



Health & Safety Policy

Statement of intent

Norland has a commitment to achieving high standards of health and safety. It is the policy of Norland to establish, provide and maintain working conditions that are safe, healthy and conform to the appropriate legislation, in all their premises.

Norland is committed to:

- Preventing accidents and cases of work related ill health
- Compliance with statutory requirements as a minimum (please refer to Appendix 2 for a list of key legislation)
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction, training and supervision
- Consulting with employees and students on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure effectiveness
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout Norland
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

All staff and students must take reasonable care of themselves and any other persons who may be affected by their actions or failure to comply with safety rules and working practice at work.

Staff and students must carry out any necessary duty, which the law requires, and cooperate with Norland to allow legal obligations to be met. Anything provided for health and safety purposes must not be misused.

A health and safety management process will be created to ensure the above commitments can be met. All directors, staff and students will play their part in its implementation.

Review procedures

The health and safety policy for Norland College is to be reviewed annually by the strategic leadership team with notification being given to the audit committee/ board of directors on the results of the review. Any amendments required to be made to the policy as a result of a review, will have to be presented to the audit committee/ board of directors for final approval.

A H&S dashboard outlining recent accidents/ near misses will be presented at each board meeting. A retrospective report highlighting all H&S matters which have occurred over the last academic year will be presented at the June board meeting.

Organisation: Responsibilities for implementing the policy

Introduction

In order to achieve compliance with Norland's statement of intent, the strategic leadership team (SLT) will have additional responsibilities assigned to them as detailed in this policy.

An organisational chart for H&S management is in appendix 1.

A list of supporting policies and procedures can be found in appendix 3.

The board of directors

The board of directors has overall legal responsibility for health and safety and must take all reasonable steps to ensure that all directors, the principal, heads of departments, staff and students implement the policy in their areas.

The board of directors is responsible for ensuring that:

- the health and safety policy statement of intent is clearly written and it promotes a positive attitude towards safety in staff and students;
- responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities;
- individuals have sufficient experience, knowledge and training to perform the tasks required of them;
- clear processes are created to assess any significant risks and ensure that safe systems of work are implemented;
- sufficient funds are set aside with which to operate safe systems of work;
- health and safety performance is measured both actively and reactively;
- Norland's health and safety policy and performance is reviewed annually;
- any contracts awarded, such as cleaning, building works, etc, are tendered in accordance with appropriate standards.

The Principal

The principal is responsible to the board of directors on a delegated basis for the general oversight and development of the health and safety policy and for ensuring coordination of the policy across Norland.

Head of HR, Resources and Compliance

The head of HRRC is responsible to the principal on a delegated basis for the operational implementation of the health and safety policy and supports the principal by ensuring that:

- this policy is clearly communicated to all relevant persons;
- appropriate information on significant risks is given to visitors and contractors;
- appropriate consultation arrangements are in place for staff, and where relevant their trade union representatives;

- all staff are provided with adequate information, instruction and training on health and safety issues;
- risk assessments of the premises and working practices are undertaken;
- safe systems of work are in place as identified from risk assessments;
- emergency procedures are in place;
- equipment is inspected and tested to ensure it remains in a safe condition;
- records are kept of all relevant health and safety activities eg: assessments, inspections, accidents;
- arrangements are in place to inspect the premises and monitor performance;
- accidents are investigated and any remedial actions required are taken or requested;
- the activities of contractors are adequately monitored and controlled;
- a report to the board of directors on the health and safety performance of Norland is completed annually.

Staff holding positions of special responsibility

This includes the head of HRRC, heads of departments, the facilities manager, line managers/ supervisors, the site supervisor and the caretaker. They must:

- apply Norland's health and safety policy to their own department or area of work and be directly responsible to the principal for the application of the health and safety procedures and arrangements;
- identify key risks in their areas of responsibility and the organization and arrangements for managing those risks;
- contribute to the regular health and safety risk assessment process for the activities they are responsible, submitting information as requested;
- ensure all staff under their management are familiar with the health and safety procedures for their area of work;
- resolve health, safety and welfare problems that members of staff refer to them, and refer to the facilities manager and/or the head of HRRC any problems which they cannot achieve a satisfactory solution within the resources available to them;
- carry out regular inspections of their areas of responsibility to ensure that the working environment, equipment and activities are safe and record these inspections where required;
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety;
- ensure all accidents and near misses are reported promptly.

Special obligations of lecturers

Lecturers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their own area of work.
- Give clear verbal and written health and safety instructions and warnings to students as often as is necessary.
- Ensure the use of personal protective equipment and/ or resources when necessary.
- Make recommendations to their line manager on additions or necessary improvements to lecture rooms, resources or equipment.
- Integrate all relevant aspects of safety into teaching.
- Report all accidents and dangerous occurrences to the head of HRRC
- Report all defects to the facilities team.

Strategic leadership team (SLT)

The SLT will meet once per term as a minimum to:

- Review all health, safety, welfare and security matters, including a review of policy annually.
- Advise the head of HRRC of any current issues relating to health, safety, welfare and security.

Health and safety representatives

Safety representatives have the following key duties:

- Investigate potential hazards and dangerous occurrences.
- Assist the head of HRRC with investigating employees concerns and complaints relating to health and safety.
- Assist the head of HRRC to examine the causes of accidents.
- As directed by the Head of HRRC, carry out health and safety risk assessments.
- Carry out inspections of the workplace.

Health and safety representatives will be given access to information they are entitled to see, for example about accidents.

Obligations of all staff

All staff must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, colleagues, students and visitors.

- Observe all instructions on health and safety issued by the board of directors, Norland or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Cooperate with others to enable them to carry out their health and safety responsibilities.
- Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their line manager of any shortcomings they identify in Norland's health and safety arrangements.
- Where applicable, when authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered fully.

Obligations of contractors

All contractors working onsite, must be provided with a copy of the managing contractors policy and comply with the process at all times.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the facilities team of any risks that may affect staff, students and visitors.

All contractors must be aware of Norland's health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the principal or delegated representative, will take such actions as are necessary to protect the safety of staff, students and visitors.

Students

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe all the health and safety rules of Norland and in particular the instructions of staff given during an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Observe standards of dress consistent with safety and/ or hygiene.

Procedures and arrangements

The following procedures and arrangements have been established within Norland to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to Norland. More detailed policies and procedures for a number of these areas are available in the health and safety management folder available on the document hub

Accident reporting

All staff are required to ensure that all accidents are reported to the head of HRRC who will ensure that the accident is investigated and reported to SLT and the board of directors and the health and safety executive as appropriate. For serious incidents, the head of HRRC will call the incident contact centre on 0345 300 9923

All incidents or near misses ie: something which has the potential to cause harm although doesn't do so on this occasion, must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos management

Please refer to the asbestos management policy for full details on how Norland manages the risks associated with asbestos.

Contractors

The SLT and facilities team are responsible for the selection and management of contractors in accordance with the managing contractors policy.

Display screen equipment (DSE)

DSE assessments should be carried out by all staff who regularly use desktops PCs, laptops, i-pads or surface-pros.

Regular laptop and surface-pro users will be provided with docking stations.

Staff are reminded that laptops, surface-pros and tablets should not be used on laps, chair arms or other unsuitable surfaces.

Electrical safety

The facilities team is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The facilities team will also ensure that all portable electrical equipment is PAT tested in accordance with the timescales recommended by the health and safety executive.

All staff must be familiar with Norland's procedures and report any problems to the facilities team.

Please refer to the ICT bring your own device (BYOD) policy when using personal devices on campus.

Fire precautions and emergency procedures

The head of HRRC is responsible for ensuring:

- That a fire risk assessment is completed and reviewed annually.
- That Norland's emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every six months.
- The preparation of specific evacuation arrangements for staff and/ or students with special needs.

The facilities team are responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/ escape routes and signage.
- Supporting the head of HRRC to ensure an emergency fire drill is undertaken every six months.
- Supervision of contractors undertaking hot work.

All staff must be familiar with Norland's fire safety risk assessment, Norland's emergency plan and evacuation procedures.

First aid

First aid boxes are provided on each floor of both buildings and the food and nutrition building. The facilities team are responsible for ensuring that the stocks of supplies are kept up to date.

All staff must be familiar with Norland's arrangements for First aid.

Food hygiene in food and nutrition sessions

Please refer to the food hygiene in teaching policy for further information on how Norland manages the risks associated with food hygiene and teaching cookery skills.

Hazardous substances

The facilities team are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised personnel.

All staff are reminded that no hazardous substances should be used without the permission of the principal or delegated representative. Where relevant, the facilities team will complete a riskassessment for any authorised products.

Gas safety

As per the Health and Safety at Work Act 1974 and the Gas Safety (Installation and Use) Regulations 1998, the following must be adhered to with regards to gas safety:

- Only a competent engineer can be used to install, maintain or repair gas appliances.
- Norland must maintain all gas pipework, appliances and flues on a regular basis.
- All rooms with gas appliances must have adequate ventilation. Air inlets must not be blocked to prevent draughts, and flues and chimneys must not be obstructed.
- If a gas leak is suspected, the supply must be turned off and contact the National Gas Emergency Service on 0800 111 999 immediately.
- If in doubt, the building must be evacuated and the police must be informed as well as the National Gas Emergency Service or the gas supplier.
- **The gas supply must not be turned back on until a leak has been dealt with by a competent person.**

Lockdown

All staff and students must familiarise themselves with the lockdown procedure which is available in the health and safety folder available on the document hub and on notices around campus.

Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. The placement and NQN teams are also considered lone workers when visiting placement settings and/ or private family homes.

Any member of staff working after normal office hours should notify the site supervisor/caretaker of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Please refer to the health and safety management folder available on the document hub for further guidance on being a lone worker.

Lifting Operations and Lifting Equipment Regulation (LOLER)

These regulations place duties on organisations who own, operate or have control over lifting equipment. Norland currently does not own, operate or control any lifting equipment as outlined within these regulations.

Please also see the manual handling section.

Maintenance and inspection of equipment

The detailed arrangement for the maintenance and inspection of equipment are described in Norland's service and maintenance plan and are under the control of the facilities team.

The head of HRRC is responsible for the equipment and building repair and renewal budget and ensures that a schedule of planned preventative maintenance of all equipment is in place and that a record is kept.

All faulty equipment must be taken out of use and reported to the facilities team. Staff must not attempt to repair equipment themselves.

Managing contractors

Please refer to the managing contractors policy for further information on how Norland manages the risks associated with having contractors working on campus.

Manual handling and lifting

The facilities team will ensure that any significant manual handling tasks are risk assessed and that these tasks are eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment by themselves but must ask the facilities team for assistance.

Students should not move or lift any heavy or unwieldy furniture or equipment.

Noise and vibration

The risk of staff or students being exposed to hazardous noise and vibration, is low.

Ahead of any scheduled building, refurbishment or repair work a risk assessment will be carried out to ascertain if the risk of noise exposure has increased. Reasonable adjustments will be made on a temporary basis if it is found to be hazardous to individuals.

It is highly unlikely that a member of staff or student will be exposed to high levels of vibration due to using hand held tools or machinery. Individual risk assessments are carried out for the use of sewing machines and also for facilities staff. Reasonable adjustments will be made where a hazardous risk is identified.

Personal protective equipment (PPE)

Where the need for PPE has been identified in risk assessments, it is the responsibility of the head of HRRC and facilities manager to ensure adequate supplies of suitable PPE are available.

Where a need for PPE has been identified, it must be worn by any staff member or student who might be at risk of injury or harm to health.

Refusal to use the PPE will be seen as a disciplinary matter.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the facilities team.

Risk assessments

It is the responsibility of the principal and the head of HRRC to ensure that potential hazards are identified and that risk assessments are completed for all significant risks on campus.

The head of HRRC is responsible for ensuring all general risk assessments are carried out and delegate as follows:

- The facilities manager will carry out all risk assessments for the lecture rooms, individual requirements, college activities held onsite, specialist areas and for maintenance. The facilities manager will also liaise with the cleaning company to ensure full risk assessments are carried out on a regular basis.
- The events manager will ensure that risk assessments are completed for all external events, requesting relevant documentation from venues

Road safety

It is Norland policy to ensure the health and safety of staff whilst in vehicles on business.

The principal and head of HRRC will ensure that:

- significant risks are identified and measures are introduced to eliminate or reduce them, as far as reasonably practicable;
- Norland drivers are competent for the tasks required;
- the duration and timing of drivers' schedules does not lead to undue fatigue. Staff may contact the principal or their line manager if they have concerns about the amount, or nature of workplace driving.

Staff are not permitted to drive on regular Norland business, using their own personal vehicle, until they have submitted a self-declaration form (available on the document hub).

Security

The facilities team are responsible for the security of the buildings and will undertake regular checks of the boundary walls, fences, entrance points, outbuildings and external lighting.

The facilities team is also responsible for the security of Norland premises after hours.

Staff must query any visitor onsite who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive, staff should seek assistance.

Any incidents of verbal abuse or threatening behaviour by visitors or students must be reported to the principal or delegated representative immediately.

Site maintenance

The facilities team is responsible for ensuring the safe maintenance of Norland premises and grounds and for ensuring cleaning standards are maintained.

The facilities team will undertake routine inspections of the site and any hazards that cannot be dealt with immediately will be reported to the head of HRRC.

All staff are responsible for reporting any damage or unsafe condition to the facilities team immediately. This can be done in person, via phone or by emailing facilities@norland.ac.uk.

Smoking/ vaping

Smoking and vaping is prohibited on campus.

Staff training and development

The head of HRRCis responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of their induction.

All staff will receive fire awareness training on a regular basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety must be a regular agenda item for team and SLT meetings.

Stress

The board of directors and the principal are responsible for taking steps to reduce the risk of stress among staff by taking measures to ensure staff are supported through:

- an environment in which there is good communication, support, trust and mutual respect;
- training to enable staff to carry out their jobs competently;
- control for staff to plan their own work and seek advice as required;
- involvement of staff in any major changes;
- providing clearly defined roles and responsibilities;
- consideration of domestic or personal difficulties;
- individual support, mentoring and referral to outside agencies where appropriate.

Use of premises outside of normal working hours

The principal or delegated representative, is responsible for ensuring that any use of Norland's buildings after normal working hours is managed in accordance with Norland's health and safety policy.

The facilities team is responsible for managing arrangements for such activities/ events eg: risk assessments, staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

Visitors

All visitors must sign in and out at reception. A badge will be issued which must be worn at all times whilst on campus.

Visitors to Norland will be made aware of the emergency procedures and other safety information as is relevant. Visitors to Norland will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on college premises will be informed of the emergency procedures and any risks in their work area.

Working at height

The facilities team are responsible for the purchase and maintenance of all ladders.

All ladders must conform to BS/EN standards as appropriate.

The facilities team are also responsible for completing risk assessments for all working at height tasks.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

Whilst setting up decorations or displays, a small step ladder or step stool must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when alone.

When using a step ladder or step stool ask a member of the facilities team to show you how to erect it properly and ensure there is another person to hold the ladder steady and pass the materials when needed.

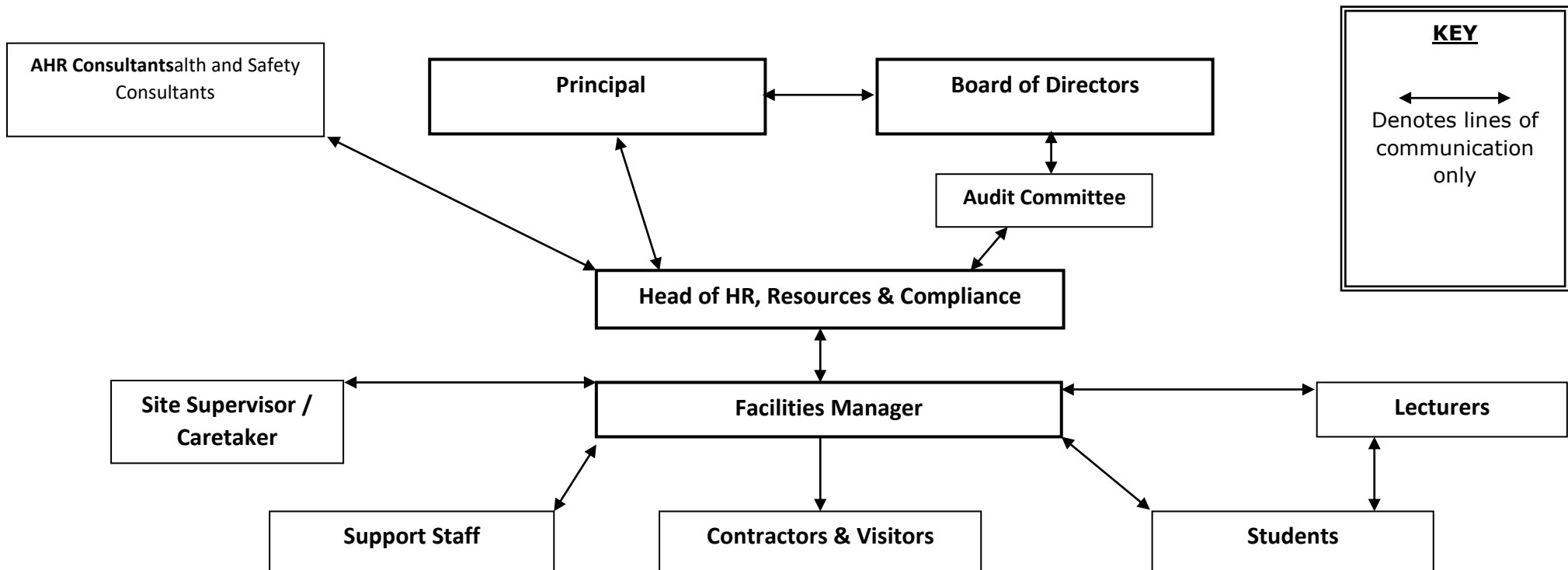
Knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.



Appendix 1

Health and Safety Organisational Chart



Appendix 2

Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013
- Control of Asbestos at Work Regulations 2006
- COSHH (Controls of Substances Hazardous to Health) 2002
- Health & Safety (Display Screen Equipment) Regulations 1992 amended 2002
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 amended 2002
- The Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Working Time Regulations 1998

Appendix 3

Please refer to the supporting policies and procedures available in the health and safety management folder and on the document hub:

- Health and safety policy
- Accident reporting policy
- Contractors information
- Display screen equipment policy
- Electrical safety policy
- Fire procedure – Oldfield Park
- Fire procedure – York Place
- First aid policy
- General fire safety policy
- Hazardous substances policy
- Lockdown policy
- Lone working policy
- Maintenance of equipment policy
- Managing contractors policy
- Managing contractors – day to day - policy
- Manual handling policy
- Risk assessment policy
- Visitor policy
- Asbestos management policy
- Food hygiene in teaching policy

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