

# HEALTH AND SAFETY POLICY

## **General Policy Statement**

Inspire Middlesex College recognises its duty to provide a safe place of work for employees and a safe place of learning for students and apprentices. Inspire Middlesex College shall therefore ensure compliance with all relevant legislation. It will also apply the principles of best practice in the discharge of this duty.

It will maintain safe and healthy working conditions and equipment for employees and also provide a safe, healthy and supportive environment for students and apprentices, in so far as is reasonably practicable.

Inspire Middlesex College acknowledges its duty of care to ensure not only its employees but also those persons other than its employees, e.g. students, visitors, contractors and members of the public are not put at risk as a result of carrying out its business operations, so far as is reasonably practicable.

All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. Students and apprentices shall receive Health and Safety information at induction into the College and at appropriate intervals during the course/apprenticeship of their time at Inspire Middlesex College.

We take a preventative and measured risk assessment approach to Health and Safety. We aim to avoid health and safety problems and to work within the health and safety guidelines of the apprentices' employer.

Breaches of this policy may be regarded as misconduct and be subject to the relevant apprentice/learner or employee disciplinary procedures.

It includes:

- A statement of commitment regarding the health and safety of apprentices in our care and our associates
- The lines of responsibility for health and safety in our organisation
- How we identify risks
- The arrangements we put in place for key risks
- Our procedure for accident or ill health of apprentices
- How we ensure that the employers we work with are aware of their responsibilities for the health & safety of their apprentices

## Statement of commitment

- Compliance with health and safety legislation and codes of practice
- Continuously improving health and safety management and performance
- Reducing risks to as low as reasonably practicable through sensible and effective risk assessment and risk management processes.
- The provision of appropriate resources, information, supervision, instruction and training.
- The prevention of incidents, including accidents, near misses, injury or ill health, arising from the activities of the College, and effective emergency response.
- Investigation of incidents so that lessons can be learnt and shared to prevent future occurrences.
- Leadership by the senior management team to encourage a positive Health and Safety culture, and to check that policies and procedures are implemented effectively.
- Effective consultation and communication on Health and Safety with staff, students and others who may share our facilities or activities.
- Ensuring that staff, students and apprentices understand their personal responsibility to act safely and responsibly, and that they are encouraged to contribute to the continuous improvement of health and safety standards.

The arrangements that support Inspire Middlesex College policy commitment are provided in safety codes of practice which can be obtained upon request.

## Lines of responsibility and personnel responsible for implementation of this Policy

### Managing Director

- The Managing Director has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff students and visitors. The Managing Director will take all reasonably practical steps to ensure that the Health and Safety Policy is implemented. Key tasks include:
  - Making sure all relevant resources are made available to ensure the college's health and safety objectives are met
  - Promoting and maintaining a positive health and safety culture across the College

- Ensuring matters affecting health, safety and welfare are communicated effectively across the College and regularly liaise with health and safety managers
- Ensuring health and safety is one of the top agenda on all leadership meetings
- The Managing Director will designate an appropriate person from the teaching team to be the Inspire Middlesex College's Health and Safety Manager.
- The Health and Safety Manager will be responsible for the day to day implementation of the Health and Safety Policy at Inspire Middlesex College.

### **Responsibilities of Staff**

- All staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility and avoid conduct which would put themselves and anyone at risk.
- All staff, in addition to their day to day duties, will have direct responsibility for the implementation and operation of Inspire Middlesex College Health and Safety Policy within their relevant areas of responsibility.
- Staff will undertake regular risk assessments for activities within their area of responsibility, appropriate actions are put in place and safe methods of working adopted.
- Report all accidents, incidents and near misses at the earliest opportunity.
- Promote and maintain a positive health and safety culture.
- All staff will ensure that students, apprentices and others comply with the requirements of Inspire Middlesex College Health and Safety Policy.
- Ensure that apprentices, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- See that all equipment is in good and safe working order and adequately guarded and no make or allow improper use of such equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, equipment and facilities that they observe to the Managing Director of Inspire Middlesex College.

## **Responsibilities of Apprentices and Students**

Apprentices and students are expected to work in accordance with information and training that has been provided to ensure their own safety and that of other apprentices, students, our staff and others.

They are expected to conduct themselves with due regard to health and safety to avoid putting themselves or anyone else at risk.

We recognise the importance of consultation with staff, apprentices and their employers and will implement a communication system to encourage active participation in improving health and safety, and in the implementation of the arrangements outlined in this policy.

## **Implementation of the policy**

- Disseminating and including the policy in induction sessions and apprentice on-boarding
- Ensuring curriculum content and learning materials embrace the principles of health, safety and welfare
- Embedding in regular review forms and apprentices' survey forms
- Where possible we build the apprentices' employers relevant materials into teaching and learning plans
- Seeking out KSBs in the standard that lend themselves to promotion of health, safety and welfare for class discussion e.g. topics around the handling of medicines

## **How we identify risks**

The apprenticeship training that Inspire Middlesex College undertakes is within the pharmacy area which has higher than average risk. The following steps are taken to identify and mitigate risks:

- Known risks are rated according to their frequency and criticality
- We work closely with the apprentices' employer to ensure our policies and procedures are streamlined ensuring apprentices see commonality between employer procedure and our procedures with respect to the 20% off the job training element of their apprenticeship
- As part of our onboarding process we ensure that every apprentice is made aware of our health and safety policy. Time is taken to ensure that there is an understanding of both our responsibilities and those of the apprentice or student
- We work to engender a sense of responsibility, self-awareness and care for the health, safety and welfare of others amongst our apprentices and students
- Staff and others in the delivery team undertake regular dynamic risk assessment to ensure no new risks have arisen since the last health and safety check
- We undertake regular safety drills to ensure apprentices and students are familiar with emergency procedures

- Some of our key staff teaching on our apprenticeship programmes have received special training appertaining to commonly presented injuries in the context of our training environment
- We undertake regular monitoring of health and safety (see below).

### **The arrangements in place for key risks**

Please see Annex to this policy for the arrangements in place for the following risks:

- Fire Safety
- First Aid
- Equipment
- Cleaning and Waste
- Visitors
- Security

### **Procedure for accident or ill health of apprentices**

#### **Reporting Accidents**

- All accidents to staff, apprentices, students and visitors must be reported, in writing, using the Inspire Middlesex College Accident Reporting Book. Certain accidents must be reported to the Health and Safety Executive under the reporting of Injuries, Diseases and dangerous occurrences regulations Act 1995 (RIDDOR). This will be reported to the Managing Director of Inspire Middlesex College, who will record incidents in the Health and Safety Log, which is reviewed at senior management meetings.
- Staff are briefed on how to call the emergency services in the case of an accident, or how to make safe or evacuate an area if an incident occurs
- We have an apprentice code of behaviour. Contraventions of our expectations regarding health and safety may invoke the disciplinary procedure
- Health and safety forms part of our regular monitoring of apprentice performance at monthly progress meetings
- We will intervene if anyone and, in particular, an apprentice is acting in a manner which may endanger themselves or other persons present. We explain to the apprentice the reasons why College staff have intervened
- We will inform the apprentices' employer of relevant health and safety incidents involving their apprentices.

## Procedure

**Stage One:** Incident Handling - Make safe and deal with incident/accident/ill-health in line with best practice guidelines or emergency procedures

**Stage Two:** Reporting - Report any accident, incident or near miss, or ill health of the apprentice, however minor, to the appointed Health and Safety Manager or Managing Director at the earliest opportunity

**Stage Three:** Recording – the appropriate record of the incident/accident/ill-health of the apprentice is undertaken and submitted to the Managing Director within 24-48 hours

**Stage Four:** The report is reviewed. An investigation may be commissioned depending on the nature and criticality of the incident. Subsequent lessons learnt or new risks identified are entered on the Health and Safety Log and/or Risk Register and the information fed into our monitoring and reporting process which is passed up to the Managing Director. In some cases, it may be necessary to report to the Designated Safeguarding Officer responsible for safeguarding.

**Stage Five:** The Managing Director and senior management team feed lessons learnt into relevant continuous improvement or quality improvement plans.

We have a room available in the College that can be used as a first aid room if required.

## How we ensure that the employers we work with are aware of their responsibilities for the health & safety of their apprentices

During the contracting phase with the apprentices' employer we ask that a Health and Safety representative be identified as a key point of contact. We ask the employer to undertake a Health and Safety Check. We require that the apprentice is involved so that they understand the risks in their own workplace. The Health and Safety check should be refreshed annually or more frequently if there are changes to the apprentices' work.

In order to ensure the employer understands their responsibilities appertaining to health and safety of apprentices we communicate this in the contractual and enrolment documentation. Additionally, at the apprenticeship on boarding we ensure apprentices are aware of the health and safety check / risk assessment that has been completed and encourage them to ensure they are fully familiar with the details.

## **Monitoring and Evaluation**

The requirement of this policy together with all relevant health and safety guidance and procedures will be implemented in full in all areas of Inspire Middlesex College. In consultation with the assigned Health and Safety Manager, Inspire Middlesex College will develop local safety procedures, codes of good working practices, and other relevant information as required and for these to be signed off by the Managing Director of Inspire Middlesex College.

The implementation of this policy will be regularly monitored by Inspire Middlesex College senior management team and updates will be reported to the Managing Director.

The effectiveness of this policy will be evaluated by:

- Annual review of this policy, with consideration of its links to Safeguarding
- Annual communication of this policy to promote its importance and ensuring all staff are fully refreshed in their understanding of health and safety
- Monitoring staff's application of the policy within teaching and learning observations and performance review
- Checking that related policies are up to date and relevant at least annually
- Reviewing the record/log of accidents or reported near misses at senior management meetings and using this to drive continuous improvement.

This policy was considered and adopted by Inspire Middlesex College in line with their overall duty to ensure the health, safety and welfare apprentices, learners and other staff involved in our business as set out in DfE and other guidance.

## **Review and Updates**

This policy will be reviewed every 12 months or more frequently in the event of: (a) publication of new guidelines/official communications (b) any accident being reported, and upon conclusion of any investigation; whichever is the sooner. It will also be amended as appropriate to meet the demands of future legislation.

## **Annex to Health and Safety Policy:**

### **1. Fire Safety**

- Appropriate procedures for ensure safety precautions are properly managed will be formulated and disseminated to all staff. This will include fire drills, and the use of fire extinguishers.
- Inspire Middlesex Colleges evacuation procedure will be prominently displayed in teaching rooms, and offices. All staff, apprentices and students must be fully conversant with the procedures in the event of a fire/bomb threat. Evacuation procedures will be tested each term.
- All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested regularly from differing points in the building when the site is not in use and records will be maintained.
- Fire alarm and detection systems and appropriate fire-fighting equipment is maintained in serviceable condition, tested at appropriate intervals and certificated in accordance with legislative requirements.

### **2. First Aid**

- First Aid can save lives and prevent minor injuries from becoming major ones. Under Health and Safety legislation, employers have to ensure there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- The number of first aiders' will not at any time be less than the number required by law. Supplies of first aid material will be held at varying locations throughout the College and checked on a regular basis by a qualified first aider.
- Facilities staff are trained to be the first responder for first aid incidents and are trained to 'First Aid at Work' standards.

### **3. Equipment**

- Protective clothing/gloves/masks/helmets must be provided and used by external providers and staff when required. Staff and students must be provided with and use glass/eye shields in the model pharmacy, workshops. Visitors must be provided with protective equipment where required.

- All electrical equipment must be checked annually by approved inspectors or an appropriately trained member of staff.
- When new equipment is purchased it is the responsibility of the Managing Director to ensure it meets the standard and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies.
- Display Screen Equipment must meet health and safety standards as specified in DSE legislation and follow relevant guidance ensuring safe set-up of workstations for all users (Workstation Assessment).

#### **4. Cleaning and Waste**

- Inspire Middlesex College will monitor the cleaning standards of the cleaners with specific consideration given to hygiene areas.
- Inspire Middlesex College will monitor the waste collection service with separate provision given to the disposal of laboratory materials, clinical waste and normal refuse.

#### **5. Visitors**

- All visitors to Inspire Middlesex College will report to the member of staff they are visiting and shown to an appropriate room by that member of staff.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, apprentices, students or visitors to Inspire Middlesex College.
- Whilst on site, all visitors and contractors must wear official identification.

#### **6. Security**

- Staff should be conscious of all aspects of the security of people and property. The emergency doors should only be used in the event of an emergency.
- All staff will have appropriate safeguarding checks ensuring that all current safeguarding legislation is fully met.

## **7. Smoking**

- In line with the Health Act 2006, Inspire Middlesex College will fully comply with the requirements of the legislation in that smoking is prohibited in all College premises with the exception of those designated smoking areas.
- The smoking ban applies to all staff, learners, visitors and contractors.