Team on 0121 331 5363.

Testing of fixed wiring must be undertaken 5 yearly by a competent person. This is undertaken and recorded by the Estates Department.

All employees must undertake basic visual user checks of electrical equipment before use.

Any defects must be reported and equipment isolated from use.

When using electrical equipment outside a building then a Residual Current Device (RCD) must be used.

#### **5.13 Safety Signage**

All safety signage used by the College must comply with the Health and Safety (Signs and Symbols) Regulations 1996 and / or appropriate fire safety legislation.

Under the Health and Safety Information for Employees Regulations it is a legal requirement that the College purchases the HSE Health and Safety Law poster and displays the poster in a prominent position for employees. This will be displayed in the college office.

All employees, students and visitors must comply with the signage.

#### **5.14 Manual Handling**

Where significant manual handling tasks exist, employees should undertake a manual handling risk assessment as per OSH Performance Standard 03.

The risk assessment should be recorded and controls / SSW shared with those affected by its activity.

#### **5.15 Display Screen Equipment**

All Users must be DSE risk assessed as soon as reasonably practicable on gaining employment. This action will be undertaken as part of local induction and includes those identified as Home Workers.

DSE Users are entitled to free eye tests upon request and corrective vision appliances (glasses), as appropriate (further details are contained in the NVT UK employee handbook and NVT UK OSH Performances Standard 02).

Assessments will be recorded and collated in individual Personal files and updated as per OSH Performance Standard 02 (e.g. at least annually etc.).

#### **5.16 Occupational Road Risk and the Use of motor vehicles in the course of employment**

Employees who drive a motor vehicle in the course of employment e.g. claim motor vehicle travelling expenses and / or lease, or hire vehicles, must be identified by their line manager or Responsible Person nominated by the CDP. This includes minibus drivers.

These drivers must read and comply with OSH Performance Standard 04 (OSH PS 04), and they must produce a valid driving license, certificate of insurance and MOT (if applicable) for verification. This verification must be done at least annually and recorded as such.

Employees should check with their insurance company that the level of cover that they hold is appropriate to the miles that they envisage travelling in the course of employment. For some employees this may mean that they incur a small premium for business use.

The Driver Documentation Checks form held by the CDP and found at Annex A to OSH PS 04 must be completed by drivers and signed accordingly. This form will then be held in the employee Personal File and reviewed annually, or if any situation changes that will affect their roadworthiness.

#### **5.17 Access Equipment and Working at Height**

Any employee who needs to work at height e.g. above or below ground floor level must undertake a risk assessment to determine a safe system of work.

Employees must not stand on chairs and / or tables to work at height. They must as a minimum, use the ladder provided.

A visual inspection of the access equipment (ladder etc.) to be used must be made by the user for serviceability prior to use.

Records must be kept of inspections and defects.

#### **5.18 OSH Training**

OSH training is provided by the Manager OSH and Facilities NVT UK or externally, as appropriate.

The CDP or relevant line manager must update training records for those staff attending OSH or other training. The personnel file would normally be updated with a copy of the certificate of attendance. Names of attendees and their qualifications must also be forwarded to the MHROSH for collation.

A register must be maintained of mandatory training and updates, so that lapses in requalification do not occur e.g. First Aider, Fire Marshal etc.

Generally OSH training must be updated every three years as a minimum unless risk assessments dictate otherwise.

All College employees will attend the Chartered Institute of Environmental Health Level 2 Award in Health and Safety and basic risk assessment awareness training as soon as is reasonably practicable.

#### **5.19 College employees travelling / working overseas on NVT UK business**

All employees travelling / working overseas on NVT UK business must read and comply with OSH Performance Standard 09.

Responsible Persons such as the CDP, DMA, or equivalent must ensure that risk assessments are completed and periodically reviewed for any employee who travels / works overseas on NVT UK business.

Individual risk assessments must be collated and stored in the employee's personnel file or other equivalent secure storage area.

Sample checks / inspections by Responsible Persons must be conducted of relevant health documentation of those that travel / work overseas.

Contingency / emergency plans, in particular extraction and communication methods must be discussed and practiced periodically.

#### **5.20 Emergency Procedures**

The College Crisis Manual takes precedence over the University emergency response documentation in all matters that are specifically College related. The exception to this rule is when the emergency is deemed to be a University / College wide issue whereby the University convenes an Emergency Response Team Meeting and an Action Plan is put in place (e.g. acts of God, Terrorism, pandemic virus).

Refer to the College Crisis Manual for more details.

#### **5.21 Insurance**

Hertfordshire International College is required by law to insure against liability for injury or disease to their employees arising out of their employment.

The Employers Liability (Compulsory Insurance) Act 1969 ensures that Hertfordshire International College has a minimum level of insurance cover against any such claims.

A copy of the Employers Liability (Compulsory Insurance) certificate must be displayed within the College (administration office) where employees can easily read it.

The relevant insurance for employees travelling / working overseas on NVT UK business is provided by Aon Facility Business Travel Insurance. Further details can be obtained from the DMA / Senior Marketing Manager.

#### **5.22 Occupational Health**

Generally Occupational Health services will be purchased through the partner university's resources. Where employees require Occupational Health assessments e.g. rehabilitation into the workplace, health surveillance, counselling etc. advice should be sought from the Executive General Manager University Programmes NVT UK and Manager HR & OSH Systems and Services NVT UK, as appropriate.

#### **5.23 Lone Working**

All employees lone working within Hertfordshire International College must comply with OSH Performance Standard 06 and the College Out-of-Hours working procedure (this procedure is held by the OSH Coordinator in the OSH folder, and is located on the shared drive under [..\Health and safety](#)

#### **5.24 Lettings**

The CDP and / or Responsible Person will ensure that the hirer of any premises, for any event, is aware of their obligations under Health and Safety legislation and the College and NVT UK OSH Policies, where appropriate.

#### **5.25 Employee consultation**

The strategic, organisational direction and support within NVT UK is provided by the NVT UK Q&SO. The CDP and Manager HR & OSH Systems and Services consult with stakeholders, periodically and as appropriate over OSH.

The Operations Advisory Committee (OAC) and Local College Committee are other mechanisms for employee consultation between the University and College.

The College must have health and safety as a standing item on its agenda at all staff meetings and /or meetings of the College Academic Board.

Other methods of health and safety consultation will include 1:1's with employees, performance appraisal, quality circles, staff notice boards, email and questionnaires, as appropriate.

The college must consult employees on the introduction of any measure at the workplace which may substantially affect their health and safety, this will include the arrangements for competent persons and emergency evacuation; and any information provided on risks to health and safety and preventative measures e.g. risk assessments.

#### **5.26 Visitors to the College Premises**

All visitors to the College (except other NVT UK employees) must:

- ➡ Record their visit in the visitors log book
- ➡ Be issued with and wear a visitors identification badge
- ➡ Be alerted to the College / premises fire procedures
- ➡ Adhere to the College "No smoking" procedures
- ➡ Park their vehicle in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- ➡ Where reasonably practicable, be accompanied by a Responsible Person
- ➡ Remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied
- ➡ Not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised, particularly unauthorised electrical equipment
- ➡ Report all accident, incidents and near misses to the partnering person

#### **5.27 OSH Induction for new employees**

On the first day of employment all new employees must be made aware of any emergency procedures relevant to the College / Premises. This will normally be conducted by the OSH Coordinator.

The OSH Induction checklist (held by the College OSH Coordinator) must be completed and signed off within the first week of employment.

Completed Induction checklists must be held on the respective employee personal file.

### **5.28 Work Equipment**

The college will conform to the requirements regarding safe systems of work for operating work equipment. The procedures relate to the purchasing of new equipment, existing work equipment and second hand equipment.

The college will ensure that access to dangerous parts of machinery is prevented and that suitable guarding is in place, to prevent contact.

## **6. Monitoring OSH Performance**

### **6.1 Active monitoring**

The College OSH Coordinator and / or Fire Marshalls must conduct weekly inspections of the premises e.g. access / egress, housekeeping, fire safety control measures etc. This action and any outcomes must be recorded in a College Inspections logbook. Ad hoc OSH daily inspections should also be carried out by the College OSH Coordinator and / or Fire Marshalls of the premise and recorded as appropriate.

The CDP will conduct a formal OSH inspection at least once per semester and this will also be recorded in the College Inspection logbook. The OSH Coordinator will conduct monthly OSH inspections alongside the Health and Safety Coordinator from BCU.

The College is subject to annual Audit and Review by the NVT UK Quality and Standards office which is inclusive of OSH and general compliance regulations and procedures. See *CQMH* Section 7.

Periodically the MHROSH will carry out sample OSH audits of the OSH management systems and report accordingly.

### **6.2 Reactive monitoring**

In addition to proactive monitoring, reactive monitoring of OSH performance, in the form of reporting and investigation of accidents and incidents, including “near misses” must also be undertaken within Hertfordshire International College

### **6.3 OSH Reports / Action Plans**

General OSH reports are made on a trimester basis to the Operations Advisory Committee in the form of the Operations Report.

The College must produce an annual report that contains a summary of the self – inspection and risk assessments.

The report is submitted to the CDP and includes the action plan developed as a result of any findings and includes details of control measures carried out. This report forms part of the Operations Report to the Operations Advisory Committee. See *CQMH* Section 2.7.1 and 9.3.4.