

UTC Cambridge

Health, Safety & Welfare Policy

Lead member of SLT: Alistair Easterfield (Director of Science)
Health and Safety Officer: Alistair Easterfield (Director of Science)
Designated Governor:

Associated documentation

Crisis Management and Business Continuity Policy
Educational Trips and Visits Policy
First Aid Policy
Fire Policy and Procedure
Induction Policy
Supporting Students with Medical Conditions Policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

Review Date: Sept 2017

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Review date: July 2017

I. Statement of Intent

- I.0 The University Technical College Cambridge is committed to achieving high standards of health and safety across all areas of the college and partnerships. Whilst the UTC Cambridge retains ultimate accountability for health and safety matters, all partners, staff, students, visitors and contractors are responsible for ensuring they take reasonable care of their own health and safety and that of others who may be affected by their actions.
- I.1 The UTC Cambridge, in striving to meet all legal obligations under the Health & Safety at Work etc, Act 1974; Control of Substances Hazardous to Health (COSHH) 2002; the Ionising Radiations Regulations 1999; and the Genetically Modified Organisms (Contained Use) Regulations 2014 and subordinate legislation, will seek, so far as is reasonably practicable to;
- provide adequate control of significant health and safety risks arising from their activities;
 - provide and maintain safe plant and equipment and safe systems work;
 - identify a senior manager with specific responsibility for health and safety;
 - implement a health and safety management system to include regular audits, inspections and a review of actions arising;
 - ensure competent people are appointed to assist in meeting statutory duties including, where appropriate, specialists from external organisations;
 - ensure consultation takes place with staff on matters relating to health, safety and welfare;
 - provide adequate supervision, information, instruction and training for staff and students;
 - provide adequate resources to ensure working and learning takes place in a safe environment on any of their managed sites or at any other workplace.
- I.2 All governors, sponsors and partners of the UTC Cambridge are to competently manage their activities in relation to the health, safety and welfare of all staff, students, contractors and visitors.
- I.3 Specific responsibilities for health and safety within the UTC Cambridge are set within this policy under Part 2, Safety Organisation and Responsibilities.
- I.4 The Health, Safety and Welfare Policy is intended to enable all parties; their managers and staff, to work together with the UTC Cambridge, to achieve a safe and supportive working and learning environment. It will be reviewed annually by the UTC Cambridge Governing Board.

2. Scope

- 2.0 This Policy relates to all UTC Cambridge activities and premises, sponsors and partners, including any non- UTC Cambridge associated premises and or managed areas where staff and students are undertaking approved activities.
- 2.1 The UTC Cambridge Governing Board, all members of staff, students, contractors and members of the public, whilst on either, UTC Cambridge owned/leased premises or on external locations where approved activities take place, are required to co-operate and assist to ensure compliance with their legal obligations regarding health and safety.

3. Legal Environment

Health and Safety Legislation

- 3.0 As with any employer/ employee business there is a duty placed on all parties to ensure, so far as is reasonably practicable, that work practices and procedures are carried out without risk of injury or damage and in relation to the education sector, the following legislation and guidance is particularly relevant:
 - 3.1 Two of the most important pieces of health and safety legislation affecting educational establishments across the UK are the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.
 - 3.2 A summary of some of the key pieces of legislation affecting education establishments is detailed in appendix 2, together with identification of any relevant supporting guidance along with their particular application in relation to the educational setting:

4. Civil law and the educational environment

- 4.0 Employer's duties towards employees and others are set out under sections 2 and 3 of the Health and Safety at Work etc. Act 1974, however employers also need to take account of their duty of care towards both authorised and unauthorised visitors.
 - 4.1 Civil liabilities can come from the open environment that educational premises can create, potentially giving rise to claims under the Occupiers Liability Act 1957 and the 1984 act, both of which place increased responsibilities on the property owner to ensure that the risk of injury or accident to both invited and uninvited visitors is minimised, so far as is reasonably practicable.

- 4.2 There is also a risk of civil action being brought by an employee for compensation due to ill health or injury at work by instituting legal proceedings for personal injury under civil law, which essentially deals with problems between individuals. Compensation under civil law can be awarded for financial loss, and for pain and suffering.
- 4.3 Liability can also come from the products and equipment that the UTC Cambridge purchases, such as machine tools and equipment for the workshops, radioactive and genetic material or specialist science equipment. The products that are used present a liability risk through misuse (violations and errors) and/ or the unsuitability of product for task.
- 4.4 In addition to trying to minimise the likelihood of any accidents or injuries, the UTC Cambridge also ensures that sufficient cover is provided in accordance with the Employers Liability (compulsory Insurance) Act 1969 and that Public liability insurance is in place which is sufficient to ensure that the actions of non-employees are suitably covered.

5. Policy Aims & Objectives

- 5.0 The UTC Cambridge seeks, in so far as is reasonably practicable, to ensure the health, safety and welfare of all staff, students, contractors and visitors who may be affected by the activities of the UTC Cambridge, its sponsors and partners.
- 5.1 The UTC Cambridge seeks to ensure the integration of health and safety practices into UTC Cambridge's delivery of curriculum. Through management of the learning environment at the UTC Cambridge premises and at employers' workplaces, the UTC Cambridge will endeavour to ensure that the student;
- gains an understanding of the importance of health and safety;
 - becomes risk aware and not risk averse by learning how to identify hazards, manage risks safely and minimise them and to understand the principles of control measures;
 - develops a set of safe behaviours so that they play an active part in the process and acquire practical transferable skills from their experiences.
- 5.2 The UTC Cambridge encourages a proactive health and safety culture and actively seeks continually to improve its health and safety performance. This will be achieved, as far as is reasonably practicable via the UTC Cambridge, its sponsors and partners, who will;
- ensure health and safety is effectively controlled by making sure that staff and students are made aware of and understand their responsibilities.

- ensure staff and students are competent, from a health and safety perspective, by providing appropriate and adequate information, supervision instruction and training.
- ensure co-operation and consultation is encouraged with all employees by promoting and supporting the activities of the Health, Safety & Wellbeing Committee.
- ensure communication is clear, understandable and visible to all in relation to health and safety.
- ensure safe and healthy working conditions, equipment and systems of work are provided and maintained at all times.

6. Safety Organisation and Responsibilities

6.0 An Organogram detailing the hierarchy of health and safety responsibility is shown in Appendix I.

7. Responsibilities for the health and safety is allocated as follows:

7.0 UTCC Governing Board

7.1.1 The UTCC Governing Board has accountability for health and safety for the UTC Cambridge and for ensuring that all reasonable measures are taken, to provide a safe, healthy and supportive environment for working and learning.

7.1.2 The UTCC Governing Board are responsible for ensuring that the necessary resources are in place to ensure full compliance with statutory requirements; that adequate resources are made available for health and safety purposes; and organisational arrangements are implemented effectively.

7.1.3 The UTCC Governing Board have overall accountability for the strategic direction, oversight, monitoring, and leadership of health and safety. The UTC Cambridge has delegated the Headteacher, Health and Safety Officer and the Business Manager to be responsible for ensuring that the objectives of the UTC Cambridge Health, Safety and Welfare Policy are achieved.

7.2 Senior Management:

The Headteacher, Health and Safety Officer and Business Manager

7.2.1 The Headteacher, Health and Safety Officer and Business Manager of the UTC Cambridge has responsibility for securing the effective management of health and safety in all its undertakings and activities. This is implemented via the Heads of Faculty and with the specialist advice and assistance of staff sponsors and specialist staff. Furthermore, the Headteacher, Health and Safety Officer and Business Manager are to ensure that adequate organisation and arrangements exist for the effective implementation of the UTC Cambridge Health, Safety and Welfare Policy, achieved through;

- enforcing the UTC Cambridge policies and procedures relating to health and safety.
- ensuring that all staff are made aware of, and undertake their individual responsibilities regarding the management of health and safety.
- advising the UTC Cambridge Governing Board of the resources required to secure full compliance with statutory requirements.
- ensuring that adequate resources are made available for health and safety purposes
- ensuring that adequate and meaningful consultations between managers and employees' representatives take place, prior to the introduction of any change in the workplace, which may affect health and safety.
- promoting and supporting the provision of training in health and safety for staff and students.
- ensuring that all their managers are fully aware of their health and safety duties and responsibilities.

7.3 The UTC Cambridge Health and Safety Officer

7.3.1 The UTC Cambridge Health and Safety Officer has a central co-ordinating role in relation to general health and safety matters regarding the UTC Cambridge; with particular emphasis on safety problems, concerns and issues; and also the requirements, interpretation and application of relevant legislation. The Health and Safety Officer has a pivotal role in the development and promotion of the UTC Cambridge's Health and Safety Policy, strategic plan and the development of an effective safety management system.

7.3.2 The Health and Safety Officer reports directly to the Headteacher and assisted by Health, Safety & Wellbeing Committee, fulfils the following functions;

- oversees the effective implementation of Health and Safety legislation on behalf of the Headteacher
- provides competent advice and guidance to managers and other employees on matters of personal safety
- reports to the UTCC Governing Board on health and safety performance
- identifies and promotes relevant health and safety training for staff at all levels
- promotes a positive professional compliance culture within UTC Cambridge in order to ensure safe working practices are the norm.
- undertakes monitoring and auditing of professional compliance across the UTC Cambridge.
- develops opportunities for professional compliance shared services with

external organisations.

○ **All Staff employed within the UTC Cambridge**

7.4 It is the responsibility of every individual in every UTC Cambridge organisation to;

- perform his or her job in a safe manner
- stop and seek guidance if he or she believes what they are doing is unsafe
- comply with all health and safety requirements
- understand their impact on health and safety at the workplace
- make safety personal to help create a zero harm culture.

8. Reference to other policies and guidelines within the UTC Cambridge

8.0 The following other policies and procedures are in place within the UTC Cambridge sponsors and partners, to help ensure personal safety and prevent workplace injuries;

8.1.0 UTC Cambridge procedures

Crisis Management and Business Continuity Policy
Educational Trips and Visits Policy
First Aid Policy
Fire Policy and Procedure
Induction Policy
Supporting Students with Medical Conditions Policy

8.1.1 UTC Cambridge guidelines (contained within the Health and Safety Handbook)

Asbestos Management
Communicable Diseases
Confidential Care Plans
Contractors
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment (DSE)
Driving for Work Guidance
Electromagnetic Fields at Work
Genetic modification
Ionising Radiations and Radioactive substances
Legionnaire's disease
Lone Working
Manual Handling
Personal Emergency Evacuation Plans (PEEPs)
Promoting Emotional Wellbeing and managing Work Related Stress

Reporting and Investigation of accidents and near misses/incidents
Risk Assessment
Violence and Aggression at Work
Working at Height
Workplace Inspections

9. Arrangements for Managing Health and Safety

9.0 UTC Cambridge specific health and safety procedures are in place to provide guidance for staff for a number of health and safety arrangements. The Headteacher, Health and Safety Officer and the Business Manager may wish to consider other health and safety procedures, not listed, to meet the requirements of the UTC Cambridge.

10. Monitoring the implementation and effectiveness of the policy

10.0 This is the remit of the UTC Cambridge Health and Safety Officer, PFA Facilities Manager and the Business Manager, who will do this by means of assessments, to be carried out on the UTC Cambridge; reports, accident statistics, etc. The Health and Safety Officer will deliver annual reports to the Designated Governor, including recommendations for actions where necessary.

11. Arrangements for Risk Assessment

11.0 The UTC Cambridge believes that the key to better Risk Management and Health and Safety is Risk Assessment, carried out as close to the actual task or operation as possible, by local staff that understand and have background knowledge of the specific area of work.

11.1 The UTC Cambridge believes that there is a need to closely monitor and carry out periodic spot checks, to confirm that sufficient and adequate assessments are being carried out.

11.2 Monitoring will be carried out by the Health and Safety Officer and reported to the Headteacher, who will disseminate results through a termly organisational safety meeting; accountability for the risk assessment process will remain with operational line management.

11.3 Risk assessments will be carried out by the Headteacher, Health and Safety Officer and Business Manager by suitably trained staff to which the work can be delegated.

11.4 Risk Assessment should not be an onerous or complex task; it should be based purely on the hazards and risks of each task and operation carried out in the particular work area.

11.5 Health and Safety Procedures will include template assessments to assist the assessment of a specific area.

12. Arrangements for Consultation with Employees and Students

12.0 In recognition of statistics showing significant reduction in accidents where Safety Representatives are actively involved, and of relevant Health and Safety Law, the UTC Cambridge is committed to consulting employees and students, through safety representatives, on matters of Health and Safety.

13. Arrangements for Maintaining Plant and Equipment

13.0 Contractors will be responsible for ensuring effective maintenance procedures are adhered to, in line with recommendations from the manufacturer's instructions.

13.1 Contractors are responsible for ensuring that all identified maintenance is implemented within reasonable timescales.

Any problems found with plant/equipment should be reported to the Site Manager. Contractors have a lead responsibility for managing a new build or refurbishment project and should ensure that the Health and Safety Officer and Business Manager are made aware of and involved in the planning process at a stage when changes to plans and work can be made.

13.2 The appropriate Employee and Student representatives for Health and Safety, should also be consulted at an early stage and be permitted to comment on plans and inspect the building at early and later stages of development.

14. Arrangements for providing information, instruction, training and supervision

14.0 The Health and Safety Law Poster will be displayed in a prominent position in the UTC Cambridge building.

Health and Safety Advice is available from the Health and Safety hand book, available from HR or reception.

14.1 Supervision of young workers/trainees will be arranged/undertaken/monitored by Staff. They will also ensure that specific risk assessments are undertaken in consideration of their in-experience, lack of awareness of risks and immaturity. Staff will ensure that students working at locations under the control of other employers, are given relevant health and safety Information.

15. Arrangements for Competency for tasks and training

15.0 Induction training will be provided for all UTC Cambridge Staff, organised through

the Business Manager. It is the responsibility of Heads of Faculties to identify such job specific training that is required and ensure that it is carried out in a timely manner.

- 15.1 Training records for induction, compulsory training and any other relevant training, must be inputted onto the training database by the Business Manager.
All Heads of Faculties are responsible for ensuring their staff complete any identified compulsory training.

16. Arrangements for First Aid

- 16.0 Reference should be made to the UTC Cambridge First Aid Policy.
The Health and Safety Officer and the Business Manager should ensure that there are sufficient trained First Aiders and First Aid boxes in the areas of their responsibilities, proportionate to the number of staff, hours of duty and type of task undertaken that has the potential for injury.

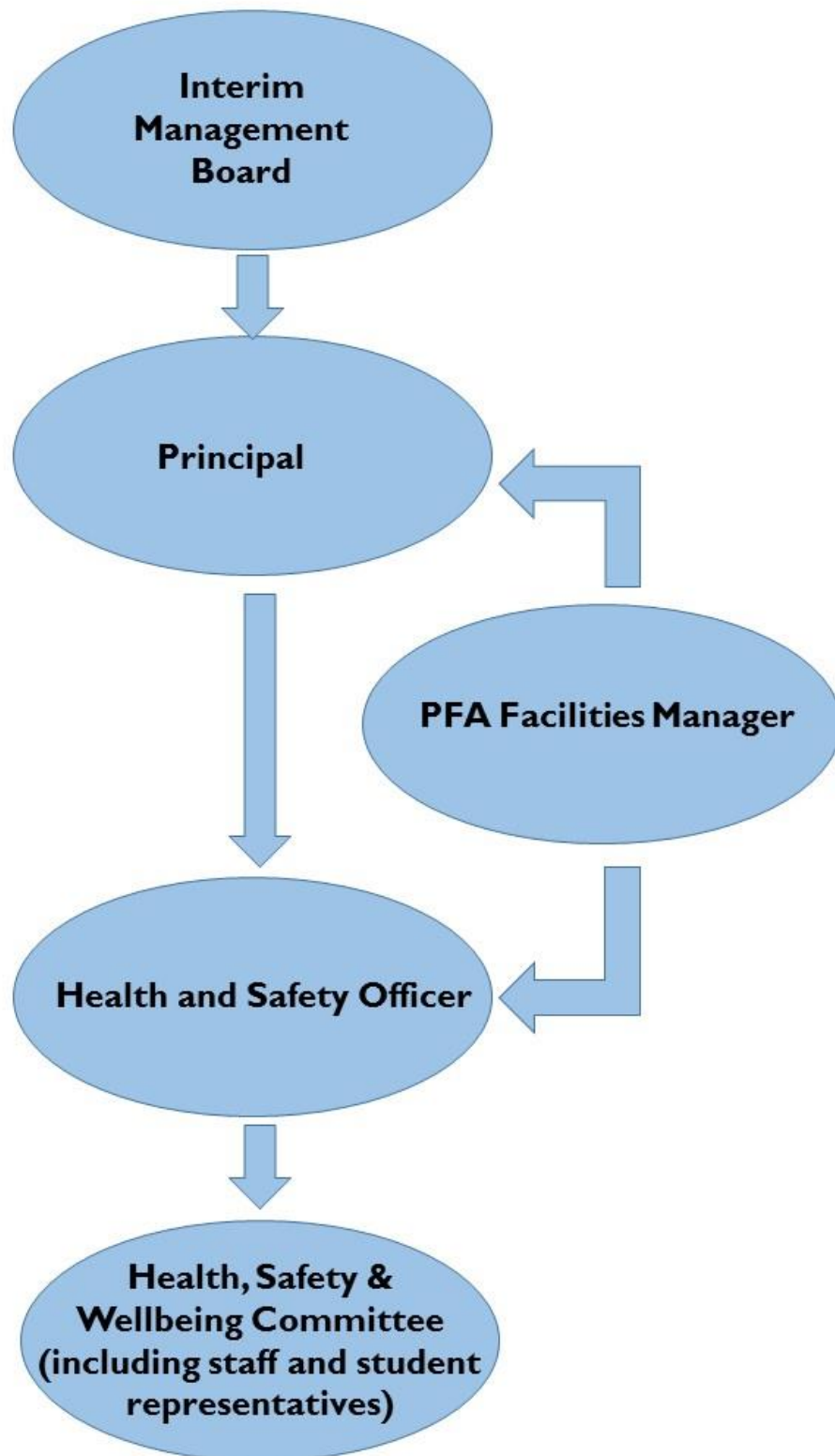
17. Arrangements for Reporting Accidents

- 17.0 Reference should be made to the UTC Cambridge Accident/ Incident recording Procedure (outlined in the Health and Safety Handbook). All accidents, near misses and vehicle incidents should be reported on an accident form, these are collated by Reception/Admin. Department Heads should be aware of the criteria for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the Health and Safety Executive.

18. Arrangements for Emergency procedures

- 18.0 This section should be read in conjunction with the UTC Cambridge Fire Policy and Procedure and the Crisis Management and Business Continuity Policy.
- 18.1 The PFA Facilities Manager is responsible for ensuring that fire risk assessments are carried out in the UTC Cambridge building.
- 18.2 The Site Manager is responsible for checking the maintenance of fire extinguishers and alarm systems (where under UTC Cambridge control).
- 18.1 All Heads of Faculties, along with the Business Manager, are responsible for ensuring sufficient staff are up to date with annual fire training within their area.
Regular fire evacuation drills are undertaken in all properties within the remit of the UTC Cambridge on at least a six monthly basis.

Appendix I
Health and Safety Management Organogram



Appendix 2

Other relevant legislation

The Health and Safety at Work, etc. Act 1974 (HSWA)

Primary legislation for occupational Health & Safety in the UK. Enforced by the Health & Safety Executive and details the statutory duties placed on persons at work.

The Act places a general duty on employers to consider the health, safety and welfare of employees (as detailed under Section 2) and those persons not in their employ such as students, contractors and visitors (as detailed under section 3).

The Management of Health and Safety at Work Regulations 1999

Management of Health and Safety at Work, ACOP L21.

This statutory legislation document supplements the requirements of the HSWA and specifies a range of management issues that must be carried out in all workplaces. The Approved Code of Practice (ACOP) gives advice on preferred means of compliance, and more general guidance on ways to comply with the law.

Places duties on an employer which are applicable to all activities within the educational setting, such as the need to assess and control risks, consult with employees, take account of specific individual needs such as those of expectant mothers and young persons and to manage the performance of health and safety.

The Workplace (Health, Safety and Welfare) Regulations 1992

Workplace Health, Safety and Welfare. ACOP L24

These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce which may include people with disabilities.

The ACOP provides guidance on the measures required to comply with the regulation.

Requires employers to consider all aspects of the work environment for all potential users, such as lighting, temperature, washing and toiletry facilities as well as ensuring adequate work space is available with suitable access and egress for all.

The Health and Safety (Display Screen Equipment) Regulations 1992

Display Screen Equipment Work, L26

These regulations and ACOP provides statutory requirements and guidance on the minimum safety and health requirements for work with display screen equipment.

Provides employers with guidance on display screen equipment, including the use of computer work stations, and more specifically to the educational setting, the use of projector screens and Smart boards. They also provide guidance on the requirement to provide employees with regular breaks and eyesight checks.

The Health and Safety (First Aid) Regulations 1981

HSE First Aid at Work, L74

Sets out the essential aspects of first aid that employers have to address in relation to providing adequate first aid cover in the workplace.

Provides guidance for first aid provision taking into account the nature of the vocational work practices and the variations in persons on site in relation to numbers of persons, variations in age and maturity and general care requirements for vulnerable persons.

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Safe Use of Work Equipment, L22

The statutory requirements to ensure work equipment does not result in health and safety risks, regardless of the age, condition or origin.

L22 provides guidance on the maintenance, testing and use of work equipment.

Provides guidance on all work equipment such as that used within hair & beauty schools, catering kitchens, technology and construction areas as well as any larger plant or general equipment such as equipment used by ground maintenance staff or onsite contractors.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Control Of Substances Hazardous to Health (fifth edition), L5

Applies to all hazardous substances and preparations that are supplied for use at work and provides legal requirements for the management and use of hazardous substances.

Applicable to areas such as motor vehicle workshops, hair & beauty salons, creative arts centres and science laboratories.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

They apply a single set of reporting requirements to all work activities allowing the data to be used to indicate where and how risks arise and to show up trends arising out of injuries, ill health and accidental loss.

Application in the educational setting includes details on reporting any hospitalisation for students (classed as visitors) relating to their learning / activities whilst on UTC Cambridge owned or managed premises..

Employers Liability (Compulsory Insurance) Act 1969

Employers Liability (Compulsory Insurance) Act 1969 – A guide for Employers HSE40

Statutory duties for employers to obtain suitable and sufficient insurance to provide cover in the event of an employee or other suffering injury or ill health because of their work activities.

Applicable within the educational setting due to the number of persons present on site at any time and the variety of activities undertaken during the course of each day.

Occupiers Liability Act 1957 and Occupiers Liability Act 1984

Legislation which sets out the duty of care owed by building owners/ occupiers towards both authorised (1957) and unauthorised (1984) visitors, in respect to liabilities for injury or loss.

In an open educational environment which often requires buildings to be accessible outside of normal hours (9-5) the chance of uninvited visitors is increased, thereby warranting that the grounds and normal access and egress routes around the buildings are well maintained and free from hazard at all times.

Safety Representatives and Safety Committees Regulations 1977

Consulting employees on health and safety HSE leaflet INDG232

Provides an overview of employers' legal duties to consult with recognised trade union representatives or groups on health and safety matters.

Applicable to all educational staff who are members of one of the recognised trade unions within their establishment.

Health & Safety (Consultation with Employees) Regulations 1996

Consulting employees on health and safety HSE leaflet INDG232

Provides an overview of employers' legal duties to consult with those employees not members of a recognised trade union on all matters of health and safety.

Applicable to all staff who are not a member of one of the recognised trade unions within the TEN Group.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Safe Use of Lifting Equipment, L113

Provides the legal duties for those involved with all aspects relating to lifting equipment and lifting operations.

Applicable especially within any motor vehicle workshops and with regard to personal care lifts. Although these are the main pieces of legislation particularly affecting health and safety in the education setting, other legislation and guidance will also be applicable, such as;

HSC L8 (2000) Control of Legionella Bacteria in Waters Systems. This is the Approved Code of Practice and Guidance for the control of Legionella bacteria in waters systems and sets out the statutory requirement for dealing with risk. It applies to all premises with water systems. This document has "special legal status" and is considered as being law.

Equality Act 2010 - This legislation supersedes the main elements of the Disability Discrimination Act 1995 and aims to end the discrimination many disabled people face, giving important protection, including the duty of service providers to make reasonable adjustments for disabled people so that they do not face difficulties with access to services. The TEN Group includes "inclusive" places to work and learn and therefore this act is very relevant to the way the TEN Group operates.

The Regulatory Reform (Fire Safety) order 2005 – This legislation places responsibilities on the building 'owner' as the "Responsible Person" to conduct fire risk assessments and ensure that the premise that he or she is responsible for is safe from fire for all persons, working or visiting and that all practicable measures have been taken to minimise the risk of a fire starting, as opposed to previous legislation that focussed on the measures required to reduce the effects of a fire that had already broken out.

The Control of Asbestos Regulations 2006 - These regulations place specific duties on employers, owners and those in control of buildings to manage the risks from asbestos fibres that may be released when building or maintenance work takes place. Within the TEN Group there are a number of older buildings which contain asbestos. ACOP L143 provides methods of compliance to the regulations.

The Ionising Radiations Regulations 1999 – These regulations require employers to keep exposure to ionising radiations as low as reasonably practicable. Exposures must not exceed specified dose limits. Restriction of exposure should be achieved first by means of engineering

control and design features. Where this is not reasonably practicable employers should introduce safe systems of work and only rely on the provision of personal protective equipment as a last resort.

The Genetically Modified Organisms (Contained Use) Regulations 2014 - These regulations place specific duties on individuals and organisations working with genetically modified microorganisms and larger organisms. They place a legal duty to notify the competent authority before first use and to perform risk assessments, and to take competent advice on the risk assessment before commencing work. Furthermore, they place a requirement on the individual and organisation to follow safety principles and apply containment and control measures appropriate to the containment to protect both health and the environment. There is also a duty to report accidents to the Competent Authority.

Electromagnetic Fields at Work Regulations 2016 – Electromagnetic fields (EMF) are produced whenever a piece of electrical or electronic equipment is used, they are present in virtually all workplaces. The regulations place a legal duty on employers to identify sources of EMF in the workplace, assess exposure to employees and assess and control risks if required.

Appendix 3

Composition of Health, Safety & Wellbeing Committee

PFA Facilities Manager (Chair)
Health and Safety Officer/SLT link
Business Manager
Designated Governor
Lead Technician
Site Manager
Representative from Teaching Staff
Representative from Catering Staff
KS4 Student Representative
KS5 Student Representative