

**NHEA Common Health and Safety Policy  
with Queen Mary's College Specific Arrangements**



**North Hampshire  
Education Alliance**

# **NHEA COMMON HEALTH AND SAFETY POLICY WITH QMC SPECIFIC ARRANGEMENTS**

Policy of	<b>North Hampshire Education Alliance</b>
Policy applicable to	<b>Queen Mary's College</b>
Policy owned by	<b>Alison Foss – Chief Executive Officer, NHEA</b>
Point of contact (if different to above)	<b>Caroline Watson, Director of College Support</b>

Approved	<b>Version 1: 27<sup>th</sup> March 2018 - NHEA Trust Board</b>
Cycle of review	<b>Annual approval by Board or with legal changes</b>
Source documents	<b>Health and Safety Executive: Managing Health and Safety (HSG65) 2013 DfE: Health and Safety Advice for Schools</b>

**This Policy is available in larger font upon request**

# **NHEA Common Health and Safety Policy with Queen Mary's College Specific Arrangements**

## **Introduction**

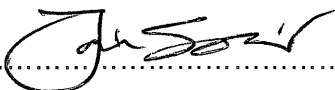
1. North Hampshire Education Alliance Ltd [hereinafter NHEA] recognises and accepts its responsibilities as an employer to take all reasonable steps to secure the health and safety of staff, students, visitors and others using its premises or participating in NHEA sponsored activities. It will also ensure, so far as is reasonably practicable, that NHEA business is conducted in such a way that persons who are not in its employment but who may be affected by it, are not exposed to risks to their health and safety.
2. This NHEA policy statement, any miscellaneous Health and Safety policies for any individual Academy or Business Unit, and the various *Manual of Health and Safety Arrangements* for each Academy or Business Unit, establish the basis for the prevention of accidents and provision of safe and healthy working conditions. The NHEA believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The NHEA, through the various Local Governing Bodies of Academies and in turn the Principal and Senior Leadership Team of each Academy, and through Senior Manager/Director of any Business Unit, will monitor that all reasonable steps are taken to identify and reduce hazards to a practical minimum, and will ensure that the residual risks are controlled by the implementation of safe working practices as detailed in the individual Academy or Business Unit's *Manual of Health and Safety Arrangements*. All staff and students must appreciate that their own safety and that of others depends on their individual conduct and vigilance whilst on NHEA premises or while taking part in activities that are NHEA sponsored. Health and Safety related practices will be reviewed at departmental and support team level and included in the annual self-assessment report of each function which in turn feeds into the annual self-assessment report for each Academy or Business Unit to NHEA board of Trustees.
3. Updated master copies of all relevant health and safety documentation for NHEA and individual Academy and Business Units are held on the NHEA intranet. Where there are separate intranets for individual Academies or Business Units, these too hold copies of the health and safety documentation relevant to them. All staff will be expected to be familiar with their Academy or Business Unit health and safety documents and the detailed arrangements and appropriate reference material referred therein which will be reviewed on an annual basis. All staff will be promptly notified of any changes made to their Academy or Business Unit *Manual of Health and Safety Arrangements*. Guidance for students on what to do in the case of an accident is contained in the *Student Guide* for each Academy.
4. **All** individual Academy or Business Unit's miscellaneous Health and Safety Policies and individual Academy or Business Unit versions of *Manual of Health and Safety Arrangements* will refer to, and operate in accordance with, this Common NHEA Health and Safety Policy.

## **Policy Objectives**

5. The aim of each Academy's Local Governing Board through the Principal and Senior Leadership Team, and each Business Unit through the Senior Manager/Director, is to provide and maintain, so far as is reasonably practicable, for staff, students, visitors and others using NHEA premises or participating in NHEA sponsored activities:-
  - A safe place of work, study, and use of amenities, including safe means of entry and exit

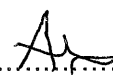
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- A safe and healthy working and learning environment, taking into account all appropriate statutory requirements, codes of practice and guidance [whether statutory, regulatory or advisory]
  - Plant, equipment, systems of work and working procedures that are safe
  - Safe arrangements for the use, handling, storage and transport of articles, materials and substances
  - Sufficient information, instruction, training and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety when on NHEA premises
  - Adequate welfare facilities
6. The principals set out in *Successful Health and Safety Management* [HSE – HSG65] will be the basis for this and any miscellaneous Academy or Business Unit individual Health and Safety Policies, its Health and Safety organisation, and for their *Manual of Health and Safety Arrangements*.
7. Individual arrangements and reviews of documents will follow statutory risk and assessment procedures.
8. Personnel arrangements to prepare, implement, review and audit each Academy's Health and Safety procedures and arrangements are delegated to the Academy Principal by the Academy's Local Governing Body.

Signed.....  .....

Chair of NHEA Board of Trustees

Date..... 12 FEB 2019 .....

Signed.....  .....

Chair of Local Governing Body or Senior Manager/Director      PRINCIPAL

Name of Academy or Business Unit..... QUEEN MARY'S COLLEGE .....

Date..... 12 FEB 2019 .....

Approved by the NHEA Board of Trustees at its meeting on 27<sup>th</sup> March 2018

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## Responsibilities

### Main Responsibilities of the QMC Local Governing Body

1. Overall responsibility for health and safety in the College rests with the North Hampshire Education Alliance Ltd [NHEA] and it is the role and responsibility of the QMC Local Governing Body to ensure that the College complies and conforms to the NHEA Common Health and Safety Policy at all times. In the discharge of its duty the Local Governing Body will:
  - ensure that there is an effective enforcement of the Common NHEA Health and Safety Policy throughout the College;
  - periodically monitor and review the effectiveness of this policy through College Management Team meetings, the forum of the College's Health, Safety & Welfare Committee (which meets at least once each term) and the annual report from the Principal; and ensure that any necessary changes are made, when required by internal review and / or legislative change;
  - support the provision of competent technical advice on health and safety matters where this is necessary to assist management in its task of ensuring safe conditions at work;
  - support the provision of adequate facilities and training to enable safety representatives, whether appointed by recognised professional associations and trade unions or individually appointed, to carry out this role.

### Main Responsibilities of the Principal of the College

2. The Principal is responsible for ensuring that the NHEA Common Health and Safety Policy is complied with and the responsibilities for safety, health and welfare are properly assigned and accepted at all levels and that such arrangements are notified to all employees.
3. The Principal will keep the Local Governing Body fully informed of health and safety matters and report to the Governors at least annually.
4. The Principal will ensure that arrangements for consultation are in place with staff, including health and safety representatives, and students in the achievement of the aims of the NHEA Health and Safety Policy. Health and safety matters will be routinely considered by the College Management Team, with actions recorded in the minutes of CMT meetings.
5. In the absence of the Principal, the CMT member designated as having lead responsibility for health & safety will assume the responsibilities for health and safety as detailed in points 2, 3 & 4 above.

### Main Responsibilities of members of College Management Team, Heads of Department and Team Leaders.

6. A member of CMT is designated as the advisor for health and safety policy and practice in the College and is responsible for providing advice, or for the procurement of specialist advice, to ensure maintenance and development of safe working practices and conditions for College staff, students, visitors and any other person using the premises or engaged in activities sponsored by the College. The current post holder is **Caroline Watson, Director of College Support**.
7. All members of the College Management Team, Heads of Department and Team Leaders will take all reasonably practicable steps to ensure that the NHEA Health and Safety Policy and Arrangements are followed by staff accountable to them.
8. Overall responsibility for health and safety training and raising awareness of health and safety issues within the College lies with the CMT designated person appointed to the role. All staff will receive training on health and safety matters appropriate to their role. The designated person, in consultation with other members of College Management Team, will ensure that training needs of all staff are identified, including training requirements for staff in dealing with more hazardous health and safety situations as identified by risk assessments.

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9. The designated person working through other members of College Management Team, will ensure that risk assessments are undertaken by the appropriate staff in the interests of the health and safety of employees and all others who may be affected by College-sponsored activities. Such assessments will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such assessments will be documented in accordance with the requirements of the 1999 Management of Health and Safety at Work Regulations (as amended). Any documentation will be available to the Local Governing Body on request. Risk assessments will be reviewed where the existing risk assessments are no longer valid or there are significant changes in matters to which they relate.
10. The designated person will ensure, in conjunction with members of College Management Team, Heads of Department and Team Leaders:
  - that adequate and appropriate systems are established and maintained for monitoring and auditing safety performance within the College;
  - that regular checks are made to ensure that the working environment meets at least the minimum statutory standards, taking into account factors such as heating, lighting, access, first aid and necessary personal protective equipment;
  - that arrangements have been put into place to ensure that machinery, plant and equipment on the College site are checked, inspected and tested as required;
  - that all relevant records are maintained, up to date and available for inspection at any time.
11. Members of College Management Team, Heads of Department and Team Leaders will ensure that specific health and safety arrangements, following risk assessments, are established in departmental and team documents (covering issues specific to departments and teams) attached to, and complementing the College's Health and Safety Arrangements documents (*the manual*). College Management Team members will agree with Heads of Department, Team Leaders and other staff to deal with health and safety issues within formal organisational meetings (v. the College's meeting structure in the staff handbook) at least once per term. Any actions decided on at such meetings are to be minuted and notified to the CMT and the College's Health, Safety & Welfare Committee.

### **Main Responsibilities of Specific Members of Staff**

12. There are specific responsibilities, incorporated into the job descriptions and forming part of the annual staff reviews, relating to the organisation of health and safety in the College, for the following members of staff:
  - All members of the College Management Team
  - Head of Department
  - Team Leaders
  - Premises Manager
  - Caretakers
  - Technicians (Science/IT/Art/Media/Performing Arts)

Such specific responsibilities will be set out in the arrangements.

### **Main Responsibilities of all Members of Staff**

13. All staff should be aware of the NHEA Common Health and Safety Policy and should make themselves familiar with the arrangements, in particular with those relevant to their working environment.
14. It is the duty of all staff to:
  - take reasonable care of their own health and safety and the health and safety of any other persons who may be affected by their acts or omissions at work;
  - comply with all safety instructions and use any equipment provided in accordance with the training that they have received;

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- co-operate with colleagues in accordance with the health and safety organogram so as to enable others to carry out their own responsibilities successfully: for example, by informing the appropriate person about any serious or imminent danger or about any shortcomings that they see in health and safety arrangements;
- avoid misuse of or interference with any item provided in the interests of health, safety or welfare.

### **Main Responsibilities of Visitors**

15. Visitors to the College are required to ensure safe working under the provisions of the Health and Safety at Work, etc. Act, 1974, and must pay due regard to the safety of all persons using the premises.
16. All visitors to the College must sign in and out at reception.
17. All visitors to the College will be issued at reception with a health and safety card containing the principles of health and safety as managed at the College. A copy of the card is maintained in the arrangements documents.
18. Visitors to the College will be reminded that they should not interfere with or misuse anything, which is provided by the College in the interests of health, safety or welfare.

### **Staff Consultative Arrangements for Health and Safety**

19. The Principal will encourage full consultation with staff and students on health and safety matters, which will include monitoring and reviewing the effective implementation of its Health and Safety Policy. For staff, consultation will take place through the nominated positions in the College's health and safety organisation chart.

### **Queen Mary's College Health, Safety and Welfare Committee**

20. This committee, which is made up from all areas of the college, meets at least once a term.
21. The membership of the College Health, Safety and Welfare organisation chart is as follows:
  - Chair: Principal
  - Deputy Principal
  - Director of College Support (CMT member with designated responsibility for Health & Safety)
  - Premises Manager (NEBOSH)
  - Assistant Principal: Personal Development, Welfare & Progression
  - Director of Human Resources and Commercial Operations
  - Commercial Operations Manager
  - Representative from Local Governing Body
  - Union representatives (currently three Unions represented who attend on a rotating basis)
  - Student representative
  - Support staff representative
  - Co-opted members appropriate to topic (HoDs, STLs, Technicians)

### **Terms of Reference of the Committee**

22. The terms of reference of the Health, Safety and Welfare Committee are as follows:
  - to develop implement and review the College's Policy and arrangements for safeguarding;
  - to develop, implement and review the College's Health and Safety Policy and arrangements;
  - to review and make recommendations on the effectiveness of Health and Safety arrangements;
  - to ensure compliance with the provisions of Health and Safety legislation while minimising impediment to the business of the College;

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- to initiate site or topic-specific Health and Safety Inspections in order that all parts of the site and all College activities are monitored, evaluated and reviewed appropriately;
  - to promote health and safety through advice and guidance and the provision of training;
23. From time to time, the Health and Safety Executive and other regulatory or advisory bodies will issue arrangements on particular topics for the guidance of educational establishments. Any such document will be the subject of discussion and agreement within the College's Health, Safety & Welfare Committee.