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### QUALITY MANAGEMENT SYSTEM POLICY

HEALTH AND SAFETY POLICY

The implementation of this particular Policy must always be carried out in conjunction with, and meet the requirements of the GDPR Policy.

**Quality Statement**

“The **Engineering College** Quality Management System operates to support and guide staff, learners and employers in effective engagement with the services and products provided by the organisation, seeking to ensure a consistent and continuously improving quality experience to exceed the user’s expectations”.

**Our Vision**

***“To inspire a new generation of Engineers.”***

**Our Mission**

***“Delivering outstanding technical training and assessment, connecting industry with education”***

**Our Values**

***“To act professionally with integrity and strive for excellence”***

QUALITY CHAMPION – M Brown

**PART 1. GENERAL STATEMENT OF INTENT**

The Engineering College recognises Health and Safety as a key part of both its overall vision “*to be the leading provider of outstanding technical training and assessment programmes, connecting industry and education and setting the benchmark for partnership in a world-class engineering sector.*”

In order to achieve these goals, we acknowledge that Health and Safety is our number one priority and we are committed to implement a culture where Health and Safety is regarded as shared responsibility at all levels throughout the organisation.

In implementing our policy, our aims are to:

* Eliminate all work-related injuries and sources of potential ill-health by identifying the hazards and controlling the risks.
* Minimise any financial losses which may arise from avoidable, unplanned events.

We will:

* Ensure that we are fully compliant with current Health and Safety legislation at all times.
* Work on the principle that all work related injuries and accidents are preventable.
* Actively promote the highest standards of safety consciousness, discipline and individual accountability that our business demands.
* Ensure that our policy and safety management system is reviewed at least once per year.
* Ensure that all staff and learners have the necessary skills, knowledge and support they need to carry out their duties to the highest standards of Health and Safety.
* Actively promote staff and learner co-operation, participation and collaboration in the establishment and observance of measures to improve Health and Safety standards and performance.
* Require that all contractors working on our behalf apply health and safety standards that are fully consistent with our own.
* Keep all employees, learners, contractors and visitors fully informed of known potential hazards that might affect them or the public at large.

**PART 2. ORGANISATION & RESPONSIBILITIES**.

* 1. **SCOPE.**

The two divisions within the Engineering College are:

1. The Engineering College having charitable status and involved in the delivery of:-

* Apprenticeships
* Traineeships (inc. Work experience)
* Vocational training and assessment programmes
* Schools programme
* Vocational Awareness courses

1. Engineering College Enterprises (the commercial arm of the Engineering College) and involved in the delivery of:-

* Workforce delivery
* Commercial training programmes

This policy document covers all areas of the business and applies to:

* All Engineering College staff, including part-time consultants and tutors.
* ALL Engineering College learners.
* Contractors and visitors.
* The Engineering College contractual responsibilities in relation to programmes funded by The Skills Funding Agency (S.F.A)

**2.2 DUTIES AND RESPONSIBILITIES.**

**2.2.1 CHIEF EXECUTIVE OFFICER.**

The Chief Executive Officer has overall responsibility for health, safety and the environment at work. they are responsible for:

* Developing health and safety policy.
* Setting performance standards, objectives and key performance indicators.
* Organising for the planning and successful implementation of our policy.
* Measuring and monitoring performance standards and compliance with our policy.
* Ensuring that the policy and policy arrangements are subject to regular audit and review.
* Ensuring that Engineering College meets all its statutory duties and in particular, those laid down by ‘The Health & Safety at Work Act, 1974’ and ‘The Management of Health & Safety at Work Regulations, 1999’.

They will, so far as is reasonably practicable, ensure that:

* Receives regular reports from the Health & Safety lead (this role is currently with the Engineering Operations Manager) on current health and safety performance, programmes and strategies to include details of current accidents, injuries, near misses and dangerous or potentially dangerous occurrences, outcomes of investigations and measures taken to prevent recurrence, monthly and annual injury statistics. etc.
* Suitable arrangements are in place for the maintenance, repair and upkeep of buildings and all associated services, systems and equipment.
* All premises and facilities under his direct control comply with current statutory law, including the Regulatory Reform (Fire Safety) Order 2006 and the Workplace Health, Safety and Welfare Regulations, 1992.
* Planned schedules are in place for the routine and statutory examination, testing, inspection, maintenance and repair of all systems, machinery and work equipment.
* A suitable and sufficient number of competent persons are appointed to assist him.

The Chief Executive Officer will receive regular safety reports from his Health & Safety lead (Engineering Operations Manager) and will call for and approve new initiatives and the amendment of site rules, regulations and procedures, as and when necessary.

**2.2.2 HEALTH & SAFETY LEAD PERSON.**

The Health & Safety Lead (this role is currently with the Engineering Operations Manager) is responsible for the day-to-day management and control of health, safety and the environment and will assist the Chief Executive Officer by ensuring that:

* The Engineering College operates a health and safety policy and management system that is fully consistent with best safety practice.
* The policy is fully implemented, continuously measured and subject to regular audit and review.
* The Engineering College fully discharges its statutory and common law duties of care.
* All employees, learners, consultants and non-employees, carry out their duties to the highest standard of health and safety and have the necessary skills, knowledge and support they need to consistently achieve this.

He will advise in all matters relating to health, safety and the environment at work, including legal duties and responsibilities, hazard identification, the evaluation of risk and selection of controls, personal protective equipment, etc. He will also ensure that all accidents, injuries, near-miss incidents and dangerous or potentially dangerous occurrences, no matter how trivial they may seem, are reported and fully investigated.

He will (via his H&S Committee reports) keep all staff, learners, consultants and non-employees fully informed in all matters relating to their health, safety and welfare at work.

He will actively and reactively monitor health and safety standards and performance with a view to identifying areas of weakness and will co-ordinate, plan and develop appropriate improvement strategies and advise the Chief Executive Officer accordingly.

**2.2.3 SENIOR MANAGERS AND MANAGERS.**

Line Managers are required to ‘lead by example’ and actively promote a positive health and safety culture by engaging the interest, co-operation, support and commitment of all employees under their direct control.

They are required to ensure that:

* The Health and Safety policy is fully understood and implemented within the departments under their control
* Activities within their departments do not constitute a risk to health, safety or the environment.
* The company’s rules are understood and observed by all departmental staff, contractors and visitors.
* The company’s legal duties under statutory law are fully discharged.
* All potential hazards within their departments are identified.
* Suitable and sufficient risk assessments are carried out by competent persons and appropriate preventative and/or protective controls implemented to eliminate the risks or reduce them to the lowest practicable level.
* Where necessary, they participate in the investigation of any injury, incident or near miss within their departments and collaborate in identifying what is needed to prevent recurrence.
* Departmental staff, consultants, contractors and trainees are suitably trained and instructed in order that they may carry out their duties safely and to the highest standard.

**2.2.4 LINE MANAGERS WITH SPECIFIC DUTIES**

Day to day responsibility for the Health and Safety obligations of the internal and external operations of the centre will be with the Engineering Operations Manager. The Engineering Operations Manager will be a permanent member of the Health and Safety Committee. Reports on Health and Safety related activities from the respective areas will be made to the Health and Safety Committee at its regular meetings.

**2.2.5 TRAINING STAFF.**

Training Staff are required under the direction of the Engineering Operations Manager to:

* Demonstrate by personal example and commitment, their concern for health, safety and the environment.
* Actively promote safe attitudes and behaviours amongst their learners.
* Provide learners with appropriate levels of safety training, information, instruction and supervision.
* Demonstrate, teach and apply best safety practices.
* Ensure that the company’s rules and codes of conduct are being consistently applied and adhered to.
* Identify any significant hazards within their work areas (or arising from any work activities), and ensure that suitable and sufficient risk assessments are carried out and appropriate preventative and/or protective control measures put in place to eliminate or reduce the risks to the lowest practicable level.
* Ensure that the necessary Personal Protective Equipment is provided, is well maintained and stored correctly and worn at the appropriate times and worn correctly.
* Ensure that all workshops, facilities and work equipment under their direct control are fit for purpose, regularly cleaned, inspected and well maintained.
* Ensure that any equipment not in use is neatly and safely stored and that only the highest standard of safety and housekeeping is being consistently maintained.
* Ensure that daily cleaning duties are carried out safely and to the required standard.
* Assist the Health & Safety Lead Person in ensuring that the highest standards of safety and housekeeping are being maintained in all areas.
  + 1. **LEARNERS.**

Learners are required to:

* Look after the health and safety of themselves and others who may be affected by their acts or omissions and to work, act and think safely at all times and cooperate with their employer.
* Adopt safe attitudes and behaviours conducive to a safe place of work.
* Adhere to company rules, procedures and codes of conduct.
* Wear Personal Protective Equipment correctly as trained and instructed.
* Bring to the notice of a tutor any potential hazard of which they know or learn, whether in work method or arising from faults in equipment or plant.
* Nominate one learner per resident learner group as ‘Group Safety Representative’ (where practicable) and to actively participate and co-operate in the establishment of measures to further improve health and safety standards and performance.
* There will be permanent place/s at the Health and Safety Committee meeting for the appointed Safety Representative/s.
  + 1. **ENGINEERING COLLEGE RESPONSIBILITIES FOR LEARNERS WORKING AT SITES EXTERNAL TO MONKS FERRY PREMISES**

For learners working at external sites.

In recognising our statutory duties under ‘Section 2 of HASAWA, 1974’ ‘to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees’ we also recognise our special duties to young persons under the ‘Management of Health and Safety at Work Regulations, 1999’.

For these particularly vulnerable individuals, we will ensure that all sponsoring companies are fully compliant with health and safety law and that our learners are health and safety inducted on arrival to site. Records of all such activities including commitments made in the Service Level (and Apprentice - Employer) Agreements to be maintained by the Engineering Operations Manager.

The Work-Based Assessor/Training Officers (or competent assistants) will vet, monitor and inspect the learners’ workplaces with the support of the Engineering Operations Manager who will monitor the activity to ensure compliance with our contractual duties to the Skills Funding Agency.

* + 1. **CONSULTANTS, CONTRACTORS AND AGENCIES WORKING AT OR AWAY FROM THE MONKS FERRY PREMISES.**

Consultants are required to carry out their duties in a manner compatible with:

1. Current health and safety legislation.
2. The Engineering Colleges rules, instructions and safe procedures.

Contractors and external agencies working at the organisations premises are required to conduct their activities in a way that is compatible with:

1. Current health and safety legislation.
2. The Engineering College rules, instructions and safe procedures.

Sub Contractors working on behalf of the Engineering College will be subject to scrutiny of suitable and appropriate Health and Safety arrangements that are:

1. At least compatible with that of The Engineering College
2. And are extended to cover specific, specialist and extraordinary requirements as applicable to the nature of the work being delivered on behalf of the Engineering College..

**PART 3. ARRANGEMENTS.**

The arrangements Section comprises the systems, processes and procedures that are in place to ensure the successful implementation of this policy. Most are covered by their own separate work procedure.

* 1. **ALLOCATION OF FINANCE FOR HEALTH AND SAFETY.**

An annual Health and Safety Budget is well established and managed by the Finance manager. The budget includes provisions for staff and learner safety training, Personal Protective Equipment, statutory maintenance, testing, inspection and repair, etc.

The budget is reviewed annually by the CEO and Engineering Operations Manager and amended according to the planned needs of the business.

* 1. **HEALTH AND SAFETY PERFORMANCE MONITORING ARRANGEMENTS.**

As stated in the ‘Organisation and Responsibilities’ section, the Chief Executive Officer is responsible for setting policy and performance standards and for keeping the Board fully informed on progress versus annual targets. The Health & Safety lead (Engineering Operations Manager) assists by ensuring that schedules and provisions are in place for measuring and monitoring performance.

The active and reactive systems used are:

* Six Monthly internal team meetings of the Health and Safety committee.
* Health and safety to be raised at management meetings and embedded into lessons.
* Regular Safe / Unsafe Acts Auditing (SUSA’s) by learners plus a competent person
* Regular workplace inspections.
* Planned and Unplanned ‘safety tours’ by the Chief Executive Officer and the Engineering Operations Manager.
* Accident, injury and incident reports,
* The collation and analysis of accident and incident statistics.
* Staff sickness absence monitoring and trend analysis of incidents of ill health.

**3.3 HAZARD AWARENESS AND RISK ASSESSMENT.**

The main hazards within The Engineering College premises are:-

* Electrical supplies (415V and 220V).
* Compressed air
* Chemicals and substances (albeit in small quantities).
* Gas, Arc Welding and Burning Operations.
* Machinery.
* Manual handling.
* Materials handling.
* Presence of young persons (age, inexperience and low awareness of risk).
* Traffic and pedestrian movement.
* Work Station Ergonomics
* Access to and from adjacent industrial premises (shipyard)

In quantifying the risks and methods of control, The Engineering College is fully committed to the protection of young persons, staff and non-employees, plus any other vulnerable groups or individuals.

In accordance with The Management of Health and Safety at Work Regulations 1999, all significant hazards have been identified and suitable and sufficient Risk Assessments carried out by appointed competent persons. Preventative and protective control measures have been selected following the hierarchy of control.

As part of our overall assessment of risk, full account is taken for the age, inexperience and low awareness of risk of our young learners and also what is reasonably foreseeable.

All assessments are reviewed annually, or sooner where any significant change is being made. It is also our policy to review existing risk assessments as part of our investigation into accidents or near-miss incidents.

* 1. **HEALTH & SAFETY TRAINING.**

The Engineering College is committed to ensuring that staff and learners have the necessary knowledge, skills and support they need to carry out their duties safely and to the highest standard.

The delivery of health and safety training is planned and budgeted for by the Engineering Operations Manager

Records of training and the qualifications achieved are kept in individual staff training files.

All Engineering College learners will receive specialised Health and Safety training as part of their safety induction. Additional training will be given in hand-tool safety, occupational health and hygiene manual handling, sexual health, and substance abuse.

* 1. **FIRE AND OTHER EMERGENCIES.**

In accordance with The Regulatory Reform (Fire Safety) Order 2006, full and detailed fire risk assessments have been carried out in all areas of the company’s premises and appropriate preventative and protective control measures put in place. Fire risk assessments will be reviewed by the Health & Safety lead at least once per year.

Emergency procedures are well established and a sufficient number of trained and certificated Fire Wardens and Deputies appointed. Engineering College staff are given basic training in fire prevention.

Fire alarms are tested regularly and fire and emergency drills carried out at least once per year.

All premises are well equipped with modern fire detection systems, emergency lighting and sufficient number of fire extinguishers. All fire safety systems are regularly serviced, tested and inspected by external agents and records kept by the Health & Safety lead.

* 1. **FIRST AID FACILITIES.**

First Aid Boxes are available for use by qualified First Aiders, all of whom have been trained and certificated by qualified trainers in accordance with the First Aid at Work Regulations, 1981.

The names and locations of the appointed First Aid persons are communicated to all staff, learners and visitors during safety induction along with the details of our accident and incident reporting procedure.

**3.7 ENVIRONMENTAL POLICY.**

The Engineering College is committed to protecting the environment and in conducting our activities will pro-actively seek to minimise waste and conserve energy.

The activities carried out at the Monk’s Ferry premises do not constitute an environmental hazard since only very small quantities of hazardous wastes are produced. The storage and subsequent disposal of hazardous wastes is controlled by the facilities maintenance team.

**3.8 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATING.**

The Engineering College operates a ‘no blame policy’ in respect to accident and injury reporting. We also actively encourage the reporting of all accidents, incidents and near-misses. The rationale behind our approach is to investigate all accidents – no matter how trivial they seem - with a view to continuously improving our controls and awareness of risk.

Injury accidents and high potential incidents and occurrences are reported immediately to the Health and Safety lead who then conducts a full and detailed investigation to maximise awareness and engender a ‘safe culture’. This involves group input into direct and root causation and recommendations for the changes or improvements needed to prevent recurrence.

All investigations are carried out immediately following an accident, injury or incident. Learning points are widely communicated and appropriate corrective action taken by the relevant person(s).

The Health and Safety lead (Engineering Operations Manager) adds these to the annual accident and injury statistics which are published and widely communicated throughout the college

The Engineering College is fully conversant with its statutory duties under RIDDOR; and also its contractual reporting duties to the Skills Funding Agency. (S.F.A)

* 1. **ARRANGEMENTS FOR THE USE OF CONTRACTORS & EXTERNAL AGENCIES.**

The Engineering College is committed to ensuring that all contractors and external agents working on our behalf are competent, licensed and where appropriate, registered. As part of our vetting and monitoring procedure, they must also demonstrate that they have a current Health and Safety policy and operate a rigorous Health and Safety management system.

All contractors and external agents working on our behalf are further required to:

* Use tools, equipment and personal protective equipment that are fit for purpose and fully compliant with the law.
* Provide certificates of inspection as required.
* Apply health and safety standards that are fully consistent with our own.
* Attend health and safety induction on arrival.
* Work to Engineering College safe systems and procedures.
* Depending upon the scope, nature and duration of the work to be undertaken, they may also be required to:
* Provide the Health and Safety lead (Engineering Operations manager) with written Method Statements and a formal assessment of risk.
* Operate under our own Safe Systems of Work, including the Permit to Work system.
  1. **PERSONAL PROTECTIVE EQUIPMENT POLICY.**

It is the Engineering Colleges policy that in accordance with the hierarchy of control, Personal Protective Equipment (PPE) will be issued and used as a ‘last resort’ only. PPE suitable for the residual hazard(s) involved will be provided.

PPE is provided free of charge and will be selected and used on the basis of COSHH and risk assessment and with reference to the Personal Protective Equipment at Work Regulations 1992.

Where appropriate, users of PPE will be trained in its correct application and use and will also be warned of the potential consequences of not using.

**3.11 VULNERABLE PERSONS POLICY & CHILD PROTECTION**

The Engineering College will follow the policies and guidelines laid down by the Child Protection Agency and Skills Funding Agency by ensuring that:-

* The Engineering College has a designated senior person/s for Safeguarding (including child protection) who have received appropriate training and support for this role.
* The Engineering College (including full time, part time, temporary or volunteers), board members and those employers who The Engineering College deal know the name of the designated senior person/s responsible for Safeguarding (including child protection).
* Parents / guardians of Learners have an understanding of the responsibility placed on The Engineering College staff for Safeguarding (including child protection) by setting out its obligations within materials associated with promoting Apprenticeships, school and other associated programmes.
* All appropriate persons are CRB checked as per current legislation

**3.12 EMPLOYEE CONSULTATION ARRANGEMENTS.**

3.12.1 The Engineering College Health and Safety Committee.

The Health and Safety committee comprises representation from management, staff and learner groups. Meetings are held bi-annually and are chaired by the Health & Safety lead (Engineering Operations Manager) who endorses the minutes from the meeting. The terms of reference and membership are given in Appendix 1

3.12. 2 Role of the Health and Safety Committee.

The role and functions of the Health and Safety Committee and its representatives are:

1. To promote employer / employee co-operation with respect to health, safety and the environment at work.
2. To examine accident and injury trends and to investigate any recurrent problems.
3. To assist in the development and implementation of the Company’s Health and Safety Policy, systems and arrangements.
4. To monitor the successful implementation of the Health and Safety Policy.
5. To investigate, examine and discuss any other health, safety or environmental issues.

**3.12.3 Learner Appointed Health and Safety Representation.**

The Engineering College recognises the role of any Health and Safety Representative/s elected by the learners to represent them in health and safety matters on the Health and Safety Committee.

**3.13 PROVISIONS FOR RESOLVING PROBLEMS, SUGGESTIONS OR COMPLAINTS.**

The Engineering College will endeavour to resolve any concerns as and when they arise and will adopt an ‘open door’ policy to this effect. All employees, trainees and non-employees will be actively encouraged to discuss any grievances they may have and will have various routes and options for doing this.

These include:

* The Engineering College Health and Safety Committee.
* The Engineering Operations Manager (Internal and External H&S).
* The Chief Executive Officer

Similarly, the Engineering College welcomes and actively encourages any ideas or suggestions that may help improve health, safety and environmental performance.

**3.14 ROLE OF SPECIALISTS.**

Where appropriate, the Health and Safety lead will seek the advice and support of external specialists...

These may typically include:

* IOSH/ROSPA
* Health & Safety Executive
* Local Fire Authority

**3.15 COMMUNICATIONS.**

The Engineering College operates an ‘open’ policy with respect to its management and communication of health, safety and environmental matters. Health and Safety will be communicated as follows:

* By communicating the Health and Safety policy to all employees and learners during safety induction.
* The Health and Safety Committee.
* Management meetings.
* Student Committee meetings/forums.
* The circulation of the minutes from all meetings.
* Safety posters and safety notice boards.
* Tool box safety talks.
* Safety Induction.
* e mail.

**3.16 AUDIT AND REVIEW.**

The Engineering College health and safety management system is subject to audit by the appointed third party consultants. Each Health & Safety procedure will be audited internally at least once per year.

The Health and Safety lead (Engineering Operations Manager) will collate and analyse the feedback reports from all audits and ensure that the necessary improvements and corrections are made within an agreed timeframe.

As part of the annual safety plan, he will conduct:

* A quarterly review of health and safety performance against the agreed annual targets and objectives.
* Annual review of the Health and Safety Policy / procedures / risk assessments / COSHH
  1. **HEALTH AND SAFETY PROCEDURES**

More detailed arrangements for the management of Health and Safety are contained within a set of processes, constantly under development or review and including the following:-

1. Induction of staff, learners and visitors
2. Permit to work
3. Fire safety systems and alarms
4. Accident reporting and investigation
5. Health and safety pre-placement checks and monitoring
6. Registration of grinding machines and mounting of abrasive wheels
7. Registration, inspection and testing of portable electrical equipment
8. Registration, inspection and storage of lifting equipment and FLT
9. Inspection and testing of boilers
10. Registration, examination and testing of oxygen, fuel gas and thermal cutting equipment
11. Registration and inspection of local exhaust ventilation systems
12. Near miss reporting and investigation
13. Measuring performance, audit and review
14. Workplace inspections
15. Risk assessment
16. COSHH assessment
17. Isolation of electrically driven equipment for maintenance
18. Waste disposal
19. Issue of Personal Protective Equipment
20. Emergency response

**APPENDIX**

**ENGINEERING COLLEGE HEALTH AND SAFETY COMMITTEE**

**TERMS OF REFERENCE**.

The Health and Safety Committee is chaired by the Health & Safety lead (Engineering Operations Manager) and comprises staff and learner representatives.

1. Common and Statute Law place the ultimate responsibility for site safety and health on Management. It is the objective of the Health and Safety Committee to improve overall site health and safety performance by:
2. making recommendations concerning:

* The company’s Health & Safety Policy and its application and communication to all employees on site.
* The preparation of a site safety action plan, safety standards, codes of practice, safety instructions, safety training and publicity.

1. Reviewing site safety performance with a view to identifying the main causes of accidents and making recommendations as to possible ways in which they might be eliminated or reduced.
2. Auditing company safety performance and communicating the results to identify strategies for improvement.
3. The Committee may, where appropriate, in fulfilling these objectives recommend the setting up of joint working parties to investigate topics of general concern.
4. In the performance of its defined duties the Committee may invite appropriate specialist advice from external companies and external experts.
5. The Committee will be represented by members of the following groups:-

* Senior management, specifically the Engineering Operations Manager and C.E.O
* Other managers
* Tutors/Trg Officers representative
* Administration/Facilities staff representative
* Learners appointed representative/s

1. Representation should be distributed as evenly as possible.
2. Members who cannot attend the meeting should arrange for a deputy.
3. The meetings will be held bi-annually.
4. The Committee may co-opt, as required, other persons, who, because of their specialist knowledge might be needed to contribute to discussions.

5. The Committee will consider health and safety matters relating to all groups represented.

6 It shall be the aim of the Committee, in the conduct of its business, to formulate recommendations to the Chief Executive and Board. Where this is not possible Management will record the various dissenting opinions for consideration.

7. All members of the Committee will audit and review the level of safety consciousness and full commitment to all safety measures especially the wearing of safety equipment.