



Version	1	
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## Health, Safety and Wellbeing Policy

City University College (CUC) is committed to creating a culture that ensures and promotes the health, safety and physical, mental, social and emotional wellbeing of all its staff, students and partners. It sees the benefits of creating a culture which promotes health, safety, and wellbeing are numerous; from eliminating occupational ill-health & injuries to championing the value of personal wellbeing.

### Strategic Management

CUC's Senior Leadership Team is accountable for health, safety and wellbeing within CUC. As such, the Senior Leadership Team will:-

- establish and operate a Health, Safety and Wellbeing Committee, chaired by the Principal
- review and commit to this Health, Safety and Wellbeing Policy annually
- develop a Wellbeing Strategy and ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- develop the annual Health, Safety and Wellbeing plan
- In liaison with the HSE Manager at Artan Holding, ensure that adequate resources are made available for the effective implementation of CUC's Health, Safety and Wellbeing Policy
- Consider the health, safety and wellbeing implications of strategic decisions, such as large projects.

### Specific Responsibilities

CUC will be responsible for:

- Providing and maintaining safe and healthy working conditions within the framework of statutory regulations, set objectives for health and safety and encouraging joint consultation.
- Ensuring so far as is reasonably practicable, the employees, students, contractors or members of the public are not exposed to any hazards that could adversely affect their health or safety.
- Providing Health and Safety induction, safety training and education for all employees/students as deemed necessary.
- Providing safety devices plus protective clothing and equipment and enforce their use as necessary.
- Ensuring that no client, visitor or member of the public's health and safety is affected by any of the company's activities.



- Ensuring that all work necessary to improve health and safety is carried out promptly.
- Ensuring that any equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- Ensuring that risk assessments are conducted, effectively communicated to all employees and reviewed on a regular basis. Expert advice will be sought as and when required.
- Ensuring that material safety data sheets are obtained for all substances brought onto the premises.
- Ensuring that fire doors and escape routes are kept clear at all times and at least one fire evacuation exercise is carried out annually and that the fire alarms are tested weekly.
- Providing adequate arrangements for employee/student's welfare at work
- Ensuring that all accidents/dangerous occurrences are investigated and take such measures to prevent a recurrence.
- Ensuring that all internal safety audits are undertaken at regular intervals.
- Ensuring the competence and suitability of all contractors.

#### The Principal

The Principal has executive responsibility to ensure that the requirements of the health and safety legislation and that CUC's Health, Safety and Wellbeing policy are complied with. The Principal will ensure that responsibility for health, safety and wellbeing is properly assigned and accepted at all levels within CUC.

#### General Responsibilities of Employees

It is the duty of all employees to keep themselves informed through information, instruction and training provided by CUC on health, safety and wellbeing procedures and practices relevant to their work.

Whilst at work on CUC premises or elsewhere it is the duty of every employee:

- To take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
- To co-operate with CUC in the implementation of the health, safety and wellbeing policy
- Not to interfere with or misuse anything provided in the interests of health, safety and wellbeing
- Be vigilant with regard to any defects in premises, equipment, and systems of work or procedures, which may create a risk to health, safety and wellbeing, reporting any such defects to their line manager, health and safety co-ordinator or other supervisory staff.

#### General Responsibilities of Students

All students are expected to keep themselves informed through the information and instruction provided by CUC on health, safety and wellbeing issues which are relevant to their activities. Each student, whilst involved in University activities, on University premises or elsewhere must:

- Take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
- Co-operate with CUC in the implementation of the health, safety and wellbeing policy including following health, safety and wellbeing instructions given by members of staff
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing in pursuance of any of the relevant statutory provisions
- Not, without the consent from the member of staff in charge of the area or activity, introduce any equipment for use on CUC premises, alter any fixed installations, alter or remove health, safety and wellbeing notices or equipment, or otherwise take any action which may create hazards for employees of the University or for other persons using the premises.

### First Aid Provisions

- Arrangements will be made whereby first aid is given quickly to people injured on the premises.
- CUC will endeavour to provide adequate first aid cover at all times.
- CUC will provide and maintain a first aid box and accident book. A named person will be responsible for ensuring that the first aid box is kept fully stocked.
- The name of the first aiders, the location of the first aid box will be displayed at points throughout the premises.
- All accidents are to be reported and recorded in the Accident Book at the earliest opportunity by a qualified First Aider, not the injured party.

### Accident Reporting

- The Head of Operations is responsible for ensuring that proper reports are submitted in accordance with in-country regulations. These will be reported by the quickest possible means.
- All accidents will be investigated not to apportion blame, but to establish the cause and put in place actions to prevent reoccurrence.

### Fire Procedures

- Any person discovering a fire will immediately raise the alarm, notify a Manager and vacate the premises by the nearest safe exit.
- The Manager or the person designated to do so, should raise the alarm with the relevant Emergency Service by telephone.
- Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks.
- **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.**
- When the alarm is sounded leave the premises immediately by the nearest safe exit using the stairs. Whenever possible switch off equipment etc., prior to leaving **ONLY** if there is
- Assemble at the designated Fire Assembly Point and report to your Manager.
- **DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS**



- DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR THE SENIOR MANAGER PRESENT.
- Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.
- Get to know the location of the Fire Alarm and the Fire Fighting Equipment.
- The company will ensure the following; all fire exits will be checked monthly, fire extinguishers will be checked monthly and examined annually. At least one fire evacuation exercise will be carried out annually.
- A fire risk assessment will be carried out by Civil Defence annually.

### **Dangerous Substances**

- Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant Safety Data Sheets and/or assessments should be read and understood.
- CUC will endeavour to put control measures into place to protect employees/students and others from the hazards associated with the substance being used.

### **YOU MUST ENSURE:**

- **Awareness:** All chemicals or substances in use are known to the Head of Operations or his/her nominee.
- **Use:** Chemicals or substances are only used as directed by the Head of Operations or his/her nominee
- **Storage:** Chemicals or substances are stored only in locations approved and indicated by the Head of Operations or his/her nominee.
- **Disposal:** Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by the Head of Operations or his/her nominee.

### **Electrical Safety**

- CUC will ensure that all electrical equipment is inspected, maintained and suitable
- All portable electrical equipment must be visually inspected prior to use. Portable electrical equipment is defined as an appliance that can easily be moved whilst in operation like a kettle, vacuum cleaner or equipment intended to be held during normal use. These checks apply to the plugs and sockets of extension leads as well.

### **Work Equipment**

- The regulations place a duty on CUC as employers to provide and maintain suitable and safe working equipment and its safe use.
- CUC will ensure that;
  - a) Any work equipment provided is suitable for the purpose intended.
  - b) Work equipment is maintained and kept in good working order.
  - c) Employees receive adequate training and information necessary for its safe use.
  - d) Specific measures are taken to guard dangerous parts of machinery.
  - e) Risks associated with using work equipment are adequately controlled.



- Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.

#### **Visitors & Contractors**

- All visitors and contractors must comply with all rules and regulations currently in force.
- All contractors are expected to report their arrival and departure to CUC's office staff before commencing work.
- Contractors will not be allowed to use or borrow any equipment belonging to CUC
- Contractors must ensure that all equipment brought onto the site, including any borrowed or hired, shall be safe and suitable and shall only be used in accordance with legal requirements.
- No contractor or visitor must endanger anyone else by their activities and must use the correct safety equipment and work in a safe manner.
- The contractor must have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor.
- All visitors and contractors must immediately report all accidents or near misses, even if damage or injury did not occur to CUC's office staff.



## **Health, Safety and Wellbeing Committee**

The primary role of the Committee is to ensure the effective management of health, safety and wellbeing throughout CUC. The composition of the Committee, frequency of meeting and terms of reference are detailed in appendix 1.

## **Competency**

One of the key elements of creating and maintaining a positive health safety, and wellbeing culture is the development of health and safety competency at all levels within CUC including the Senior Leadership team and the general staff.

As part of ensuring competency and development needs, training objectives e.g. using a training matrix or competency development framework, will be set for all staff in within CUC.

## **Specific Duties of Particular Managers**

The Principal is responsible for chairing CUC's Health, Safety and Wellbeing Committee and reporting directly to the Senior Management Team at Artan Holding.

The HSE Manager at Artan Holding is responsible for the oversight of Health, Safety & Wellbeing at CUC, ensuring that the policy is adhered to and to act as an Executive Advisor to The Principal.

## Appendix 1

# Health, Safety and Wellbeing Committee Meeting

## Terms of Reference

### 1. Purpose

To ensure the effective management of health, safety and wellbeing throughout CUC.

### 2. Role of the Committee

- To monitor and review the management of health, safety and wellbeing (including fire safety) within CUC
- To monitor and review progress against the annual health, safety and wellbeing plan for CUC
- To annually review and make any recommendations for change to CUC's Health, Safety and Wellbeing Policy
- To monitor and review reports on health, safety and wellbeing performance in CUC, including any internal or external auditing
- To check that any recommendations of internal and/or health, safety and wellbeing audits or inspections are implemented as appropriate
- To receive reports of accidents, incidents, near misses and ill-health and make recommendations as appropriate
- To produce an annual health, safety and well-being report with objectives, activities and recommendations for any training and development
- To keep under review, the CUC's legal and statutory obligations with regard to health, safety and wellbeing, bringing to the attention of the Artan Group's Senior Management Team any areas where compliance is at risk or not being achieved
- To receive a summary of staff absence statistics and reasons for such
- To monitor staff training and development relating to health, safety and wellbeing

### 3. Membership

- The Principal (Chair of Committee)
- The Head of Academics
- Executive Assistant
- Assigned Health & Safety Compliance Officers
- HSE Manager, Artan Holding



#### **4. Frequency of meetings**

The committee shall meet once .zxvs;dfskjfsdfsper academic term: December, March, June

#### **5. Reporting**

Committee meeting minutes will be produced and stored on a central and accessible storage drive. Copies of which will be circulated to Senior Leadership Team at Artan Holding. An annual report to be produced and submitted to the HSE Manager at Artan Holding by July each year.

#### **6. Committee Meeting standard agenda items:**

- Review of any accidents, incidents, near misses and wellbeing over the period since the previous meeting
- Review of internal/external inspections or reports
- Review of annual risk assessment register
- Review and recommendation of health & safety training
- Review of staff wellbeing survey
- Any areas that need attention or actions required