



**Bolton College**

**Health & Safety  
Policy  
2024-25**



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<b>Programme / Business Area:</b>	Estates
<b>Prepared By:</b>	Group Director of Estates
<b>Approval By:</b>	Board
<b>Approval Date:</b>	November 2024
<b>Next Review Date:</b>	November 2025
<b>College Website Link:</b>	N/A

## **1. Introduction**

The Board of Bolton College accepts both a moral and legal responsibility as an employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of all its employees, students, contractors, visitors and members of the general public.

Bolton College is committed to achieving the highest standards of health, safety and welfare by eliminating or minimising risks to all persons involved in the College's undertakings.

The College will conduct its undertaking in such a way that persons not in direct employment i.e. students, contractors, visitors and members of the general public who may be affected, are not exposed to risks to their safety and health.

The College will also actively endeavor to limit any adverse effects on the environment in which its undertakings are carried out.

The details of how the College will achieve these aims are listed below.

## **2. Statement of Health and Safety Policy**

The general provisions of the Health and Safety at Work Act 1974 Sections 1, 2 and 3 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The Equality Act 2010 (previously DDA) and The Health and Safety at Work Act 1974 requires employers to ensure the safety of all other persons, who (though not necessarily employees) may be affected by all work activities.

The Board of Bolton College, as the employer, has a positive approach to health and safety and will therefore ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees, students, contractors, visitors and members of the general public.

Through the establishment and responsibility of the Management of Health and Safety Committee, Bolton College will determine its management strategy and policies necessary to discharge its legal obligations regarding health and safety.

To achieve this they shall, through duly appointed representatives, set standards which will meet relevant statutory requirements for health and safety matters, as these affect College employees, students, contractors, visitors and members of the general public.

Review at least annually and, where appropriate, develop these standards in light of changes in working practices, technology and trends in legislation.

Bolton College will ensure that procedures for consultation with employees and students on matters affecting health and safety at work are established and used.

Bolton College will also seek expert advice where necessary to determine the risks to health

and safety within the College and suitable precautions shall be adopted to deal with them. Referral to HSE (Health & Safety Executive), AOC (Association of Colleges) guidance, Special Educational Needs (SEN) and Equality Act 2010 as well as monitoring legislation and ACOP's (Approved Codes of Practice) shall form part of this expert advice.

Applying risk management strategies will promote accident prevention, prevent injury, occupational illness and damage to the environment. Commitment to Health and Safety is as important as any other aspect of the College and business performance and as such will be managed controlled and monitored.

The application of sound and robust management practice to all relevant aspects of health, safety and welfare is an indispensable part of this commitment. As part of this commitment the College will:

Conduct its undertakings in a responsible manner at places of work under the Departments control and elsewhere when performing its duties, adopting safe working practices which includes Special Education Needs (SEN), Adults at Risk and Safeguarding Children to protect its employees, students and all others who may be affected by the Departments activities;

- Provide and maintain equipment, machinery and places of work that are safe and where ever possible eliminate or reduce risk to a level that is as low as reasonably practicable;
- Provide and maintain safe systems of work with respect to facilities, equipment and machinery;
- Provide adequate facilities, training and arrangements for welfare and first aid;
- Carry out Risk Assessments, as required by the Management of Health and Safety at Work Regulations 1999, ensure that the potential health, safety and environmental factors and effects are considered for all work, learning and project activities and record all significant findings;
- Provide sufficient information, instruction, training and supervision to ensure that all employees and students are fully aware of the hazards and risks associated with their work and learning activities;
- Provide up to date reviews and training on the Equality Act 2010, and Special Education Needs (SEN)/Adults at Risk and Safeguarding Children.
- Ensure the range of special educational needs that may be present in an educational environment, ranging from minor impairments through to more serious conditions
- Provide standards of communication and consultation that will promote the inclusion of employees or, as appropriate their representatives in the development and promotion of effective measures to ensure their health, safety and welfare at work;
- Provide and maintain suitable and sufficient PPE (Personal Protective Equipment) and safety equipment appropriate to the activities of each employee and student.
- Ensure all accidents and incidents are thoroughly investigated and findings recorded, taking corrective action to prevent recurrence;

- Ensure health, safety and welfare is a significant factor in the selection process for the supply of goods and services;
- Develop and promote a culture of continuous improvement.

### **3. Statement**

To achieve successful implementation of the policy clear lines of communication and responsibility are necessary throughout the organisation. Although the ultimate responsibility rests with the employer, certain functions and responsibilities are delegated out to particular post holders within the College. Not forgetting that each individual employee is responsible for their own safety and that of others around them.

The policy places specific responsibilities on certain post holders as defined below. Specialist consultants shall be called upon to provide expert advice, guidance and training as necessary. Adequate resources shall be provided by the College, providing adequate finance, time and personnel, to ensure that the requirements of the policy can be carried out including any works deemed necessary through inspections or audits and required under ACOP's and other statutory requirements.

### **4. The Board**

All necessary steps, so far as is reasonably practicable, will be taken by Bolton College Board to ensure that adequate provisions are made in order to ensure the health, safety and welfare at work of its employees, students, visitors and the wider College community. As the employer, the Board carries ultimate responsibility for Health and Safety within the College, under the Health and Safety at Work Act 1974.

The Board will therefore:

- Accept formally its collective and individual role in providing health and safety leadership in the organisation
- Ensure that all Board decisions reflect its intentions as regards health and safety as detailed in the health and safety policy statement. Although health and safety functions can and should be delegated the Board Directors will accept its legal responsibilities for health and safety and will authorise any action deemed desirable or necessary for compliance with current legislation
- Ensure adequate resources are available to meet all reasonably practicable requirements for Health and Safety which includes all learners with learning difficulties and disabilities
- Ensure that Health and Safety within the College is given a high profile and ensure it is treated as a management function equal to all other management responsibilities;
- Recognise its role in engaging the participation of employees in improving health and safety

- Ensure management responsibility for Health and Safety is clearly designated
- Ensure those with such designated responsibility in the College are aware of, and have access to, relevant regulations, advice and training
- Ensure that it is informed of and alerted to relevant health and safety management issues
- Review health and safety performance at least annually
- Ensure that the Health and Safety Policy Statement reflects current Board priorities. The statement is to be considered and reviewed annually or when circumstances change
- Ensure that management systems provide for effective monitoring and reporting of the organisation's health and safety performance;
- Be kept informed of any significant health and safety failures and of the outcome of investigations into these matters
- Ensure that health and safety risk management systems are in place and that they remain effective and are periodically audited for operation and effectiveness;
- Ensure that at least one competent person is engaged to assist in the undertaking of health and safety measures in order to comply with legislation
- Ensure that employees are provided with relevant information on risks together with preventative and protective measures and they are consulted on

## **5. The Management of Health and Safety Committee**

The Management of Health and Safety Committee in compliance with the requirements of the Health and Safety Executive document HSG 65 and current legislation will determine Policy for Health and Safety at the College. In respect of this policy the committee will determine organisational arrangements and the implementation of plans including the measurement of management performance and review.

The main objectives of the committee as the College's joint management/employee consultative body shall be to:

- Seek to ensure the Health, Welfare and Safety of employees, learners and other persons who may be affected by the College's activities.
- Monitor and review the general working arrangements of Health, Welfare and Safety, including the College Policy.
- Promote co-operation between the Board and its employees in Health and Safety matters.
- Assist in establishing and monitoring safety standards and codes of practice.
- Receive reports from the Facilities Health and Safety Manager, safety representative from College Hubs and college wide safety representatives.
- Consider reports from the Health and Safety Executive and other lead bodies.

- Promote ways in which safety awareness may be developed in staff, students and other persons working in the College.
- Consider ways in which safety education within the curriculum may be further enhanced.
- Inspect and approve communications and publicity relating to Health, Welfare & Safety throughout the College.

## **6. Principal**

The Principal, as the senior executive for all College premises, has overall responsibility for health and safety including the maintenance and development of safe working practices and conditions for all employees, students, contractors, visitors and those authorised persons using College premises.

Whilst retaining overall responsibility the Principal will in practice delegate operational management of Health & Safety and its control framework to appropriate staff. The Principal will monitor the activities of staff to whom operational management has been delegated to ensure that the policy objectives as detailed below are pursued and achieved.

College policy objectives for which the Principal is responsible include:

- Actively encouraging and promoting a health and safety culture so as to prevent injury, ill health and damage to the environment;
- Maintaining, monitoring and ensuring the effectiveness of the Health and Safety Policy and ensure it is in line with recognised good practice and legislation;
- Being advised of the requirements of appropriate legislation using internal and external sources as necessary;
- Ensuring that delegated duties for implementing health and safety requirements are carried out;
- Maintaining lines of communication with managers to encourage the distribution of relevant information throughout the College;
- Ensuring that the objectives of the policy are understood and observed by all levels of management and employees;
- Arranging for the provision of adequate resources to meet the requirements of the Health and Safety Policy.
- Ensuring that safety is a prime consideration in all forward planning.
- Providing adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- Ensuring procedures are in place and implemented to take action in the case of health and safety breaches.
- Ensuring that written risk assessments are undertaken in all areas where there are significant hazards.

- Setting a personal example as regards commitment to health and safety.
- Ensuring that at least one competent person is engaged to assist in health and safety undertakings in order to comply with the law.
- Ensuring that employees are provided with relevant information on risks together with preventative and protective measures and that they are consulted on health and safety issues
- Ensuring the continued development of learner safety and actively promote the safe learner - safe staff concept.
- Making College safety an item to report to the College Board.
- Implementing such staffing structures and arrangements as necessary to provide a safe and healthy working environment and to enable the College to comply with all current H&S Legislation

## **7. Executive Team**

The Executive Team act for and on behalf of the Principal and therefore have specific responsibilities for ensuring the implementation of the Health & Safety Policy and associated procedures and processes. The Executive Team will demonstrate, through all aspects of their role, a commitment to health and safety both in the course of their role and whilst also acting as a deputy for the Principal, in doing so the team will also adhere to the responsibilities set out listed above. The Executive Director of Finance will ensure that the College has sufficient funds to respond to and act upon required health and safety activities.

### **Group Director of Estates**

- The Group Director of Estates has specific oversight and responsibilities for ensuring the implementation of the Health & Safety Policy across all departments, that its aims are consistently met and that management and employees satisfactorily discharge health and safety responsibilities assigned to them.
- The Executive Director of Human Resources & Estates will also:
- Advise the Principal and Board on issues relating to health and safety and welfare that require additional resources;
- Actively promote the safe staff concept;
- Ensure management and employees throughout the College satisfactorily discharge the health and safety responsibilities allocated to them;
- Engage with external bodies (i.e. auditors) to ensure the health and safety processes in College are in accordance with legislation and best practice.
- Ensure that all College activities are carried out to the required standard, with minimum risk to employees, students, equipment and materials or others who may be affected;
- Consult the College Facilities and Health & Safety Manager or other appropriate persons before modification to any existing procedures, installations or equipment;
- Chair the College Management of Health and Safety Committee;



- Monitor the effectiveness of the Health and Safety policy, by way of formal audit, in conjunction with the Facilities and Health & Safety Manager;
- Ensure that the policies or procedures are in place and meet legislation and best practice.
- Work with the Facilities and H&S Manager to review arrangements for health, safety and welfare of employees, and others, with a view to improving and updating them;
- Monitor the development of staff health and safety training programs;
- Approve the discontinuation and use of unsafe plant operations and/or procedures;
- Through the Facilities and H&S Manager ensure that College buildings and building leased from private landlords are maintained to an acceptable standard and are safe and suitable for use by staff and students.
- Assist with the organisation and operation of fire evacuation practice drills and assume the role of Fire Evacuation Lead Co-coordinator in the event of an actual emergency.

## **8. College Management Team and Line Managers**

Members of the College Management Team (CMT) and line managers are responsible for:

- Ensuring that staff under their control implement safe working practices
- Actively encourage and promote the health and safety culture so as to prevent injury, ill health, damage and wastage
- Ensuring that as part of the college induction, staff are competent in their respective vocational areas and are familiar with college procedures.
- Ensuring the adequate provision of protective clothing and equipment, where necessary, for staff, learners and visitors to areas under their control.
- 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.
- Ensure that learning environments outside the College are assessed for Health & Safety suitability prior to learners being placed in that environment and are monitored at appropriate intervals thereafter.
- Ensure that staff involved in the production or maintenance of Health and Safety records keep such records up to date and available for inspection by an authorised person
- Undertake and take responsibility for departmental risk management assessments and ensure audits are undertaken, reviewed and monitored.
- Attend relevant H&S training as required.
- Ensure the Out of College activities (Trips & Visits and Work Placement) procedures are followed in all areas and to monitor all applications for such activities.

## 9. College Staff

**Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974** states that everyone has a statutory duty to take reasonable care for the Health and Safety not only of themselves but also for other persons who may be affected by their acts or omissions. Section 7 reads as follows:

"It shall be the duty of every employee while at work (a) to take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work and, (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Staff, including agency workers are responsible for their own and others health, safety and welfare during the course of their role.

Staff will:

- Provide for the health, safety and welfare of all students during all College activities on or off site;
- Teaching staff will, through the Safe Learner project deliver an appropriate level of training to ensure that all the students are aware of the procedures for first aid, emergencies (fire evacuation etc.) and accident reporting;
- Maintain a level of understanding of all machinery and equipment in use so that safe operation is assured;
- Maintain systems of operation so that that all Hazardous and Flammable substances are correctly labelled, used, stored and disposed of appropriately in compliance with all General Risk and COSHH assessments;
- Report all accidents and incidents to their Line manager, Facilities Management department and /or Facilities and Health and Safety Manager using the current accident forms;
- Ensure that in the event of a serious incident that nothing is moved or disturbed until investigations are complete unless essential to prevent further danger;
- Be advised on the College Health and Safety Policy, legislation, approved codes of practice and other safety requirements, ensuring that relevant information and directives are actioned as part of the curriculum delivery;
- Ensure that appropriate personal protective equipment (PPE) is provided and readily available and used in accordance with the relevant risk assessment or safe working procedure;
- Provide information and training on all health and safety aspects specific to the learning activities undertaken;
- Carry out suitable and sufficient risk assessment for each course ensuring all significant findings are recorded. As appropriate assess all risks and hazards associated with the learning area and activities including the use of chemicals and substances (COSHH), equipment, machinery and tools in use. This may be undertaken as a joint responsibility with the department technicians;

- Maintain, if applicable, a valid and up to date first aid certificate;
- Set a personal example as regards to the College commitment to health and safety.

## **10. Facilities and Health & Safety Manager**

This post assumes a cross College role whose main activity will be to co-ordinate and stimulate the development of a safe working environment for staff, students and visitors whilst in attendance at College or involved in College business. The post has additional responsibilities with regard to the Facilities and Estates function hence it is line managed by the Group Director of Estates.

The Facilities and Health & Safety Manager will:

- Promote safety within the College in line with the Safety Policy and direction from the Management of Health and Safety Committee;
- Develop, implement, monitor, review and audit the College's health and safety policies and associated procedures to ensure compliance with legislation and best practice;
- Ensure all areas within the College are inspected on a regular basis and provide written evidence of these inspections. Undertake additional surveys and inspections of individual areas where complaints / concerns are raised;
- Advise managers in health, safety, welfare and environmental matters in order to provide a healthy and safe place of work and learning. Further advise on risk assessment and area specific safety policies /procedures etc.
- Maintain and update a library of safety literature and reference material and make such material available to all employees;
- Prepare reports for the Executive Team and Management of Health and Safety Committee where relevant.
- Report directly to the Executive Director of Human Resources & Estates on matters likely to affect the health and safety of the staff, students and visitors in the College;
- Liaise with the Staff Development Team to ensure that health and safety training is available as required;
- Liaise with the representatives of Statutory and Public Bodies, Business/Programme Managers and Leaders in respect of safety matters affecting the College in conjunction with their activities;
- Attend the College Management of Health and Safety Committee;
- Maintain the College accident record system and periodically review to ascertain accident trends and ensure all College accidents are investigated and reports completed to include cause and recommendations for action by management and other relevant personnel;
- Ensure the reporting of accidents to the HSE is carried out in compliance with the requirements of RIDDOR;
- Manage the provision and operation of emergency and first aid arrangements;

- Set a personal example as regards a commitment to health safety;

## **11. Trade Union Safety Representatives**

The College recognises that Safety Representatives are appointed by recognised Trade Unions and will have particular duties and entitlements that the College will support.

The recognised trade union Safety Representatives will:

- Attend and contribute to the College Management of Health and Safety Committee;
- Consult with employer and employees on health and safety matters;
- Make representations on general matters affecting health, safety and welfare of employees;

## **12. Bolton College Students**

All students have a duty to:

- Take responsible care for the health and safety of themselves and of others who may be affected by their actions;
- Where appropriate disclose to the curriculum leader/line manager information on health issues they may have;
- Co-operate with the College so far as is necessary to enable the College to meet its statutory requirements;
- Obey any work instructions and only use authorised methods and practices;
- Use correctly all safety devices, equipment or protective clothing provided and to report any defects to their supervisors;
- Help to maintain a safe working area and contribute to good housekeeping in the area in which they work;
- Conform to all prohibition and instructional notices and to written or verbal instructions given to ensure the safety of others;
- Report any accidents, near misses, hazards of malfunction, which may result in a risk to health, personal injury or damage to the environment;
- Report all injuries and seek medical attention as necessary to any injuries sustained at the College;
- Co-operate fully with inquiries and investigations, to determine the cause of accidents, incidents or near misses in order to prevent their recurrence;
- Conduct themselves in an orderly manner in the College and when entering and leaving;
- Familiarise themselves with the location and use of emergency exits, fire alarms and with the procedure to be used in the event of an emergency;
- To participate in Health and Safety training programmes as and when required.

### **13. Contractors**

All contractors and visitors to College sites have a duty to:

- Obey any work instructions and only use authorised methods and practices;
- Take responsible care for the health and safety of themselves and of others who may be affected by actions;
- Provide suitable and sufficient method statements for all work undertaken;
- Provide risk assessments for the work undertaken which must include all risks to the College occupants;
- Cooperate with the College procedures and permit to work systems;
- Participate in all training as appropriate and required by the College;
- Co-operate with the College so far as is necessary to enable the College to meet its statutory requirements;
- Obey work instructions and only use authorised methods and practices;
- Use correctly all safety devices, equipment or protective clothing provided and to report any defects to their supervisors;
- Help to maintain a safe working area and contribute to good housekeeping in the area in which they work;
- Conform to all prohibitive and instructional notices and to written or verbal instructions given to procure the safety of others;
- Report any near misses, hazards of malfunction, which may result in a risk to health, personal injury or damage to the environment and report all injuries and seek medical attention as necessary to any injuries sustained at the College;
- Co-operate fully with inquiries and investigations established, to determine the cause of accidents, incidents or near misses in order to prevent their recurrence;
- Conduct themselves in an orderly manner in the College and when entering and leaving;
- Familiarise themselves with the location and use of emergency exits, fire alarms and with the procedure to be used in the event of an emergency.

### **14. Monitoring**

Monitoring the College health and safety policy and its effectiveness is an important objective. All Staff of the College have responsibility to monitor the effectiveness of the policy, including those with specific responsibilities. Any deficiencies found should be reported to their Line Manager or Trade Union Safety Representative.

All employees identified as having a role with regard to health and safety, have a responsibility to evaluate the degree to which the Board's intentions are being fulfilled and to monitor the effectiveness of the policy. The Principal and others in charge of all College Programme and Business areas have a key role to play.

The policy and attachments will be reviewed at least annually as part of the Colleges Quality Management System and to ensure they keep up to date with changes in legislation, good practice and ACOPs (Approved Codes of Practice)

A full department risk management audit will be completed every 2 years. In addition, departmental risk assessments will be completed and audited on an annual basis.

Records relating to audits and risk assessment are to be held locally and centrally to produce a list of works and/or training necessary.

The records held centrally to produce a list of works necessary etc. will be assessed and prioritised by the Facilities and Health & Safety Manager for completion, where practicable, over the summer break.

At the start of the academic year, managers shall carry out an autonomous safety inspection review, based on the level of risk, with all parties involved in the annual inspection to ensure all safe systems of work and procedures etc. and a plan for training are in place.

**Appendix 1 - Safety Policies Index**

SP Ref	Policy Title
SP001	Health & Safety Policy
SP002	Accidents and Near Misses
SP003	College Van's Policy /Procedure
SP004	Fire and Emergency Evacuation Procedures (FS001)
SP004a	Appendices to Fire and Emergency Procedures-For Duty Principals
SP005	Machinery Safety
SP006	Manual Handling
SP007	Safety of Lone Workers
SP008	Dealing with Telephone Bomb Threats
SP009	DSE (Display Screen Equipment)
SP010	Field Trips and Off Site Activities and Overseas
SP010 a,b,c	Appendices to Field Trips Overseas
SP011	Control Of Noise AT Work
SP011a	Appendices Noise Risk Assessment
SP012	Health & Safety of Contractors
SP013	HIV/AIDS
SP014	New and Expectant Mothers at Work
SP015	Driving at Work Policy
SP016	To be allocated
SP017	To be allocated
SP018	To be allocated
SP019	First Aid AT Work
SP020	To be allocated
SP021	Infectious and Reportable Diseases
SP022	Portable Appliance Testing
SP023	Risk Assessment
SP024	CoSHH (Control of Substances Hazardous to Health)

SP025	Environmental Policy
SP026	Waste Disposal
SP027	Gas Safety
SP028	Storage of Flammable Liquids
SP029	Working at Height
SP030	Dealing With Sharps
SP031	Control of Legionella
SP032	Control of Asbestos
SP033	New Draft-Electromagnetic Fields at Work Policy
SP034	Fume Cupboards
SP035	New Draft - PPE at Work



**Appendix 2 – Union Representatives**

**Details as of September 2024**

**UNISON**

Rebecca Davison	482164
Richard Lee	482116
Jeff Brogan	

**UCU**

Sharon Core	482251
Suzie Toole	482251

**NEU**

Mike Pevitt	482773
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