

## B&FC Health and Safety policy

Date approved: 5 July 2022  
 Approved by: The Corporation Board  
 Responsible Manager: Director of Estates  
 Executive Lead: Principal and Chief Executive

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

### Consultation

Consultation undertaken with:

Date:

• SMT	20/05/2022	Yes
• AMT	17/05/2022	Yes
• CCMT	06/05/2022	Yes
• Students	06/05/2022	Yes
• Employee representatives		No
Other N/A		No

Policy review frequency: normally every three years

Signed:   
 Chair of the Corporation Board

Date: 5 July 2022

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

This policy applies to all B&FC employees, students, apprentices, volunteers, visitors and contractors whilst on B&FC premises and to all B&FC employees, students and apprentices whilst undertaking B&FC approved activities. Its purpose is to provide a framework so that all named groups learn and work in a safe environment.

## **2. Policy statement**

B&FC is fully committed to ensuring the health and safety of its employees, students, apprentices, visitors and contractors. B&FC recognises that health and safety is a fundamental part of the management function. It will continue to ensure that best practice is followed and that health and safety is embedded across all curriculum and service areas, promoting an open and supportive approach that is responsive to the learning and teaching environment.

B&FC will ensure, as far as is reasonably practicable, the health, safety and wellbeing of all employees, students, apprentices, volunteers, visitors and contractors who are directly impacted by its activities on site. This is in accordance with the Health and Safety at Work Act 1974, and the Health and Safety (Management) Regulations 1999.

B&FC recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all B&FC employees, students, apprentices, volunteers, visitors and contractors and will take all practicable steps to meet this responsibility as follows:

- Ensuring buildings, associated plant and equipment, and systems of work that are safe and without risks to health
- Using safe systems of work in the use, handling, storage and transport any substances to comply with COSHH regulations
- Providing sufficient information, instruction, training, and supervision to enable all employees, students and contractors to avoid hazards and to contribute positively to their own safety and health at work
- Ensuring health and safety wellbeing of all students, apprentices, employees and visitors
- Ensuring the health and safety of contractors
- Providing a safe place to work with safe means of access and egress
- Ensuring a safe and healthy working environment with adequate facilities and their maintenance
- Where practicable, provide first aid provision across all campuses and review all accident, incidents and near miss events which may occur
- To provide emergency evacuation procedures in the event of any emergency incident requiring evacuation or the instigation of the Emergency Management Plan including the stepping up to support any local outbreak management plan
- Where possible, prevent accidents, dangerous occurrences and cases of workrelated ill-health by maintaining safe and healthy working conditions for all and operating a 'near miss' system to reduce potential accidents
- To regularly engage with employees, employee representatives, students, apprentices and contractors on matters of health and safety
- To seek specialist advice and guidance as appropriate

B&FC does not expect anyone to take risks that could lead to accident, injury, ill health or possible death. Any reckless or negligent behaviour could lead to disciplinary action

B&FC also recognises its statutory obligations in preventing employees, students, apprentices, volunteers, visitors and contractors from being drawn into terrorism as stated in Section 26(1) of the Counter-Terrorism and Security Act 2015 (the CTSA).

### **3. Accountability**

- 3.1 The Board sets the direction for effective health and safety management and is responsible for approving the health and safety policy which is an integral part of B&FC's culture, values and performance standards
- 3.2 The Principal and Chief Executive has 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, Safety and Environmental 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. This includes:
  - Understanding and complying with procedures for emergency evacuations, first aid and the reporting of accidents, incidents, dangerous occurrences and near misses
  - Understanding and complying with procedures for the use, handling and storage of potentially hazardous materials and substances
  - Awareness of the safeguarding principles and reporting mechanisms
  - Understanding and complying with procedures for the use and maintenance of machinery or equipment
  - Adequate supervision to enable work to be carried out safely
- 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 and apprentices 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. B&FC will act as Client and where applicable principal designer under Construction Design & Management (CDM) 2015 and provide the required pre-construction information (PCI).  
Contractors are responsible for managing and providing all health and safety documentation as part of CDM 2015 including construction phase plans.
- 3.10 Fire Wardens and First Aiders appointed by B&FC must know and understand the B&FC Health & Safety policy and procedures and ensure the following;
  - Attend the required training and refresher training
  - Review the relevant procedures
  - Undertaking practice drills to gain competence in the roles (as appropriate)
  - Communicating with key employees during emergencies
  - Reporting any hazards, defects or missing emergency equipment
  - Completion of any required documentation

3.11 Visitors to B&FC have a responsibility for their own health and safety and that of others and are expected to follow the information and safety guidelines which they are provided with when signing in.

3.12 The B&FC Health and Safety Management group (c.f. appendix 1) 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 Group
- 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, Safety & Environmental Manager before submission to the SMT and the Board

#### **4. Information and consultation**

B&FC will inform and consult regarding health and safety matters as appropriate with:

- Recognised trade union representatives, including where appropriate, via the Joint Staff Consultative Committee
- Employee elected representatives and a nominated student representative via the Health and Safety Working Group

#### **5. Student involvement**

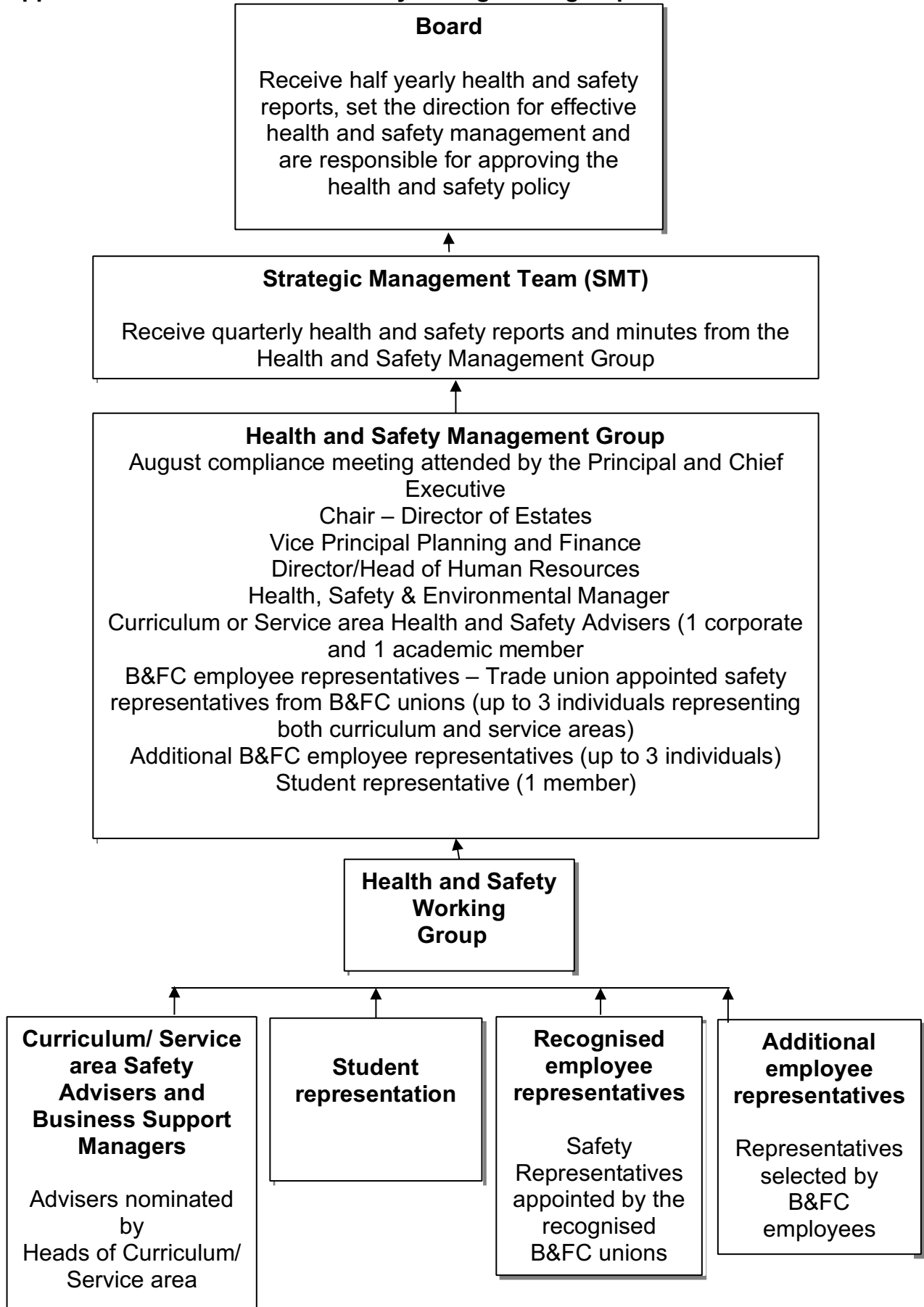
The elected representatives of the Student Union were consulted in the formation of this policy. Student involvement will be maintained through the student body's representation on both the Health and Safety Working group and the Health and Safety Committee.

#### **6. 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.

- Health and Safety Procedures
- Student External Visits Policy
- Student External Visits Procedures

**Appendix 1: B&FC Health and Safety Management group structure**



## 6. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, 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</p> <p>Author and Date: Health, Safety and Environmental Manager May 2022</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: June 2022</p> <p>What is the review date? May 2025</p>
<p><b>Equality, Diversity and Inclusion</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>All equality and diversity characteristics may be impacted upon. All characteristics should be included in all risk.</p> <p>Individual needs not fully considered which could lead to B&amp;FC being non-compliant.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>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></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Failure to comply with legislation and maintain a safe environment could result in personal injury/prosecution/financial repercussions and/or damage to B&amp;FC's reputation.</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>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></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	<p>Policy is in line with legislation.</p> <p>Monitoring is ongoing as part of the policy.</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>