



# University Campus St Albans Ltd

## Health & Safety Policy

2020/21

# HEALTH AND SAFETY POLICY

## GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

### Policy Statement

University Campus St Albans (UCSA) recognises and accepts its duty of care under the Health and Safety at Work Act (1974) to provide a safe and healthy working environment for all its staff and students/apprentices working at all premises used by UCSA (i.e. at both Oaklands College and the University of Hertfordshire). UCSA students/apprentices are taught at both Oaklands College and the University of Hertfordshire sites. UCSA will ensure all staff understand the relevant local health and safety procedures in place for each site where teaching takes place.

Each campus that UCSA teaches at is managed by the relevant estates team at Oaklands College and the University of Hertfordshire. All procedures in relation to ensuring Health and Safety on each site are the responsibility of the relevant organisation. Each campus has specific procedures for Health and Safety that govern action to be taken and the keeping of records in the event of accidents and hazardous situations.

UCSA and its staff will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act. The responsibilities of each individual or group are outlined below.

This Health and Safety Policy should be read in conjunction with the Oaklands College and University of Hertfordshire Health and Safety policies and procedures.

## STATEMENT OF ORGANISATION FOR CARRYING OUT HEALTH AND SAFETY POLICY

### The UCSA Board

The UCSA Board, including the Director of Higher Education for UCSA, has overall responsibility for Health and Safety within University Campus St Albans (UCSA). The UCSA Board will make every endeavour to meet its legal obligations under the Health and Safety at Work Act and to specific regulations made under the Act, to ensure, in so far as is reasonably practicable, the health and safety of its staff, students/apprentices and the general public. The UCSA Board will receive reports from the Director of Higher Education on the effectiveness of this policy.

## **The Director of Higher Education**

The Director of Higher Education is accountable to the Board for ensuring the implementation and management of Health and Safety and the annual review of the policy.

## **The UCSA Operations Group**

The UCSA Operations Group is responsible for oversight and management of Health and Safety to ensure:

- a) The implementation and management of the Health and Safety Policy
- c) The Director of Higher Education is informed of any developments which may affect UCSA's responsibilities in respect of health and safety
- d) All staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements
- e) All appropriate health and safety records are kept and maintained
- f) Suitable and sufficient risk assessments using Oaklands College procedures, are conducted and adequate control measures implemented
- g) All staff and students are given an appropriate health and safety induction
- i) All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment

Policy and procedural documents and forms (new or revised) will be made available to all staff via the Intranet as soon as they are adopted. It is the responsibility of all managers to be aware of the College Health and Safety policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

## **All UCSA Staff**

All UCSA staff, whether permanent or temporary and whether seconded to UCSA by Oaklands College or the University of Hertfordshire, are expected to:

- a) Be conversant with the fire, evacuation and first-aid emergency procedures on the relevant campus and apply them as required.
- b) Know the specific control measures to be adopted in their own area of work and ensure they are applied
- c) Be conversant with and comply with the Health and Safety Policy and associated arrangements.
- d) Follow any safe systems of work in place.

- e) Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on campus or elsewhere.
- f) Ensure that all portable electrical equipment in use carries a valid test sticker.
- g) Bring to the attention of the appropriate line manager concerns over matters affecting health and safety.
- h) Observe standards of dress and hygiene consistent with health and safety.
- i) Exercise good standards of housekeeping and cleanliness consistent with health and safety.
- j) Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- k) Co-operate with other staff in promoting improved safety measures and comply with instructions given by their line manager in relation to health and safety.

In addition to the responsibilities listed for All Staff, academic staff are expected to:

- a) Ensure that all students through the quality of their learning experience
  - Gain an understanding of the importance of health and safety.
  - Understand how hazards are identified, risks are assessed and the principles of control measures.
  - Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- b) Exercise effective supervision of their students.
- c) Ensure students follow evacuation procedures when required.
- d) Be aware of the relevant first aid procedures on campus in relation to students.
- e) Ensure activity/area specific risk assessments and control measures are understood and applied by all students.
- f) Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student's understanding.
- g) Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough).
- h) Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

## **Students/Apprentices**

All students/apprentices are expected to:

- a) Exercise personal responsibility for the safety of themselves and their colleagues.
- b) Observe standards of dress consistent with safety and hygiene.
- c) Follow the instructions of staff in relation to safety and particularly in the use of tools, machines and apparatus.
- d) Obey all the safety rules of the relevant campus and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully abuse, neglect or interfere with things provided for their safety.
- f) Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs.

In addition all apprentices are expected to:

- Notify the programme lead of any sickness or absence of two weeks or more that could possibly impact on their overall apprenticeship programme.
- Report to the programme manager any injury sustained in the workplace as this could impact on their apprenticeship programme.

The responsibilities their employers in relation to health and safety are outlined in more detail within the commitment statement and employer contract that is signed by all parties.