

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 and manage risks and health and safety concerns
- The arrangements we put in place for key risks and health and safety concerns
- 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

This policy should be read in conjunction with the procedures that have been put together as part of our response to the Coronavirus pandemic. The main document is the Coronavirus (Covid-19) Resilience Plan.

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. This includes, for example, our code of practice on managing on-line safety and remote delivery with a view to health and safety around wellbeing and screen fatigue. We also have procedures covering Covid-19 testing and requirements for the safe return to classroom learning such as social distancing and cleansing etc.

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, apprentices, students and visitors. The Managing Director will ensure that Health and Safety is one of the top agenda items at leadership meetings and ensure that this policy is implemented and kept under review.

The Managing Director will take all reasonably practical steps to ensure that the Health and Safety Policy is implemented. Key tasks include:

- Promoting and maintaining a positive health and safety culture across the College.
- Ensure that the statutory requirements are observed, and that relevant records and reports are in order
- Receive reports from staff and act on them to ensure that a safe and healthy environment is maintained for staff, learners and the public.
- To ensure the adequate provision of protective clothing and equipment, where necessary, for staff, apprentices, students and visitors to areas under their control
- The Managing Director will designate an appropriate person from the teaching team to be the Inspire Middlesex College's Health and Safety Manager.
- Ensuring matters affecting health, safety and welfare are communicated effectively across the college and regularly liaise with the designated Health and Safety Manager and liaise with external agencies e.g. ESFA, HSE, Local Authority, Fire Brigade.
- The Health and Safety Manager will be responsible for the day-to-day implementation of the Health and Safety Policy at Inspire Middlesex College.
- Ensure Health and Safety records and reporting systems are kept up to date and available for inspection by an authorised person.

Health and Safety Manager

- Ensure that employees are aware of their responsibilities and comply with the Policy.

- Ensure, as part of the college induction, that new staff, especially part-time staff, are competent in their respective vocational areas and are familiar with college procedures and ensure all new staff are given Health & Safety training and induction as part of the induction process.
- Ensure that all accidents are investigated, and appropriate steps taken to prevent recurrence and all accidents are recorded and reported, when necessary, to the appropriate authorities.
- Ensure work with other staff and Managing Director to elimination or reduction of potential risks.
- To establish procedures for identifying hazards and assessing risks within areas under their control, and as far as is reasonably practicable, reduce or eliminate those risks and organise and check the effectiveness of evacuation procedures.
- Ensure staff is trained to ensure that learning environments outside the College are assessed for Health & Safety suitability prior to apprentices/learners being placed in that environment and are monitored at appropriate intervals thereafter.
- Ensure that statutory requirements regarding Health & Safety are met.

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.
- Health & Safety checks on student work placements are carried out to ensure their employers are complying with the legal Health & Safety requirements and records of these checks are to be kept by the appropriate staff.
- Ensure all apprentices are inducted for Health and Safety in the college and at work.
- All apprentices are informed to use the correct equipment and tools for the job and in the college and any protective equipment or safety devices that may be supplied and ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Ensure apprentices are inducted to inform any health and safety matter to their Health and Safety Manager, this will involve general matters such as first aid provision and emergency evacuation procedures and also job specific training to enable the staff member to carry out their duties safely.

- Ensure assessors review apprentices Health and Safety at work and in the college during every review, communicate with the appropriate person and record, as per policy guidelines.

Implementation of the policy

- Disseminating and including the policy in induction sessions and apprentice onboarding and apprentices' manager.
- 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 and manage health and safety concerns

The apprenticeship training that Inspire Middlesex College undertakes is within the pharmacy area which has higher than average risk. Health and safety concerns are managed through regular monitoring and the assignment of health and safety responsibilities to a nominated individual, with a reporting line to senior management. Staff, apprentices, students and visitors are encouraged to report health and safety concerns immediately so that they can be rapidly addressed and mitigated.

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
- Smoking
- Covid-19
- On-line safety

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 requirements 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

A review date is included in the document control box which is on the front page of this plan.

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.

8. Covid-19

- Process and procedure related to our response to Covid-19 is contained in our Resilience Plan.
- Apprentices, students, staff and visitors are expected to comply with the latest government guidelines relating to social distancing, testing, isolating and other relevant behaviours such as regular handwashing, wearing of masks and other PPE etc.
- Hand sanitation is available throughout the college

9. On-line safety

- Our aim is to ensure the safety and wellbeing of our apprentices and students when they use the internet, social media or mobile devices
- We provide staff with the information on the principles that guide our approach to online safety
- When teaching remotely we ensure that sessions are planned with due regard for screen fatigue and mental health and well-being around on-line behaviours.
- Our approach to on-line safety is cross referenced in our safeguarding and prevent duty policies where our practices aim to minimise on-line abuse and exposure to radicalisation or harassment.
- Procedures for remote end-point assessment will comply with any requirements stipulated by the relevant EPAO.
- We ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices