

HEALTH & SAFETY POLICY CHICHESTER COLLEGE GROUP

Updated: September 2023

Review: September 2024

EXECUTIVE SUMMARY

This Health and Safety Policy sets out Chichester College Group responsibilities and commitment to the continual improvement of health, safety, and wellbeing throughout its operations covering all College sites and businesses in the Group.

The Chichester College Group student body will be around 24,000 each year with over 2,500 staff employed across the Group. The College estate covers ten main College campuses, a working farm, three early years' settings, a Sports Centre (open to the public as well as servicing the curriculum) and two halls of residence.

This policy sets out a clear policy statement, endorsed by the Corporation, along with responsibilities and arrangements in place to ensure the welfare and wellbeing for staff, students, and visitors of Chichester College Group.

POLICY STATEMENT

Chichester College Group is committed to achieving and maintaining the highest level of health, safety, and welfare throughout its operations for all students, employees, contractors, partners, and visitors. This Policy applies to all College sites, departments, and businesses of the Group.

Chichester College Group (the Group) accepts its responsibilities under The Health and Safety at Work Act 1974. The processes and standards adopted across the Group highlight a commitment to a health and safety management system that is robustly monitored and reviewed.

The Group accepts its duty as both an employer, and that of a leading provider of education and training to set exemplary standards for health, safety, and wellbeing, and for ensuring those standards are observed, monitored and reviewed. In doing so, the Group requires all staff, learners and others working at, or visiting, our premises to always fulfil their health and safety responsibilities.

The Group will fulfil its responsibilities through continuous improvement and development of its safety management systems to:

- Establish and maintain a safe environment for visitors, safe places of work for learners and staff including safe access and egress.
- Provide clear leadership, commitment and ownership of health and safety, encouraging a positive attitude towards health, safety and welfare and an acceptance of individual responsibility among employees, students, visitors, and contractors.
- Establish, and regularly review, systems of work that are safe and that do not introduce uncontrolled risk to health by ensuring that plant, equipment, storage, transport, and welfare facilities are safe, with risk reduced to an acceptable level for employees, students and any other persons who may come into authorised contact with such plant, equipment or systems.
- Provide information, instruction, training, and supervision for all, to enable them to fulfil their responsibilities at all times.
- Implement effective emergency procedures and first aid provision to meet statutory requirements.

- Undertake regular review, consultation and communication with employees and Trade Union Representatives on health, safety, and welfare matters.

This Health and Safety Policy will be implemented in a range of ways including delivery of action and improvement plans and utilising central health and safety management systems.

The Health and Safety team will work across the Group to identify areas of risk and provide advice, guidance.

Despite having effective policies, procedures and working practices in place, accidents and incidents will still occur. Such situations will be investigated fully to identify cause and ensure lessons are learnt and shall become integrated into future policy and practice across the Group.

Chief Executive: Andrew Green

Signed: 

Date: 1st September 2023

RESPONSIBILITIES

Chichester College Group sets out its organisational responsibilities are set out below.

Corporation and Chief Executive Officer

The Corporation and Chief Executive accept their collective responsibility to provide health and safety leadership to Chichester College Group. They acknowledge their duties under the Health and Safety At Work Act 1974 and other related statutory requirements. The Chief Executive Officer is accountable to the Corporation for the overall formulation, implementation, review and development of this policy and other related policies and procedures.

Group Leadership Team (GLT)

In assisting the Chief Executive Officer to ensure the Group complies with its statutory duties, the Group Leadership Team (GLT) and respective College Management Team (CMT) shall:

- a) Implement the Health and Safety Policy.
- b) Ensure sufficient resources allocated to health, safety and welfare issues to ensure that legislative standards are met or exceeded.
- c) Be aware of developments in legislation and allocate additional resources where necessary to comply.
- d) Ensure that health and safety is given appropriate priority in all of the Group activities.
- e) Ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate GLT meetings.
- f) Appoint sufficient competent persons to undertake specific tasks required of this policy.
- g) Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation or by this policy.
- h) Ensure all managers and staff under their control are aware of emergency procedures.

Director of Estates

The Director of Estates is responsible for:

- a) The provision, development, and management of a comprehensive building management operation to ensure the optimum coordination and operational safety of physical assets owned by the Group.
- b) Holding information on compliance on all issues relating to buildings and physical assets owned by the Group.
- c) Appointing competent persons to provide technical advice, information, and support in relation to statutory compliance of buildings.
- d) Ensure the maintenance of all fire safety equipment for each college in the group is carried out, and that all approved fire instructions and signs are displayed in all appropriate locations.
- e) Liaising with appropriate enforcement agencies, network groups and industry bodies on behalf of the Group.
- f) Ensure that the proper disposal of wastes are carried out in accordance with statutory requirements.

Head of Health and Safety

The Head of Health and Safety is responsible for:

- a) Providing necessary advice and assistance to the CEO, Executive, and where appropriate, The Board, to enable the Group to fulfil its statutory duties under The Health and Safety at Work etc. Act, 1974 and associated Regulations.
- b) In conjunction with management and employee representatives, prepare health and safety policies and procedures for review by the Health & Safety Committee and approval by the Group Leadership Team
- c) Provide competent information, advice, and guidance to employees regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors and safe systems of work.
- d) Provide advice and guidance to staff regarding the assessment of risk, provision of information and identify shortcomings in training or information required for proper performance of this policy and make arrangement for the provision of suitable training and information.
- e) Develop and maintain Health and Safety management systems including the management of an audit programme to identify and secure improvement to working conditions and practices, and the monitoring of risk assessments.
- f) Monitor Health & Safety compliance across the Group, reporting on key areas through established reports and committees on a regular basis and ad-hoc where necessary
- g) Ensure procedures are in place for the reporting of accidents, diseases and dangerous occurrences and that suitable investigations are carried out with appropriate follow up actions undertaken.

- h) Ensure that fire and appropriate building risk assessments are carried out for every building and are regularly reviewed and kept up to date.
- i) Ensure that processes are in place for the safe evacuation of premises in the event of emergencies and that such procedures are disseminated to all managers and staff.
- j) Consult with Health and Safety representatives and trade unions to fulfil the Group responsibilities under the Safety Representatives and Safety Committee Regulations.
- k) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.
- l) Liaise with appropriate external agencies on behalf of the group.

Department Heads/Managers and other Responsible Persons

Managers have delegated responsibility for the safety of their staff and shall:

- a) Ensure their department conducts its processes in a safe manner.
- b) Be responsible for the deployment of the Colleges Health and Safety Management Systems package within their department and to ensure that any compliance or improvement actions identified are completed.
- c) Ensure that all plant and equipment deployed in their department is regularly checked and maintained by competent staff/contractors.
- d) Ensure all contractors that are employed are competent in the work that they provide and supply the relevant health and safety documentation to prove this, to the Estates Department for review and commissioning.
- e) Ensure that all courses that are run to educate students and are delivered in a safe manner and good practices is always maintained.
- f) Ensure the competent persons are employed to work within their departments and that staff are fully trained and that training is kept up to date to undertake their role with the relevant competence.
- g) Ensure suitable and sufficient risk assessments are carried out within their area of responsibility.
- h) Ensure that risk assessments are carried out by: -
 - The department designated competent person who is completing and teaching the task.
 - Also, to regularly reviewed on activities or services delivered within their department.
 - Not completing risk assessments alone but to involve the teams so that all aspects of the task are covered.
 - They must also ensure that they are suitable and sufficient for the risks realised.
 - These must be regularly reviewed to ensure that they are compliant.
 - Once completed they must be downloaded onto the risk assessment main directory.

- i) Ensure that all staff who teach/train students complete a suitable and sufficient risk assessment on the tasks to be completed, share this risk assessment with the group as well as students as part of the information, instruction, and training.
- j) Ensure where hazards are identified appropriate advice and action is taken to remove or minimise the risk in accordance with the hierarchy of controls.
- k) Ensure that sufficient numbers of appropriately trained staff are appointed to carry out duties in relation to emergencies such as first aid and fire safety.
- ↳ To ensure that all Chemicals that are used are COSHH assessed using the approved system.

Members of Staff

Members of staff have the responsibility to promote health and safety and to cooperate with the GLT, Heads of Learning and Managers to achieve a healthy and safe workplace. In compliance with the Health and Safety at Work Act 1974, all members of staff must:

- a) Take reasonable care for their own health and safety.
- b) Consider the health and safety of other people who may be affected by their acts or omissions.
- c) Work in accordance with information, instruction and training provided.
- d) Ensure that appropriate personal protective clothing and equipment (PPE) is used where necessary by themselves and students in their charge.
- e) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- f) Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Health and Safety teams email drop box below.
 - HealthandSafety@gbmc.ac.uk for Northbrook College, Worthing College, and Brighton Met College
 - HealthandSafetyTeam@chichester.ac.uk for Chichester College, Brinsbury College, Crawley College, and Haywards Heath College
- g) Not undertake any task for which authorisation and/or training has not been given.
- h) Immediately report all accidents, incidents, hazardous condition, dangerous occurrence or near misses and any inadequacies in any safety equipment to their line manager, and record in the appropriate [accident/incident form](#)
- i) Be familiar and comply with emergency procedures of the building.
- j) Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Group disciplinary procedure.

Health and Safety Committee and Departmental Health and Safety Representatives.

CCG believes that a safe and healthy working environment will only be fully achieved with the full and active participation of its managers, employees and their elected representatives in the workplace, students and through formal consultative Health and Safety Committee and full accepts the requirements of the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety Consultation with Employees Regulations 1996. CCG has a mixture of UNION representatives along with Employee representatives of which both are consulted in all Health and Safety Matters

The aim of the Health and Safety Committee is to:

- a) Provide representation on health, safety, and welfare issues across the Group.
- b) Review statistics, performance and trends provided in reports presented to the Committee each term.
- c) Consult on and review the effectiveness of the Health and Safety Management Systems used recommending improvements where necessary.
- d) Promote cooperation within departments and act as a conduit to share and cascade information.

Departmental Health and Safety Representatives are responsible for:

- a) Ensuring that they seek and provide sound advice and guidance to all managers and members of staff within the area they are responsible for.
- b) Assisting the Head of Health and Safety to ensure that consistent advice is given to all managers and staff.
- c) Attending the departmental meetings to share information and provide feedback from their departments.

Union Representatives are responsible for:

- a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employee he represents) and to examine the causes of accidents at the workplace.
- b) To investigate complaints by any employee he/she represents relating to that employee's health and safety or welfare at work.
- c) To make representation to the employer on matters arising out of sub-paragraph (a) and (b) above
- d) To make representation to the employer on general matters affecting the health, safety, and welfare at work of the employees at the workplace.
- e) To carry out inspections in accordance with Regulation.
- f) To represent the employees, he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- g) To receive information from inspectors.

- h) To attend meetings of the safety committees' whether they attend in their capacity as a safety representative in connection with any of the above functions.

Health and Safety of Students

All members of staff directly involved with student teaching or welfare are responsible for the day-to-day health, safety, and welfare of students.

Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Whilst it is the responsibility of the Group to provide and maintain equipment that is safe, students should not use any equipment they consider to be unsafe and should report it immediately to persons in charge. Students must:

- a) Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area.
- b) Not undertake any procedure unless authorised to do so.
- c) 14-16 students will be subject to certain prohibitions such as working in extremes of hot or cold, or working with carcinogens, a full list of prohibitions shall be found in The Management of Health and Safety at Work Regulations. Area specific information will be defined in the individual curriculum area arrangements for young persons.
- d) Cooperate with staff regarding health, safety, and welfare matters.

HEALTH AND SAFETY ARRANGEMENTS

The law requires employers to establish procedures to ensure their safety policy is:

- a) Planned, implemented, and acted upon
- b) Monitored and reviewed, to determine its success or otherwise, and
- c) Audited to judge whether the whole safety management approach is appropriate and relevant.

Chichester College Group Health and Safety Management System

Health and Safety management systems are in place across the Group.

Health and Safety Information

Policies, procedures factsheets and guidance documents can be found in the health and safety information located on the intranet.

Risk Assessments

Chichester College Group recognises its statutory duty to carry out health and safety risk assessments under the Management of Health and Safety at Work Regulations 1999.

Risk assessment is an essential component of good health and safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant, and realistic.

Managers and competent staff are responsible for ensuring that suitable and sufficient risk assessments, based upon the tasks that members of staff or students are likely to perform shall be carried out within each of the Group business areas. It is the responsibility of senior managers to ensure there are sufficient numbers of staff within their department trained in the risk assessment process.

Risk assessments shall be kept within, and uploaded into the risk assessment central recording system where it will be regularly reviewed and updated.

Preventable and/or risk control measures identified by risk assessment shall be implemented within each area by the responsible Manager.

Training and guidance on risk assessments is available from the Health and Safety Team and the mandatory unit within the E-Learning package.

First Aid Arrangements

The Health and Safety Team are responsible for carrying out a first aid risk assessment and needs analysis to determine a sufficient number of first aiders required for each site. First aiders are responsible for maintaining an adequate stock of first aid supplies and undertaking regular checks. Heads/managers of departments are responsible for nominating staff in their area to be first aiders.

Where the department heads/managers have not been able to recruit the required number of First Aiders across the Group, the Group Leadership Team will provide support to encourage additional members of

staff to volunteer.

First Steps Childcare is responsible for their own first aid provision and treatment. In these settings, the number of first aiders alongside appropriate levels of training required shall be risk assessed.

Health and Safety Accident/ Incident and Near Miss Reporting

Health and safety accidents/incidents including injuries, dangerous occurrences, occupational ill-health, and violent incidents which cause injury or illness to persons, damage to property or a combination of both.

There is an established reporting system for accidents/incidents and near misses. Staff and students are required to report any accidents/incidents including minor accidents requiring first aid treatment on the accident/incident reporting system.

The Health and Safety Team will review the accident/incident and near miss information reported, investigate where necessary and report on this to the Health and Safety Committee and Audit Committee.

Fire Precaution and Emergency Arrangements

The Regulatory Reform (Fire Safety) Order 2005 requires fire precautions to be put in place 'where necessary' and it places an onus on the responsible person who may be the employer, owner, or occupier of premises to carry out fire risk assessments and to comply with fire safety duties.

Fire risk assessments with particular interest to the protection of life, are completed by competent members of the Health and Safety Team.

Departments who are at a higher risk of fire and explosions occurring through their activities will conduct risk assessments ensuring they identify fire as a hazard and will implement control measures as necessary to reduce the risk to an acceptable level.

Departmental Heads/Managers are responsible for ensuring that there are sufficient and suitably trained and competent fire wardens and sweepers within their area of responsibility. The number of fire wardens or sweepers required for a building should be risk assessed and are dependent on the structure of the building, number of floors, people who may need help to evacuate the building etc.

Fire Wardens are responsible for undertaking a daily walk through of the workplace to ensure that the arrangements provided are adequate and sufficient for fire safety and that all persons can get out of the building in the event of an evacuation:-

All staff, learners, visitors and contractors are required to evacuate the premises on the sounding of the fire alarm. Records must be kept of all evacuations including tests and false alarms. At least one emergency evacuation practice drill per academic year will be carried out on each site.

Fire Wardens, Fire Sweepers, Estates and Maintenance staff will ensure that the building has been evacuated in the event of an emergency:- There are also designated staff in high-risk areas that are fully trained on the use of firefighting equipment and the evacuation of disabled staff and students. Managers and Fire Wardens will take control of the situation and co-ordinate with the fire brigade during a fire emergency.

Managers must be aware of any disabled students/staff who will require assisted evacuation from any building in an emergency. This should be recorded on Personal Emergency Evacuation Plan (PEEP) forms

and once reviewed by the Health and Safety department, are stored within the central system with access only to designated persons complying with GDPR. (the health and safety team as well as the estates team within each College have access to this)

When completing a PEEP, the department must ensure that the disabled person is as far as reasonably practicable placed on the ground floor of a building. If this is not the case, procedures for a robust evacuation must be in place on how the person will be evacuated in an emergency. It is the duty of the department to ensure the safety of the staff/student s is always paramount.

Emergency Procedures

There is an established Fire, Bomb and Security emergency evacuation procedures that outline the evacuation process to ensure all staff, students, visitors, and contractors, both able and disabled, can leave the buildings safely in an emergency.

All new members of staff shall receive information, training, and evacuation in accordance with the induction checklist during their first week of employment. After this, staff and students are responsible for making themselves aware of the buildings they work and study in and for ensuring that they are aware of emergency exits.

Throughout the academic year, bomb, fire and security drills are organised by the Health and Safety Team and practiced by all staff, students, and visitors on sites across the Group.

Control of Contractors

Contractors are directly responsible for the health and safety of their own employees. To ensure that reasonable measures are put in place to protect members of staff, students and others affected persons from harm and loss, the relevant manager will ensure that contracted works are let only to persons or organisations that are competent.

The Estates Department within each College must be made aware of any contractor visiting the college to complete works. They must also attend the Estates Department on arrival to be booked in and inducted to carry out the works in accordance with the relevant statutory provisions.

Managers must ensure that they hold all risk assessments and method statements for the works to be completed, also ensure that the contractor holds relevant public liability insurance covering the work that they are completing.

The relevant head/manager shall provide contractors with any relevant health and safety information. Estates shall ensure that all contractors are issued with permits to work in line with the Control of Contractors Procedure.

Halls of Residence

These areas hold separate policies and procedures.

Training and Competence

Health and safety training will be arranged during work time for members of staff according to the level of responsibility and the tasks they carry out.

The arrangements for the provision of health and safety training shall be reviewed periodically and at

other times when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.

To secure the health and safety of members of staff and students, a health and safety induction will be provided alongside appropriate and relevant training to all new members of staff.

Managers, advised by the Health and Safety Team, are responsible for delivering departmental health and safety induction in accordance with the induction checklist to new members of staff during their first week of employment.

Students are inducted at the Big Welcome at the beginning of each year and student tutors and lecturing staff are responsible for providing students with adequate health and safety information and training at initial induction. This must include general College procedures i.e., fire and evacuation, accident reporting along with specific training for their course.

Where a learner undertakes work experience/apprenticeships as part of a college course, tutors must take steps to assess and ensure that relevant training in relation to health and safety is provided by the employer offering the work placement.

Workplace health and safety vetting will be carried out by suitably trained health and safety professionals.

Students are not allowed to start any work placement until the vetting is completed and the employer approved. A copy of the employer's liability insurance is to be obtained.

Health and Safety Monitoring and Review

The Group recognises its duty to monitor health and safety performance and periodically review its health and safety arrangements. The Group adopts the HSG 65 framework in its health and safety management system.

Health and Safety Committee

The Group recognises its duty to communicate and consult with staff and Trade Unions on all matters of health and safety. This is achieved through the following arrangements:

- a) Health and Safety Committee (termly meetings)
- b) Health and Safety Representatives departmental meetings and regular updates from the Health and Safety Team.

The following matters are considered as the minimum to be discussed at these meetings:

- a) Accident/incident statistics including significant investigations.
- b) Emergency arrangements including procedures, fire wardens, first aid etc.
- c) Workplace inspections and actions
- d) Any significant risks that cannot be controlled.
- e) Training
- f) Risk Assessments

Trade Union Arrangements

The Group recognises the important role played by its recognised Trade Union representatives. In accordance with the Safety Representatives and Safety Committee Regulations 1977, the Group actively encourages and supports Trade Union representatives in this role by a process of full consultation and by providing them with suitable and sufficient resources. Trade Union representatives can:

- a) Carry out joint inspections of the workplace with management as required.
- b) Draw managers' attention to health and safety deficiencies.
- c) Participate in accident and incident investigations to identify underlying causes and contribute to making recommendations for preventing recurrence.
- d) Attend Health and Safety Committees and associated working parties.
- e) Audit Risk assessments through the SmartLog system to ensure that they meet requirements, also signed by the risk assessor and their line manager.
- f) Assist the Health and Safety Team in policy formulation and the development, implementation, monitoring, auditing, and reviewing of health and safety performance.
- g) Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) 2002, require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, the hazardous substance should be substituted with a non-hazardous substance if reasonable and one is available. If not, then appropriate control measures including a safe system of work should be drawn up, disseminated to all users and training records kept. Information required for all users includes:

- The potential health effects of the substance.
- The possible route of entry into the body.
- The correct control measures to be followed.
- Any safe working procedures to be followed.
- Any specific handling, storage and disposal procedures to follow.
- Use of any Personal Protective Equipment.
- What to do in case of accident, spillage, etc. and
- Possible medical effects of over exposure.

The Department Head/Manager is responsible for ensuring a COSHH risk assessment is undertaken where appropriate, in their area and that everyone who uses these substances is informed about, as well as instructed and trained in, their use. Regular monitoring and review of the arrangements are required.

Where specific tasks have been contracted out e.g. catering, Contractors are responsible for providing COSHH information and training for their employees. However, it is the duty of the appropriate manager to bring it to the Contractor's notice if COSHH arrangements are not being adhered to.

Inflammable substances and compressed gas cylinders must be correctly stored and used.

Electricity at Work

The Electricity at Work Regulations 1989, require a safe system of work to be adopted by each premise and which will include having:

- all fixed installations tested at least every 5 years.
- a certificate of the test of fixed installations.
- an inventory of all electrical apparatus/appliances.
- a record/log of inspections and annual tests.
- a system to ensure all portable appliances are inspected by a “competent” person.
- Any failed electrical appliance must be taken out of service and either repaired by a competent person or disposed of correctly.

Staff are encouraged to visually inspect the electrical appliances they use and to report any damage or wear that they find. A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure, etc.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to ‘Users’ of Visual Display Units (VDUs). A ‘User’ is defined as somebody who uses a VDU as a significant part of their normal work (e.g., uses a computer for continuous spells of an hour or more daily).

Department managers are responsible for identifying users within their departments and ensuring risk assessment and training is carried out for each user. DSE training and risk assessment is completed via E-Learning which is used across the College and staff are required to request access to it from either the Health and Safety Team or HR; all designated users will be expected to obtain the required ‘pass’ rate to demonstrate competence in the use of DSE. Any user who experiences ill-health issues which may be contributed to the use of DSE must complete an Incident/Accident Report Form and refer the matter to their line manager and the College’s Health and Safety department.

Manual Handling

Care must be taken, when lifting, pushing or pulling, not to strain and run the risk of injury. The Head of department is responsible for ensuring anyone who lifts regularly completes their manual handling training and risk assessment via the E-Learning package, and outstanding actions from their risk assessment rectified. Details relating to Manual Handling training and risk assessment are available via the college Health & Safety department.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 require a risk assessment to be carried out relating to the tasks undertaken by staff who are identified as ‘new or expectant mothers’. The College will complete a risk assessment and every effort will be made to ensure that pregnant or breast-feeding women are not exposed to the identified risks, more than they would be when outside the premises.

Women who become pregnant should inform, in writing, their line manager at the earliest opportunity. They must also provide a certificate from their registered Medical Practitioner or a registered Midwife confirming the pregnancy. The line manager will request this in writing from the employee.

In situations where it is not possible to reduce the risks to an acceptable level, the line manager will, on a temporary basis:

- adjust the conditions or hours of work of the employee or
- provide her with alternative work, if any is available, which is:

- i. suitable and appropriate for her to do in the circumstances.
- ii. on terms and conditions no less favourable than her normal terms and conditions or
- iii. give her paid leave from work until such times as her safety or health or that of her child is no longer at risk.

These actions will only be deemed necessary where, as a result of a risk assessment, there remains genuine concern about the safety or health of the new or expectant mother. Where necessary, professional advice, e.g., medical or occupational health, will be sought on what the risks are and whether they arise from work. The line manager will keep the risks under review.

Off-Site Activities

Department Heads/Managers are responsible for approving Off-Site visits for their departments as per the offsite activities policy

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided for staff and learners, as the lowest level of the hierarchy of control, where the risk of exposure cannot be adequately controlled by other measures.

Department Heads/Managers are responsible for ensuring PPE is provided in accordance with the Personal Protective Equipment Regulations 1992. The PPE must provide the level of protection required and must fit correctly; staff and learners must be trained in the appropriate use of the PPE and know how to clean and maintain it as necessary. A risk assessment should be written to determine the level of PPE required and ensure, if possible, other more effective control measures have been implemented.

Stress

The College recognises that anyone can be affected by work-related and personal stress and is conscious of the HSE's approach in tackling the effect stress can have on individuals and the organisation through the development of the Management Standards. The College takes a proactive approach to reducing stress levels with focus on the following key aims:

- To make sustainable improvements in the well-being of all staff working in the College.
- To promote supportive and well-informed managerial practice which actively develops a healthy workplace, focusing upon the progress of the organisation.
- To enable staff as individuals and in groups to manage successfully the pressures they face.
- To use a range of evaluation methods in order to identify strengths and weaknesses, to measure progress systematically, to inform action taken as a consequence, and to establish effective means of achieving success in different contexts, and
- To provide a means of networking information and research about best practice.
- The College Stress Management Policy sets out clear procedures to follow.

The College recognises that non-work-related issues can cause stress. The College provides support to employees via its HR Department and its subsequent interventions.

Status of this policy

The policy was approved by the Group Leadership Team in September 2023 and supersedes all previous documentation.

The operation of this policy will be kept under review by the Head of Health and Safety. It may be reviewed and varied from time to time by the Group Leadership Team.

Date reviewed:	August 2023
Approved by:	Group Leadership Team
Implementation Date:	September 2023
Date for Review:	September 2024

