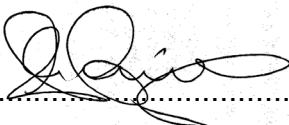


## **B&FC Health and safety policy**

Date approved: 25 September 2018  
Approved by: The Corporation Board  
Responsible Manager: Health and Safety Manager  
Executive Lead: Principal and Chief Executive

Applicable to staff: Yes  
Applicable to students: Yes  
Accessible to students: Yes  
Accessible to general public:  
(Including clients) Yes

Signed:  ..... Chair of the Corporation Board

Date: 25 September 2018

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## **1. Scope & purpose of the policy**

### 1.1 Scope

This policy applies to all B&FC employees, students, visitors and contractors whilst on B&FC premises and to B&FC employees and students whilst undertaking B&FC activities.

### 1.2 Purpose

The purpose of the policy is to meet the following objectives:

- Prevent accidents and cases of work/ study related ill health
- Provide adequate control of the health and safety risks arising from work and study activities in order to provide a safe work/study environment.
- Ensure all employees and students have the skills, knowledge, training and experience to undertake their work safely.
- Provide a safe environment for visitors and contractors and ensure suitable and sufficient information is provided on health and safety matters relevant to their individual undertakings.
- Implement emergency procedures including evacuation in case of fire or other significant incident.
- Engage and consult with employees, employee representatives and students on matters affecting their health and safety.

The B&FC Health and Safety policy is based on the 'Leading Health and Safety at Work' good practice guidance documents produced by the Health and Safety Executive, the Institute of Directors, the Universities and Colleges Employer's Association and the Universities Safety and Health Association.

## **2. Policy statement**

B&FC recognises and accepts its responsibility in respect of health and safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health and Safety legislation.

## **3. Accountability**

3.1 The Board set the direction for effective health and safety management and are responsible for approving the health and safety policy that is an integral part of B&FC's culture, values and performance standards.

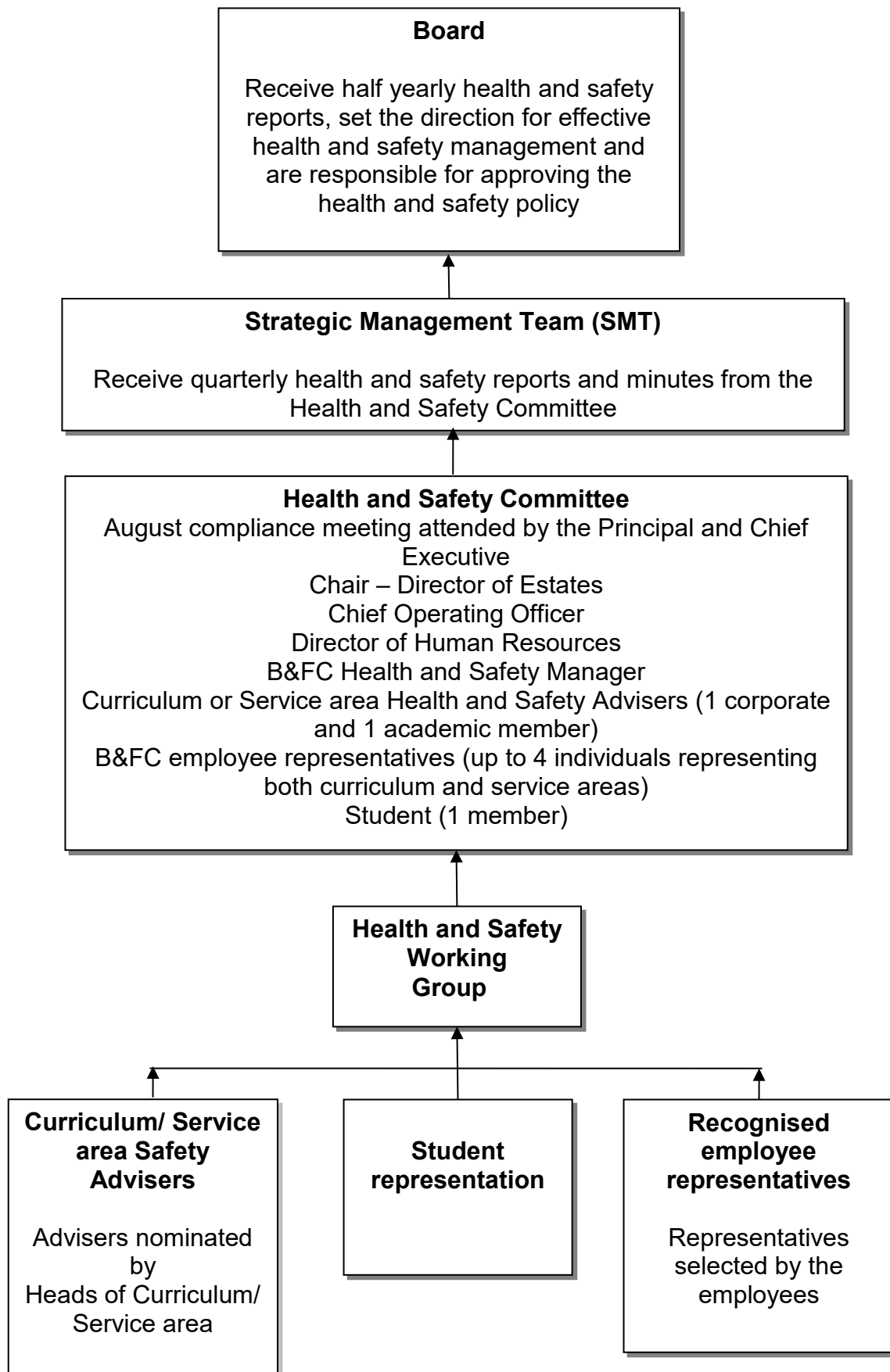
3.2 The Principal and Chief Executive is the 'officer' with overall responsibility for health and safety within B&FC.

3.3 The Director of Estates is responsible for the strategic management of the health and safety function.

3.4 B&FC Health and Safety Manager, is responsible for providing specialist knowledge and advice on health and safety matters.

- 3.5 Heads of curriculum and service areas are responsible for the detailed adoption of the Health and Safety Policy in their area of control.
- 3.6 Safety Advisers monitor the day-to-day health and safety and advise the head of curriculum or service area on health and safety matters.
- 3.7 All employees are responsible for implementing and promoting the B&FC policy and procedures as appropriate, including the reporting of accidents, incidents, near miss events, work related ill-health, hazards, and defects.
- 3.8 Students are personally responsible for their own health and safety and for that of others with whom they are working or studying and for complying with B&FC health, safety related procedures and guidance.
- 3.9 Contractors working for B&FC are responsible for protecting their own and their subcontractor's health and safety and ensuring that their activities do not adversely impact on the health and safety of the B&FC community.
- 3.10 Visitors to B&FC have a responsibility their own health and safety and that of others and are expected to follow the information and safety guidelines which they are given when signing in.
- 3.11 The B&FC Health and Safety Committee will:
- Support and monitor the implementation of B&FC Health and Safety Policy
  - Consider any health and safety issues that have not been resolved by individual managers or by the Health and Safety Working Groups
  - Consider reports of visits to B&FC by Inspectors of the Health and Safety Executive, Officers of the Fire and Rescue Service or any other safety specialists.
  - Consider reports from safety representatives
  - Receive minutes from the Health and Safety Working Group
  - Receive and consider reports from the Health and Safety Manager before submission to the SMT and the Board

## B&FC health and safety committee structure



#### **4. Student involvement**

Student involvement will be maintained through the student body's representation on both the Health and Safety Working group and the Health and Safety Committee.

#### **5. Linked policies and procedures**

Health and safety is a consideration within every policy and procedure that is produced and managed by B&FC either through specific direction within the policy or procedure or through consideration within the accompanying impact assessment.

## 6. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Health and Safety Policy            Author and Date: Health and Safety Manager 27/06/16</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate            Expected Implementation Date: September 2018            What is the review date - September 2020</p>
<p><b>Equality and Diversity.</b>            Which of the characteristics maybe impacted upon?            And, if yes, how has this been considered?            What are the risks? What are the benefits?</p>	<p>All Equality and Diversity characteristics may be impacted upon.            The risk of not considering the needs of all characteristics would affect B&amp;FC's ability to ensure the safety of all persons directly or indirectly who are affected by the organisations activities and prevent B&amp;FC from being compliant with its legal duties under current health and safety legislation.</p>
<p><b>Safeguarding:</b>            Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?            If yes, how has this been considered?            What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Health and Safety:</b>            Have any risks been identified?            If yes, how has this been considered?            What are the risks? What are the benefits?</p>	<p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Failure to maintain a safe environment could result in personal injury and/or damage to B&amp;FC's reputation and have long term financial repercussions.</p>
<p><b>Sustainability:</b>            Are there expected benefits or impacts on sustainability issues?            If yes, how have these been considered?</p>	<p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.</p>
<p><b>Evidence:</b>            What evidence do you have for your conclusions and expectations for these conclusions?            How will this impact be monitored for all these considerations?</p>	<p>Evidence is available through the minutes of both the Health and Safety Working group and the Health and Safety Committee and the bi-annual health and safety reports which are reviewed by the Board.            Monitoring of ongoing health and safety performance is ensured by regular review of policies and procedures and the inclusion of risk management on the accompanying impact assessment.</p>
<p>Is this policy of a high/medium or low risk?</p>	<p><input type="checkbox"/> High      <input type="checkbox"/> Medium      <input checked="" type="checkbox"/> Low</p>