



# YMCA **Wales** Community College



## Health and Safety Policy





## **General Statement of Intent**

YMCA Wales Community College (the College) recognises and accepts its responsibilities and obligations as an employer and as an institution of further education to provide a safe and healthy workplace and working environment for all its employees and for all other users of its premises, including learners in outreach centres, visitors, and members of the public.

It is the policy of the College that:

- All relevant legislation is followed.
- All members of staff fully understand their responsibility for health and safety as detailed in this policy statement.
- Arrangements for health and safety are available for all and are clearly communicated and are regularly checked and updated.
- All equipment is maintained and operated in a safe manner.
- Appropriate information and training be given to all personnel.
- Appropriate systems for inspection monitoring and review are maintained to assist continuous improvement, both on the College premises and at outreach learning centres

The policy will comply with the Welsh Assembly Government's Health and Safety Code of Practice.

This policy and appendices will be amended as necessary, in view of changing situations within the College and new legislation.

All employees will be issued with copies of this Health and Safety policy.

Learners may access these documents from the College Website or at the Colleges premises.

### **a. Governing Body**

The Governing Body has ultimate responsibility for health and safety and welfare of employees and learners.

b. Head of College

The management, organisation and operational arrangements for ensuring high standards consistent with this policy are delegated to the Head of College

The Head of College is responsible for ensuring that the specific responsibilities within the management structure of the College, for each aspect of safety, health and welfare are identified to a named established post and in so doing will take into account the capabilities of the post holder in respect of Health and Safety.

The Head of College must ensure that all College staff are provided with Health and Safety information regarding their own safety and responsibilities and must ensure that all staff receive induction training in Fire Precautions, First Aid Facilities, Accident Reporting Procedures, Risk Assessments and the Management of Health and Safety appropriate to their level of responsibility.

The Head of College has overall responsibility for all aspects of Health and Safety under her control. This includes provision of resources in terms of funding, time and manpower to see that the policy can be effectively implemented.

The Head of College is responsible for seeing that the Health and Safety policy is prepared and kept up to date and that all employees are kept informed of any amendments.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

*Chair of the Governing Body*

*Head of College*

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

## 2. Organisation

The person with overall and final responsibility for the Health and Safety in the College is the Head of College.

The person responsible for overseeing implementing and monitoring the Health and Safety policy is the Health and Safety Advisor.

### 2.1 Responsibilities

Position	Area	Responsibilities
Head of College	All areas of the College's operations	Final responsibility for College
MIS/ Finance Officer	College premises	Implement all aspects of Health and Safety Policy with specific responsibility for fire safety at College premises.
Provision Development Manager (Offender Management)	Offender Management Provision	Implement all aspects of Health and Safety Policy
Provision Development Manager (Traditional Provision)	Traditional Outreach Provision	Implement all aspects of Health and Safety Policy
Provision Development Manager (Youth Work)	Youth Work Provision	Implement all aspects of Health and Safety Policy
Health and Safety Advisor	Traditional Outreach Provision	Implement and facilitate the action of all aspects of Health and Safety Policy Risk Assessments Deliver Health and Safety Training to all staff
Tutors	Traditional Outreach Provision	Adhere to all aspects of Health and Safety Policy
Learners	Traditional Outreach Provision	Adhere to all aspects of Health and Safety Policy

### 2.2 Staff Competencies

The procedure for assessing staff health and safety competency is as follows:

- All job descriptions include responsibilities in regard to health and safety.
- Staff are assessed at induction and training is offered as appropriate. Staff are provided with a Be Safe health and safety leaflet and a copy of the College's health and safety policy.
- Staff are expected to sign a health and safety declaration of responsibility.
- Qualifications and experience are recorded in the first instance on their CV or application documentation.
- Ongoing training is recorded on the staff health and safety compliance database.

- At annual appraisal staff are asked to review health and safety practices and revisit the health and safety declaration of responsibility.

### **2.3 Responsibilities of the Senior Management Team (SMT)**

It is the duty of all members of the SMT to ensure that safety and health factors are fully taken into consideration when arranging provision.

Members of the SMT are also responsible for ensuring that learners and employees understand the Health and Safety policy and the health and safety rules relating to their role. It is their responsibility for informing the Health and Safety Advisor about any known or potential accident or occupational health hazard.

They will ensure that:

- a) The appropriate Venue Health and Safety Checklist is in place and liaise with the appropriate Health and Safety Advisor to ensure any revisions are actioned.
- b) All learners and employees are informed, during induction, about any hazards relating to their tasks and how to avoid them.
- c) Where appropriate the assistance of the College Health and Safety Advisor is sought on matters concerning safe practice, procedures and Health and Safety legislation Accident Investigation.
- d) Prompt corrective action is taken whenever learners or employees report unsafe conditions or unsafe actions.
- e) All injuries are promptly treated and reported to the Health and Safety Advisor and that they assist in any investigation so that corrective measures may be taken to prevent a recurrence.

### **2.4 Responsibilities of the Health and Safety Advisor**

The Health and Safety Advisor is responsible for:

- providing the College with up to date Health and Safety advice;
- providing health and safety training when required;
- carrying out health and safety assessments on outreach learning centres for traditional provision;
- carry out risk assessments as necessary;
- investigating accidents;
- undertake DSE assessments;

- producing an annual report covering all aspects of Health and Safety.

## **2. 5 Responsibilities of Tutors**

All tutors must:

- understand the application of the Health and Safety Policy;
- adhere to accident/emergency procedures;
- be aware of the accident/emergency procedures of the premises in which they are operating;
- be aware of individual learners' health and safety issues and ensure appropriate procedures are in place for their health and safety;
- attend Health and Safety training;
- report any hazardous conditions to their relevant SMT person or the Health and Safety Advisor;
- monitor health and safety standards within their area of responsibility;
- carry out induction training, to include health and safety, with all learners for whom they have a teaching responsibility;
- identify learners at increased risk and those with disability and or learning difficulties and request a specific risk assessment from the Health and Safety Advisor to ensure those identified learners' safety;
- report any accident to the College that occurred during a training session.

## **2. 6 Responsibilities of Learners**

All learners are responsible for complying with the College Health and Safety Policy within the context of direction given by their course tutor. In particular they shall:

- Inform the tutor of any particular health and safety issues;
- Report any hazardous condition to their tutor;
- Observe all safety rules;
- Conform to all instructions given to them by their tutor;
- Obtain first aid for any injury sustained in the learning environment and ensure that it is recorded in the accident book.

In order for learners to meet their responsibilities, the College uses the following procedures for providing health and safety information.

#### Procedure for Probation offenders / learners:

1. Offenders at the pre-placement stage undertake a health and safety level 1 learning programme. The learning covers health and safety legislation, identifying potential hazards in the workplace, familiarity with fire drill procedures, and understanding the need for protective clothing and equipment.
2. The learner completes a health and safety booklet which is signed by the tutor and an internal verifier as evidence that the learner has undergone health and safety induction training.

#### Procedure for Adult Community learners:

1. The security, health and safety form is completed by the tutor to ensure the tutor is aware of the relevant emergency and security procedures which are in place at the venue. A copy of the completed form is sent to the College and a copy provided for each student. The form consists of the following information:
  - Location of the nearest fire exits
  - Location of the first aid box
  - Location of the assembly point
  - Name of the qualified first aider
  - Nominated areas for smoking
  - The tutor then has to answer yes or No to two questions which are ...  
Do you know the emergency procedure to be followed at the venue?  
Have you informed the learners of all of the information above?
2. The tutor signs the security, health and safety form as evidence that they have passed on this information to the learners.
3. The tutor also completes an induction checklist which is used as an aid to ensure the tutor has relayed specific information such as health and safety, fire evacuation procedure and welfare arrangements.
4. The tutor keeps a register of all learners participating on a course which can be utilised in case of emergencies.

### **3. Working Environment / Risk Assessment Arrangements**

It is the policy of the College to comply, as far as it is reasonably practicable, with the law as set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

The College undertakes an annual corporate risk assessment. The findings of which are contained within the risk register and an action plan formulated to address identified risks.

#### **3.1 Assessments**

Annual risk and fire assessments are carried out by the Health and Safety Advisor on the College premises in Cardiff.

The College uses both privately and publicly owned venues as outreach learning centres.

Annual venue health and safety checks are carried out by the College's Health and Safety Advisor on all privately owned venues. The visit includes a visual inspection of the public liability insurance and health and safety policy, and where necessary, makes recommendations for improvements in health and safety practice.

The Health and Safety assessments of both the College premises and privately owned venues shall establish key factors concerning safety in the workplace. These key factors are as follows: employee and public liability insurance, written Health and Safety policy, (if five or more people employed), First Aid facilities and first aid trained staff available; Accident recording procedures; Fire precautions e.g. fire detection system, fire fighting systems, evacuation systems; Controls on flammable, explosives, machinery and noxious atmospheres. All accidents or occupational illness commensurate with the R.I.D.D.O.R. The College will investigate all R.I.D.D.O.R. events and report any such events to the Enforcing Authority.

The assessment shall establish the degree of supervision provided and confirm any employment restriction that may or may not apply. Hygiene and welfare provision must comply with the workplace Health, Safety and Welfare Regulations 1992. It must be established that all electrical provision is safe and a comprehensive portable appliance testing system is in place. All risk and C.O.S.H.H. assessments must be in place and available to staff. Any personal protective equipment must be supplied and maintained by the employer and training provided in its use. All safety signage must be displayed and maintained.

Once these key elements have been assessed both the College premises and the privately owned venues will be allocated, by the Health and Safety Advisor, a risk banding i.e. high, medium and low with follow up assessments commensurate with the risk bandings e.g. 3, 6 or 12 monthly reappraisals conducted by the Health & Safety Advisor unless a shorter period is deemed necessary. Any issues identified at

initial or subsequent appraisal will be addressed via an action plan agreed between the venue and the College.

A venue health and safety checklist is completed and signed by the College's Health and Safety Advisor and a representative from the venue.

The risk and fire assessments of the College premises are recorded on a report forms.

Publicly owned venues such as the Probation Service offices or local authority buildings, are not subjected to health and safety checks by the College's Health and Safety Advisor. However, health and safety disclaimers are in place, signed by a representative from the College and the Partner Organisations, and revisited annually.

By signing the disclaimer, the Partner Organisation, confirms that they can demonstrate the following:

- 1 Compliance with relevant health and safety legislation
- 2 Adequate employer's and public liability insurance cover
- 3 A health and safety policy is in place
- 4 A risk assessment process is in place
- 5 A competent person is nominated with responsibility for health and safety
- 6 Provision is made for safe and healthy:
  - Working/learning environments
  - Equipment/materials
  - Systems of work
  - Welfare facilities
  - Emergency arrangements
- 7 Prohibitions are understood and agreed by all relevant persons
- 8 Accident reporting and investigation processes
- 9 Access for vetting, monitoring, accident investigation and review purpose by the provider and sub-contract provider, if appropriate, and the Welsh Assembly Government

### **3.2 Audit**

The Health and Safety Advisor will produce an annual report at the end of the academic year covering all aspects of health and safety as it has related to the College. The Head of College will audit this report and an action plan will be devised

to address any findings. The report and action plan will be presented to the Audit Committee for approval who will thereafter report to the Governing Body meeting held in the autumn term for ratification.

### **3. 3 Lone working at out reach learning centres**

Such is the nature of out reach learning centres that often members of staff are required to work alone. In these instances the College will assess any risks involved and put measures in place to avoid or control the identified risks. All members of staff employed in such locations must comply with all control measures. If any member of staff feels at risk whilst working alone they should contact their line manager to discuss what action should be taken.

### **3. 4 Fire safety for college premises**

To comply, so far as is reasonably practicable with the law as set out in the Fire Precautions (Workplace) (Amendment) Regulations 1999 and the Management of Health & Safety at Work Regulations 1999. The College will ensure that an adequate Fire Risk Assessment is undertaken.

The MIS / Finance Officer is responsible for fire safety at the College Premises:

- All Fire Records i.e. drill, evacuation and alarm tests are recorded; Fire drills are conducted once per term with the MIS / Finance Officer responsible for recording the time that evacuation procedure took to complete;
- Smoke detectors and manually operated fire alarms are located at strategic points, if smoke detector sounds it is the responsibility of any member of staff to activate alarm and evacuate area;
- The fire alarm equipment will be maintained annually' activated on a monthly basis, records will be kept by the MIS / Finance Officer and faulty equipment repaired when required.
- The fire extinguishers are located at strategic points and will be maintained annually. Only trained people should attempt to use extinguishers. First reaction should be one of evacuation;
- Fire doors are designed to slow the spread of fire; they must never be blocked or jammed open. Fire exits are located at strategic points. Exit doors and corridors must never be blocked or used as storage areas. Emergency lighting must be tested and maintained regularly;
- Smoking is prohibited. It is the policy of the College to abide by the Smoke – free Premises etc. (Wales) regulations 2007 as set out in the Health Act;
- The designated assembly point is located at the rear of the College on the large grassed area;

- An annual fire risk assessment is completed by the Health and Safety Advisor and the report is audited by the Head of College and action taken if required.

### **3. 5 First aid for college premises**

A first aid station is located centrally on the first floor landing. The first aid station is clearly marked and is easily accessible to staff and learners during operational hours. A member of the office based staff, holding a current First Aid Certificate will be appointed as the designated first aider. It is the responsibility of the designated first aider to check the contents of the first aid box and refill when necessary.

### **3. 6 Manual Handling**

It is the policy of the College to comply, so far as is reasonably practicable, with the law as set out in the Manual Handling Operations Regulations 1992. Manual handling operations will be avoided, so far as is reasonably practicable, where there is a risk of injury. Where it is not possible to avoid manual handling operations a risk assessment will be undertaken taking into account, the task, the load, the working environment and the physical capability of the individual concerned.

### **3. 7 Display Screen Regulations at College Premises**

It is the policy of the College to comply, so far as is reasonably practicable, with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The College will define and identify employees who use Display Screen Equipment (D.S.E). It will categorise those who use D.S.E. for substantial parts of their working day and those who use D.S.E. for 1 - 4 hours per day. Those who are categorised as excessive users e.g. over 3 hours per day will be advised to take regular breaks in that activity e.g. answer the telephone, collect the mail etc. The College contributes towards eye examinations and will contribute towards glasses if it is established that special glasses are required to do the task.

Members of staff will conduct a self-assessment of their workstation and the Health and Safety Advisor will collate this information and ensure that all workstations meet the specified requirements and if necessary discuss any issues with the appropriate member of staff.

### **3. 8 Work Equipment**

It is the policy of the College to comply, so far as is reasonably practicable, with the law as set out in the (Provision and Use of Work Equipment Regulations 1992).

Work equipment is broadly defined to include everything from a hand tool,

through machines of all kinds. The College will conduct a risk assessment before delivery, installation and use of all equipment; and ensure that all equipment is suitable for its intended use and is properly maintained.

The use of any work equipment, which could pose a risk to the well being of persons in and around the College will be restricted to authorised persons only.

### **3. 9 Portable Electrical Appliances**

Portable electrical equipment is any piece of electrical equipment that has a plug fitted to it; this will include 240 and 110 volt equipment.

- a) The Health and Safety Advisor will ensure that tests are conducted by a competent person on an annual basis with all test results recorded on a register.
- b) Any equipment that fails the test will immediately be removed from use until repaired or replaced.
- c) Personal electric/electronic equipment used on the College premises will be classed as College property and be tested accordingly.

### **3. 10 Business Visitors at College Premises**

Visitors entering the premises on business must:

- Sign the Visitors Book on arrival and on leaving.
- Ensure their vehicles are left in approved parking areas.
- Report any accident, injury or dangerous occurrences to the College immediately.
- Comply with the College fire safety procedures.
- Comply with the College no smoking procedures.
- Report any thefts to MIS / Finance Officer.
- Comply with all safety signs.

### **3. 11 Group Visitors using the Training Room on College Premises**

In addition to the above

- The person co-ordinating the training event or meeting will sign the visitor's book on behalf of the group, and keep a record of those in attendance.
- In the event of a fire or other reason that the evacuation order is given, the group, under the supervision of the coordinator, will proceed to the Fire Assembly Point. The co-ordinator will be the last member of the group to leave the building.
- When the whole group have reached the Assembly point a roll call will be taken by the co-ordinator.
- When the all clear is given the co-ordinator will take the group back into the training room.

## **4. Accident Reporting and Investigation**

It is the policy of the College to comply, so far as is reasonably practical, with the law as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.). The College sees accident and incident investigation as a valuable tool in the prevention of future incidents.

In the event of an accident the College accident report form should be completed and passed to the College Health and Safety Advisor. All accidents resulting in a hospital visit will also be reported to the Health and Safety Advisor. All R.I.D.D.O.R. events will be communicated to the Health and Safety Executive by the quickest means practicable i.e. telephone. This communication shall be the responsibility of the Health and Safety Advisor who will complete the F2508 form within the stipulated period. The College will conduct an investigation of the event detailing the following:

- a) The circumstances of the accident including photographs wherever possible.
- b) The nature and severity of the injury sustained.
- c) The identity of any eyewitness.
- d) The time, date and location of the incident.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have legal representation if he/she wishes.

All accident investigations will be carried out in conjunction with the appropriate Partner representative if appropriate.

The completed report will then be submitted to and analysed by the Governing Body who will attempt to discover the cause of the accident and propose actions that may stop a recurrence.

The Health and Safety Advisor's annual report will detail all accidents and investigations conducted during the academic year.

## 5. Emergency Procedures

It is essential that all employees and learners are aware of the procedures to follow and the action to be taken in the event of an emergency.

Action to be taken in the event of an emergency.

If you discover a fire you should:

- Sound the alarm
- Dial the emergency number to summon assistance
- Give the message clearly and include details of the nature of the emergency and the assistance you require
- Leave the building by the nearest route
- Report to the appropriate assembly point

In the event of a medical emergency you should:

- Contact the nearest qualified first aider
- Summon an ambulance if necessary
- Give the message clearly and include details of the nature of the emergency and the assistance you require

In the event of any other major emergency dial 999 and ask for the appropriate service.

All emergencies should be reported to the College as soon as possible and relevant documentation completed.

## 6. Contractual Controls

All College provision is conducted through partnership arrangements.

All partners must meet minimum health and safety standards as required by law and such standards must be clearly demonstrated before partnership working is agreed. The following requirements are set out in all Partnership Agreements:

- 1 Compliance with relevant health and safety legislation
- 2 Adequate employer's and public liability insurance cover
- 3 A health and safety policy is in place
- 4 A risk assessment process is in place
- 5 A competent person is nominated with responsibility for health and safety
- 6 Provision is made for safe and healthy:
  - Working/learning environments
  - Equipment/materials
  - Systems of work
  - Welfare facilities
  - Emergency arrangements
  - Personal Protective Equipment
- 7 Prohibitions are understood and agreed by all relevant persons
- 8 Accident reporting and investigation processes
- 9 Access for vetting, monitoring, accident investigation and review purpose by the provider and sub-contract provider, if appropriate, and the Welsh Assembly Government

It is the responsibility of the partner to inform the College if any of the College's learners are involved in an incident or accident. The College will then invoke its own procedures for accident investigation.

All partnerships are reviewed annually. Formal meetings are conducted and recorded using a partnership meeting checklist. The meeting agenda will include an appraisal of health and safety issues.

## **7. Violence against Staff**

People who deal directly with the public may face violent or aggressive behaviour.

The College will not tolerate any acts of violence perpetrated against any member of staff, if staff faces verbal abuse from members of the public or customers they should:

- a) Remain calm and polite and attempt to defuse the situation
- b) Never respond by verbally abusing the other party
- c) Report the incident to the appropriate line manager

If a member of staff is physically attacked they should:

1. Respond by asking other members of staff for assistance.
2. The premise's responsible person should be called and the police should be informed.
3. Should medical attention be required then the first aider should be called.
4. Witnesses to the attack should remain on site until questioned by the police.

## 8. Driving

It is the policy of the College to comply, so far as is reasonably practicable, that College staff do not face undue risk from the driving required by their job. Members of staff should consider the following before undertaking a journey.

- a) Is the journey necessary, could the use of fax, e-mail, telephone or replace the requirement to travel?
- b) Can alternative transport be arranged i.e. train.

If the journey is necessary then drivers should:

1. Avoid driving after 10:30 pm if possible.
2. Avoid driving in adverse weather conditions particularly where there has been excessive snow or rainfall or if road conditions are icy.
3. No driver should drive continuously for more than 2.5 hours, after which a 15-minute break should be taken.
4. No member of staff should exceed the limit of 10 hours driving plus other work within the working day, after which an 11-hour break must be taken.
5. The consumption of alcohol before and during driving for work purposes is strictly prohibited.
6. Medical opinion should be sought to determine fitness to drive if staff are using prescribed drugs. Staff required to inform management of the use of prescribed drugs if involved in driving for work purposes.
7. If a member of staff is involved in an accident whilst on College business the accident should be reported to their immediate line manager.
8. Pregnant staff should be discouraged from occupational driving especially between 6 and 9 months of pregnancy.
9. All staff should ensure that in the case of own vehicle use that the vehicle is insured for business use.
10. All vehicles should be properly maintained and have a current M.O.T. certificate.
11. Mobile phones must not be used when driving.

\*The College is not responsible for any fines imposed under the Road Act i.e. speeding and parking fines.