

Policy

Health & Safety and Statement of Organisation and Arrangements

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1. Purpose

The purpose of this policy is to outline the approach by Franklin College to manage Health and Safety. Franklin College has based the Health and Safety Management system in accordance with the latest guidance available from regulating bodies including the Health and Safety Executive (HSE). In accordance with current guidance, the policy contains an overall statement of policy, an organisation section detailing the roles and responsibilities of individuals and groups in relation to health and safety and details in the arrangements section how health and safety is managed.

2. Scope

This Policy applies to all Franklin College premises and all those who work in and visit them. This includes direct employees, students, agency employees, Volunteers, Governors, any visitors, contractors, and third-party service providers.

3. Policy Statement

It is the policy of Franklin College to ensure, so far as is reasonably practicable, the health and safety of all persons as identified in paragraph 2 above who may work on, visit, or use Franklin College premises, or who may be affected by its activities, products used, or services. In order to achieve this aim, it is Franklin College policy to provide the appropriate resources to achieve a healthy and safe working environment, provision of safe equipment, the use of safe systems of work and provision of adequate information, training and supervision. Franklin College will remain up to date with regard to its legal responsibilities and requirements through various media including legislation updates from our Premises Manager and through membership of a variety of networks.

Franklin College considers the management of health and safety, including fire safety issues as an essential part of Governance arrangements. This includes a commitment to prevention of injury and ill health and to continual improvement in Occupational Health and Safety (OH&S) management and OH&S performance. It also includes a commitment to comply with applicable legal requirements and with other requirements to which the organisation subscribes.

Where Franklin College engages external contractors to undertake or manage work on its premises, it is the policy to work with competent contractors who have an effective and established health and safety management system and who will undertake their work either in accordance with Franklin College Contractor Rules and Permit to Work systems or with an agreed alternative, which provides an equivalent standard. Before engaging such contractors, Franklin College will therefore make reasonable enquiries to check that the contractor is competent to undertake the work safely and without risks to health. Franklin College will keep the performance of external contractors under review in order to ensure satisfactory standards of health and safety are maintained.

Where temporary, contract or volunteer staff are working on Franklin College premises, the College will provide the same health and safety standards for them as it does for our own employees.

Where the College intend to acquire new premises or develop new activities, it will undertake a health and safety review of the prospective developments as part of our normal due diligence process.

3.1 Statement of Intent

Franklin College will ensure that all service areas of the College have access to appropriate health and safety, and fire safety, advice and support. We will appoint and train Health and Safety representatives from curriculum and cross College areas to advise managers, help implement policy and monitor compliance. We will support these staff with specialist health and safety advice and guidance from a relevant combination of internal and external resources, including via organised in- house formal training sessions

The College will consult with employees on health and safety matters with a view to actively involving employees in the effective implementation of this Policy. Such consultation will be undertaken through prevailing arrangements in place at Franklin College, with employees directly as appropriate to the location and employee group concerned.

Franklin College will set and review Health and Safety objectives annually, in order to monitor performance and strive towards continuous improvement. The objectives will be set by the Health & Safety Management Group in the first instance, before being approved by the College Leadership Team (see paragraph 4) and ratified by the Corporation.

This policy, and the health and safety performance of Franklin College will be reviewed by the Audit committee, at least annually and at any other time when there are significant changes in our operations or management.

The following sections describe the organisation and responsibilities of the Corporation, Principal, Senior Managers and staff within Franklin College for implementing the above policy and gives details of the general health and safety arrangements and standards to which we operate.

4. Roles & Responsibilities

4.1 Overall Responsibility

Franklin College Corporation has overall responsibility for health and safety matters within Franklin College and specifically for:

- Providing a general Statement on Health and Safety Policy and for agreeing the arrangements for the implementation and monitoring of the effectiveness of the policy
- Reviewing the policy on the advice of the College Principal at least annually
- Reviewing the health and safety performance of Franklin College, annually by considering written reports submitted to Resources Committee and Corporation
- Ensuring there are adequate resources allocated for effective management of health and safety and the implementation of this policy
- Ensuring that Corporation decisions are consistent with the objectives of the Health and Safety Policy.

4.2 Executive Responsibility

The Franklin College Principal has overall executive accountability for health and safety matters within Franklin College.

4.3 The College Leadership Team

The College Leadership Team, including the Principal have overall responsibility for ensuring that effective systems are in place for managing and monitoring the standards for health and safety within Franklin College.

The College Leadership Team will ensure that health and safety is kept under review and that all relevant decisions are consistent with Franklin College policy of developing and maintaining high standards of health and safety. The College Leadership Team will formally review health and safety arrangements within Franklin College at least annually and provide a report to the Resources Committee with onward referral to the Corporation on issues arising and action proposed or taken.

4.4 The Health and Safety Management Group

The Health and Safety Management Group meets each term to review health, safety, occupational health, and environment and property safety issues. The core membership is the College Premises Manager (Chair), the Principal and the Vice Principal.

The core membership of the Management Group is supplemented by Franklin College Health and Safety representatives from operational departments or their representatives. Other Managers and staff may attend the Group periodically. The members of the Management Group are required to attend except in exceptional circumstances in which case the Chair must be informed in advance and an alternative attendee must be agreed.

The Management Group may call upon other specialist staff, or experts as necessary to the areas being discussed.

The function of the Health and Safety Management Group is to:

- Identify health and safety issues which require a generic approach throughout Franklin College, in relation to health and safety, fire safety, security and environmental protection, and to develop and implement policies and strategies for their implementation, for approval and ratification

- Monitor safety standards achieved throughout Franklin College and report on any key areas of concern and recommended actions to the College Leadership Team/ Resources Committee.
- Inform the College Leadership Team and Resources Committee of changes, legal requirements and good practice and recommend and implement, where relevant, an appropriate course of action
- Provide specialist advice relating to matters within the remit of the Management Group
- Identify and review via the Premises Manager, the vice Principal as appropriate the health and safety implications of any proposed changes in relation to business activity undertaken, major changes in organisational structure, outsourcing or in-sourcing projects or business acquisitions or divestments.
- Receive reports identifying necessary actions to ensure adequate standards are maintained while keeping the College Leadership Team/ Resources Committee informed
- Review health and safety incident statistics and trends reporting relevant and appropriate information to the College Leadership Team/ Resources Committee
- Monitor and, through the college, Premises Manager, coordinate any contact and involvement with health and safety, fire safety and environmental enforcing authorities
- Provide specialist advice to the College Leadership Team relating to matters within the remit of the Management Group
- Advise the Resources Committee on the content of proposed Health and Safety policies and procedures
- Review reports on health and safety audits undertaken across Franklin College and advise on any appropriate actions needed.

4.5 The College Principal

The Franklin College Principal has overall executive accountability for health and safety matters within Franklin College.

The Principal is responsible for the effective oversight of the governance process and in particular for:

- Monitoring that Franklin College Health and Safety policies and procedures meet Governance objectives
- The financial planning process, via the vice Principal, takes adequate account of the need to resource health and safety requirements in accordance with this Health and Safety policy
- The financial control procedures, via the Director of Finance ensures that tenders for contract works include contractor competency assessments and are rejected where it is apparent that the contractors concerned are not competent, or adequately resourced, to undertake the proposed works safely
- Insurance arrangements, via the Director of Finance meet the requirements of the Employers' Liability (Compulsory Insurance) Regulations
- Liaising with operating managers to monitor implementation of policies and procedures and identify areas for improvement
- Assisting the Premises Manager in producing reports on governance matters where these relate to health and safety.
- Ensuring, with the assistance of the college, Premises Manager, as necessary, that the Resources Committee and subsequently Corporation are advised on significant health and safety issues, and receive and consider a quarterly update and annual report on health and safety matters

- Ensuring, in consultation with relevant members of the College Leadership Team that there are adequate arrangements for identifying, prior to the acquisition of any new business premises or facility, any serious health and safety deficiencies and for ensuring prompt corrective action is implemented

4.6 The Premises Manager

The Premises/Health and Safety Manager is responsible for assisting and advising Franklin College in all aspects of health, safety and fire safety management. In particular, the Premises Manager is responsible for:

- Providing advice and support to directors and managers on all aspects of health and safety management and in particular supporting the Principal in fulfilling the responsibilities allocated under this policy
- Assisting the Principal to ensure that the Resources Committee and Corporation are advised on significant health and safety issues and receive and consider a quarterly update and annual report on health and safety matters.
- Advising the Resources Committee on the content of proposed Health and Safety policies and procedures
- Reviewing reports on health and safety audits undertaken across Franklin College and advising on any appropriate actions needed
- Assisting in the evaluation of any new business premises or facility, in order to identify any serious health and safety deficiencies and clearly identify the corrective action that requires implementation
- Continuously developing, with the assistance of the Principal, the arrangements for the management, monitoring and review of health and safety throughout Franklin College, including maintenance and accessibility of the Health and Safety policies
- Liaising with the Principal on the development of suitable internal health and safety policies and procedures in response to new health and safety and fire safety legislation and coordinating the internal response within Franklin College to changes in such legislation
- Coordinating the implementation of changes to health and safety and fire safety policies and procedures
- Reviewing with the Principal, at least annually, the effective discharge of Franklin College's allocated health and safety responsibilities based on key performance indicators and providing feedback on the outcome. Instigating an audit programme using an appropriate mix of internal and external resources, which involves a review of the health and safety management system and fire safety arrangements in practice at all Franklin College locations
- Devising and implementing a programme to monitor the health and safety standards of appointed contractors
- Initiating and supporting the investigation of serious health and safety incidents, coordinating the Franklin College response and liaising with the enforcement authorities
- Ensuring that Franklin College implements correct procedures for the statutory reporting and recording of accidents and incidents
- Developing an annual health and safety improvement programme incorporating the findings and recommendations of the audit programme, the outcome of incident investigations and other current issues arising from the internal and external environment
- Ensuring that an annual health and safety management plan is also devised and implemented by all areas of the College
- Providing briefings for relevant Senior Management in relation to health and safety improvement areas identified
- Implement appropriate training programmes to assist the College Leadership

Team, and Managers in carrying out their responsibilities in relation to all aspects of health and safety, including fire safety, security, control of biological hazards

- Appropriately support and update Health and Safety Representatives and Managers throughout the college, including participation in their training days.
- Ensuring, through the Principal and departmental leads, that there is an adequate and coordinated programme of undertaking and updating risk assessments for all Franklin College activities and monitoring that this is undertaken effectively
- Maintaining a sound level of technical knowledge through a programme of continuous professional development and appropriate professional training
- Liaising with the Vice Principal and insurers in response to civil liability, business disruption and property damage claims arising from health and safety incidents.
- Coordinating Franklin College's relationship with the Health and Safety Executive (HSE) and relevant local authority Environmental Health Departments

4.7 General Responsibilities of All Leadership Posts, Directors and Managers

All Leadership Post holders, Directors and Managers have a general responsibility for the health and safety of staff under their control and others, whether employed by Franklin College or not, who may be affected by work undertaken within their areas of responsibility. All Leadership Post holders, Directors and Managers are expected and required to comply with health and safety policies and procedures and to promote within their area of responsibility a culture, which is consistent with high standards of health and safety performance. They are also responsible for monitoring through the normal supervision and staff appraisal process that their direct reports fulfil their responsibilities under this policy.

4.8 Heads of Departments

Heads of Departments are responsible for inspecting their curriculum areas to maintain a safe and healthy environment. They should communicate any concerns in their area by writing to the Premises Manager.

All booklets and information received concerning Health and Safety should be passed, where relevant, to staff who should ensure that they and their colleagues are fully conversant with the Health and Safety rules and the literature pertaining to their particular situation. It is the Heads of Departments duty to ensure that all such literature is readily available and, Health and Safety information warning of hazards and dangerous practices is displayed in prominent positions in working areas.

They should identify to the Premises Manager any training requirements necessary to ensure continuing safe working practice. The Premises Manager in consultation with the Principal, will ensure that all training needs identified are met using recognised training courses when appropriate.

4.9 Teaching and Non-Teaching Staff Holding Posts/Positions of Responsibility

These staff:

- Have a general responsibility for the application of the College's safety policy to their own area of work and are directly responsible to the College's, Premises Manager as appropriate for the application of existing safety measures and

- procedures within respective area of work.
- shall, where necessary, establish and maintain safe working procedures in the area of work including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall make every effort to resolve any Health and Safety problem in their area of work which any member of staff may refer to them, and refer to the Premises Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall ensure, as far as it is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall report to the Premises Manager on requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- shall ensure that all hazardous materials used by the college are locked away in special stores when not in use

4.10 Special Obligations of Class Teachers

The safety of students in class is the responsibility of class teachers; teachers in law carry responsibility for the safety of students when they are in charge.

Class teachers are expected to:

- exercise effective supervision of the students and to know the emergency procedures in respect of emergency evacuation and first aid, and to carry them out
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- give clear instructions and warning as often as necessary
- follow safe working procedures personally
- to ask for protective clothing, guards, special safe working procedures, etc., where necessary
- To make recommendations to the Premises Manager e.g., on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

4.11 Responsibilities of Employees

All employees of Franklin College have the following responsibilities for:

- Acting with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Franklin College premises
- Complying with instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided
- Reporting to their Manager any serious danger to health or safety, or defects in structures or equipment, or safety procedures that come to their notice and which they cannot immediately rectify
- Reporting to their Manager any incidents which have led, or might have led, to injury or damage, in addition to following the required local incident reporting or recording procedure

- Only using equipment or substances in accordance with information, instruction and training provided by Franklin College.

No Director, Manager or employee of Franklin College is authorised to initiate, or continue any process or activity, which places any person on the premises in danger, or is in breach of statutory obligations with respect to health and safety.

4.12 Responsibilities of Temporary, Agency, Volunteer, and Self Employed staff working for Franklin College and contractors occupying College premises

All temporary, Agency, Volunteer, self-employed staff working within Franklin College premises and Contractors occupying related accommodation will be expected to comply with Franklin College's Health and Safety arrangements. All staff and volunteers will be advised of relevant and appropriate Health and Safety arrangements by the operational Franklin College Managers within operational locations.

4.13 Students

Students are expected to:

- exercise personal responsibility for the safety of self and others
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- observe all the safety rules of the College and in particular the instructions of teaching staff given in emergency
- use and not wilfully misuse, neglect or interfere with things provided for their safety
- Report student infringements/non-compliance to a member of staff for further action.

4.14 Visitors

- All visitors and other users of the premises (e.g., delivery men from specific companies) are required to observe the safety rules of the College.
- All visitors should report to College Services on arrival where they will be asked to sign in indicating the nature of their business, who they wish to see and giving the registration number of their vehicle if it is on site. Similarly, all visitors are expected to inform College Services of their departure.
- If any member of the public refuses to leave the premises or is constituting a nuisance a member of staff can be asked to contact College Premises Team or a Member of the College Leadership Team and request immediate assistance.
- Visitors who are contractors on site have special obligations which will be specified in contracts between the company and the College.

4.15 Arrangements for Health and Safety

Mandatory common standards and guidance are contained in the Health and Safety policies under the authority of the Principal and issued to all relevant staff. The policies give information and required standards on a number of health and safety issues of relevance to Franklin College.

Where internal guidance or standards do not cover a specific issue, the practices or standards recommended in Health and Safety Executive publications or relevant British or European Standards will be adopted.

4.16 Competent Professional Health and Safety Support and Assistance

The Principal has responsibility for ensuring there is a coordinated provision of competent health and safety advice and assistance to Franklin College from the Premises/Health & Safety Manager. The Principal will ensure that there are arrangements for providing the Resources Committee and Corporation with guidance on internal policies and procedures, the Premises Manager will assist the Principal in obtaining any detailed health and safety information required.

Day to day advice and assistance on health and safety matters at individual operating locations is provided by the local departmental Health and Safety representative supported by the Premises Manager.

4.17 Risk Assessments

Franklin College has comprehensive arrangements in place for undertaking risk assessments relating to general risks and specific risk areas. These arrangements are specified in the Health and Safety policy on risk assessment and are undertaken by nominated and trained staff. In the case of complex risks, the assessment will be undertaken by a specialist.

4.18 Accidents, Dangerous Occurrences and Ill Health Reporting

Accidents to employees, or others, on Franklin College premises, or affected by Franklin College activities, must be reported immediately to the relevant line manager and escalated in accordance with the college's Incident Reporting Policy where relevant. The incident and incident near miss reporting procedure must be followed. The Premises Manager in accordance with policy, will make statutory accidents or dangerous occurrence reports to the enforcement authority and make statutorily required accident and incident records. The same procedure covers cases of occupational ill health or dangerous occurrences.

4.19 Training

All new employees will receive relevant instruction and induction training on health, safety, fire safety and welfare matters from their manager and through an induction process. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken.

4.20 Contractor Control Arrangements

Where contractors are engaged to undertake minor work on Franklin College premises, they will be required to work in accordance with the relevant H.S.E. standard requirements, ideally have CHAS Accreditation and conform to all the Franklin College Health and Safety policies and procedures.

Where the work to be undertaken falls within the requirements of The Construction Design and Management Regulations 2015 (CDM), the work will not be permitted to proceed until the appointed Principal Designer / Project Manager has produced an adequate construction phase health and safety plan for the work involved and other relevant requirements of Franklin College.

4.21 Fire Safety

Fire safety is of great importance in any working environment. Franklin College has established standards and policies to ensure that the risk of fire is minimised and should a fire occur, it can be contained with all persons in the premises being removed from areas of risk.

4.22 Further Health and Safety Arrangements

Other health and safety arrangements covering specific requirements are included within the Health and Safety policies.

5.0 Policy References

5.1 Access to the policy

The policy will be available via Franklin College's website and internally through Microsoft Teams.

5.2 Documents associated with this policy

This policy is the overarching Franklin College Health and Safety policy, which forms part of and relates to all Franklin College Health and Safety policies.

5.3 Policy references

- *The Health and Safety at Work etc. Act 1974 – Section 2(3)*
- *The Management of Health and Safety at Work Regulations 1999, as amended – Regulation 5*
- *The Regulatory Reform (Fire Safety) Order 2005 – Article 11*
- *The Construction (Design and Management) Regulations 2015*
- *The Employers' Liability (Compulsory Insurance) Regulations 1998*
- *Health and Safety Executive and Institute of Directors guidance document "Leading Health and Safety at Working 417:2011"*

5.4 Quality and Assurance Monitoring

The effectiveness of this policy will be monitored as part of routine health and safety monitoring arrangements for the respective facility through a combination of internal inspection and annual internal and external audits.

This policy, and the health and safety performance of Franklin College will be reviewed by the Corporation via the Resources Committee at least annually and at any other time when there are significant changes in our operations or management.

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