



Title:	Health and Safety Policy & Procedure
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Policy owner:	Group Head of Estates

WaterBear is a College of Falmouth University, and as such its students are students of Falmouth University, studying at WaterBear. All WaterBear policies and procedures have been tailored to best suit the specific requirements of the College, its students and staff. In some instances, Falmouth policies and procedures may be deferred to for additional guidance, or where Falmouth policy has been deemed to cover both the requirements of the University's operations and those of its academic partners.

1. Policy Statement and Overview

- 1.1. WaterBear is committed to meeting its statutory health and safety, fire safety and first aid responsibilities and to creating a culture that is proactive in supporting the health and safety of all its staff, students, visitors and contractors.
- 1.2. We aim to provide a safe and healthy environment, where our employees and students work proactively and collaboratively to improve health and safety and embed it as a core value in everything that WaterBear do.
- 1.3. The purpose of this policy is to provide a framework under which WaterBear operates, enabling its staff, students and visitors to undertake their activities safely and without detriment to their health, safety or wellbeing, and in compliance with WaterBear's statutory responsibilities for health and safety.
 - This policy applies to all staff, students, contractors and visitors.
 - This policy applies to all WaterBear activities undertaken by individuals as part of their work, research or education including travel on WaterBear business.
 - This policy applies to all facilities operated by WaterBear.
 - This policy covers all related health and safety procedures and includes first aid and fire procedures as an appendix to this policy.

2. Appendices

- H&S 1 – Fire Safety Policy and Procedure
- H&S 2 – First Aid Policy and Procedure
- H&S 3 – Risk Assessment Management and Reporting System



3. Responsibilities

- 3.1. We are all accountable for finding out how to do things safely, reporting, or acting on, health and safety concerns and applying sound and sensible health and safety risk management to our work and educational activities. WaterBear Senior Management Team accept their responsibility to provide strong leadership on health and safety, and they expect Heads of Department to take ownership of health and safety risk and accept responsibility for controlling risk in their area.
- 3.2. This policy details our health and safety responsibilities and health and safety objectives. The policy and objectives will be reviewed regularly to ensure that we are achieving our goals and continuously improving our management of health and safety.
- 3.3. **WaterBear SMT (Senior Management Team).** Ultimate responsibility for health and safety rests with the SMT.
- 3.4. **WaterBear College Manager.** The College Manager will oversee health and safety performance and monitor it in the centre for which they are responsible, including monitoring of compliance issues relating to health and safety. The College Manager will report to SMT current safety standards and plans to address any areas of concern.
- 3.5. **Group Head of Estates.** Routine governance and management of health and safety at WaterBear is managed by the Head of Estates. The Head of Estates is responsible for the daily health and safety operations and must ensure suitable levels of competency within WaterBear. They must:
 - Develop and maintain WaterBear's health and safety policies, standards, guidance and training programmes.
 - Maintain an incident reporting system, review incident trends and identify any lessons that can be learned from incidents.
 - Oversee a health and safety risk assessment register which reflects WaterBear activities.
 - Monitor health and safety performance across WaterBear, reporting any compliance issues to the College Manager.
 - Establish networks for the exchange of good practice both internally and externally.
- 3.6. **Estates Teams.** The Estates Teams are managed by the Group Head of Estates. They are tasked with ensuring buildings and activities comply with safety standards as follows:
 - Carrying out daily, weekly and monthly checks and/or inspections
 - Reporting and actioning
 - Ensuring activities are running to risk assessment
 - Providing regular updates to the Head of Estates



3.7. **Heads of Department.** Heads of Department have a health and safety obligation for individuals operating under their instructions, including students who operate in areas they control. This obligation includes ensuring that individuals acting under their instruction or supervision have received sufficient relevant safety information/training for the tasks being undertaken and that all activities where there is an identifiable risk of injury or ill health are managed through an appropriate risk assessment.

3.8. **All Staff and Tutors, Students and Visitors.** Every individual at WaterBear has the responsibility to:

- Take all reasonable steps to secure their own health and safety.
- Take consideration of the safety of others that may be affected by their actions.
- Not misuse or interfere with equipment or facilities in place to ensure their safety or the safety of others.
- Comply with WaterBear policies and standards and any local safety arrangements and ensure that they are familiar with local safety arrangements.
- Stop work or activity where there is an uncontrolled safety risk which they consider has the potential to result in significant injury.
- Bring any safety issues to the attention of the Head of Estates, Estates Team or a tutor/member of staff and use the accident/near-miss reporting system as appropriate.

3.9. Individuals who are not members of WaterBear and are deemed to be acting in a manner that poses a risk to their safety or the safety of others may be asked to leave the site. Staff and students acting in a manner that poses a risk to their safety or the safety of others may be subject to improvement programmes and/or disciplinary action.

4. Students

4.1. WaterBear has a duty of care towards its students. They are required to comply with all relevant arrangements for health and safety as above. They have a legal duty to comply with all safety instructions given and must not act in a manner that poses risk to health and safety or misuse or interfere with anything provided for their safety.

5. Students off Campus – Stay Safe

5.1. Brighton and Sheffield are vibrant, diverse and safe places to live, study and work.

WaterBear has a zero-tolerance policy towards violence, harassment or discrimination.

5.2. Students can find more information and advice on staying safe and well when off campus and can also access information on where they can access help and support should they need it via the Stay Safe page on Canvas.



6. Policy

6.1. WaterBear is committed to providing and maintaining excellent health and safety standards combined with continuous improvement in its safety culture. Compliance with legal requirements is the minimum expected standard. To continue to achieve this, WaterBear will:

- Provide leadership, resources and training, always considering the safety implications arising from operational or strategic decisions.
- Identify any hazards associated with any individual's work, supporting, communicating and consulting.
- Provide clear definitions of working arrangements both onsite and when working from home.
- Maintain robust risk control management systems.
- Take necessary action when identified by monitoring and auditing incident investigations. WaterBear recognises that failures in health and safety management have the potential to lead to serious injuries including loss of life. It is committed to taking all reasonable precautions to mitigate the likelihood and severity of any potential accident.

7. Legislation

7.1. **The Health and Safety at Work Act 1974 (HSWA1974).** The HSWA1974 places a duty on an employer to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its acts or omissions. This includes the provision and maintenance of safe plant, machinery, equipment and safe systems of work. Although ultimate responsibility for compliance rests with employers, every employee has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work. The Health and Safety Executive (HSE), with local authorities (and other enforcing authorities), is responsible for enforcing the HSWA1974 and several other Acts and Statutory Instruments relevant to the working environment. For information on the HSE's remit and relevant Health & Safety legislation, please see: [Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](https://www.hse.gov.uk/legislationexplained/)

7.2. **The Management of Health and Safety at Work Regulations 1999.** The 1999 Regulations require an employer to suitably assess work-based activities and implement any appropriate controls to manage potential risks to the health, safety and welfare of employees and others. Breach of the legal duties can constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment. For initial advice on the legal obligations under the HSWA1974 and the 1999 Regulations, please see: <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>



7.3. The Health and Safety (First Aid) Regulations 1981. The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces, including those with less than five employees, and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is required. Employers should carry out an assessment of first aid needs to determine what to provide. The Regulations do not place a legal duty on employers to make first aid provisions for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

Further guidance can be found on making adequate and appropriate provision for first aid in [First aid at work: The Health and Safety \(First Aid\) Regulations 1981 – Guidance on regulations](#).



Appendix 1

Fire Safety Policy and Procedure

WaterBear is responsible for all buildings to which their employees, students and the public have access and takes responsibility for adopting the right behaviours and procedures to prevent fire at WaterBear premises.

WaterBear ensures that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire, WaterBear follows this procedure:

- Carry out annual fire safety risk assessments which are reviewed and updated regularly.
- Have fire alarm systems maintained and tested across all premises.
- Ensure WaterBear staff receive appropriate training on procedures they need to follow, including fire drills.
- Have trained fire wardens across all WaterBear premises at all times.
- Have the correct fire-fighting equipment across all premises and in good working order.
- Keep fire exits and escape routes clearly marked and unobstructed.
- Undertake daily, weekly and annual fire safety checks and testing across all premises.
- Ensure all buildings have a fire evacuation plan in place and up to date and all persons who require a PEEP (personal emergency evacuation plan) are in place and up to date and accessible to fire wardens.
- Maintain and update all fire evacuation procedures and records.



Appendix 2

First Aid Policy and Procedure

WaterBear is responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

First aid is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment, or which do not warrant treatment by a medical professional (doctor, nurse, paramedic).

Policy Statement

- WaterBear's Senior Management Team has delegated responsibility to the Estates department and its trained first aiders to ensure that adequate arrangements are put in place to provide sufficient first aid provision. It will do this via a First Aid Needs Assessment.
- Although there is no requirement in law to provide first aid to anyone other than employees, WaterBear will make provision for the benefit of its students and visitors.

Responsibilities

College Managers and the Group Head of Estates have the overall day-to-day responsibility for health and safety matters at WaterBear. WaterBear delegates responsibility for undertaking aspects of these duties through identified first aid roles.

Group Head of Estates

- Any authorised first aiders under their control are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible.
- All new starters are given basic health and safety information relating to first aid provision and how this can be accessed in their first month at work.
- Any first aid equipment under their control is adequately maintained and stored in a safe place, accessible to first aiders and ready for use always.



- Ensure that WaterBear has enough trained first aiders by carrying out a First Aid Needs Assessment and reviewing this assessment every three years or after any significant change, whichever is sooner.
- Ensuring suitable and sufficient first aid signage is provided and maintained.

Heads of Department

- Ensuring that their team is made aware of the first aid provision and procedures available within their department/working buildings.

First aiders will:

- Attend any mandatory training arranged for them in respect of first aid.
- Attend any first aid emergency as necessary and administer first aid as appropriate and in accordance with the training they have received.
- Maintain simple, factual records, provide information to the emergency services as required and complete entries in the accident book.



Appendix 3

Risk Assessment Management and Reporting System

Risk Assessment

Risk assessment is a process aimed at identifying hazards present in the work/study environment or arising from other activities. Risk assessment is therefore among the earliest steps in the risk control cycle. Once identified, the hazards and the associated risks are measured and recorded, and options for reducing the more significant risks are considered, recorded and actioned.

It is a legal requirement for every employer and self-employed person to assess the health and safety risks arising out of their work. The purpose of the assessment is to identify what needs to be done to control health and safety risks (Regulation 3 of the Management of Health and Safety at Work Regulations 1999).

WaterBear manages risk assessment using a format based on the Health and Safety Executive risk assessment management overview.

Managing risks and risk assessment at work – Overview – HSE

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your significant findings
- Review your assessment and update if necessary. WaterBear has a feedback process to fold in any developments, for example, lessons learnt from a near-miss, or change in equipment provision into the risk assessment, and that the risk assessment is kept current and relevant.

WaterBear conduct risk assessments in the following areas:

Location Risk Assessment

Managed by Estates, Events, Education, Careers and Industry and Recruitment

The first level is to consider risks relating to location itself. This type of risk assessment will take into account hazards and control measures such as:

- Slips and trips: hazards may be associated with flooring quality, condition of stairs, loose cables, storage; you may need to include a procedure for managing spills etc.
- Lone working



- Noise levels
- Chemicals usage
- Accidents, near-misses and first aid
- Machinery & equipment – include a list of equipment and associated controls
- Security arrangements if relevant
- Use of company and personal vehicles (grey fleet)

Activities Risk Assessments

Managed by Estates, Events, Education, Sales, Careers and Industry, Recruitment and Marketing

Risk assessments relating to activities consider risk management for activities undertaken in the area you are responsible for or by the people you are responsible for.

Recurring activities can be covered by one RA document.

It's important to record if the activity on an RA form is a one-off, so that it is clear when it is no longer current.

Examples of activities warranting a risk assessment might be:

- Running an Open Day (recurring)
- Running an onsite school tour (recurring)
- Running an off-site school tour (could be one-off or recurring)
- Taking students off-campus (could be one-off or recurring)
- Arranging student work placements within other businesses (recurring)