Health and Safety Policy

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Reference: ISPOL7304001E
Version: v12
Review Date: 31/07/2027
Approval Level: Corporation Board
Author: Julia Griffiths
Approver: Emma Thomas

Mae'r ddogfen hon ar gael yn Gymraeg | This document is available in Welsh

Scope and Application

Pembrokeshire College's mission is to provide the highest quality education, training and support services for all its learners. This policy is aligned to the college's mission and strategic aims and objectives.

This policy applies to all college activities, on and off college site and every member of staff and all learners.

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1. Statement of Intent

1.1 Pembrokeshire College's leadership and management team is committed to the highest standard of health and safety practice. The college strives to ensure zero harm and to secure the health, safety and welfare of its staff, learners, members of the public and contractors who work for, use, visit, or who are affected by the activities carried out by Pembrokeshire College.

1.2 Pembrokeshire College does not compromise on health and safety.

1.3 The College aligns its health and safety management system to ISO 45001.

2. Roles and Responsibilities

Roles and responsibilities associated with **Health and Safety Policy** are outlined in the table below:

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Role	Responsibilities
Principal	➢ Overall responsibility for health and safety ➢ Ensure adequate resource is allocated to ensuring the effectiveness of this policy ➢ Appoint competent persons to assist in undertaking the measures necessary to comply with the college's statutory regulations ➢ Chair the Health and Safety (H&S) Committee and formally report to the board of governors ➢ Monitor senior managers to ensure they are complying with the college health and safety policy ➢ Liaise with health and safety enforcement agencies when they visit the college
Assistant Principal	➢ Designated responsibility for health and safety ➢ Ensure adequate authority is given to HSSR team in order to make decisions and improvements ➢ Ensure adequate resource is allocated to ensuring the effectiveness of this policy ➢ Attend the H&S Committee and formally report to the board of governors. ➢ Liaise with health and safety enforcement agencies when they visit the college.
Health, Safety, Sustainability and Risk (HSSR) Team	➢ Provide accurate and up-to-date advice and guidance to all members of staff ➢ Develop and maintain the health and safety management system ➢ Monitor compliance with legislation and internal policies and procedures ➢ Maintain an effective monitoring and audit schedule ➢ Report on HSSR performance at regular intervals ➢ Ensure training needs are identified and implemented ➢ Ensure that all reportable injuries, diseases and dangerous occurrences as identified in RIDDOR are reported, investigated and any improvement in preventative measures are identified and advised upon.

Occupational health contractor	➢ Conduct health surveillance with identified staff and provide accurate and informative reports
Leadership team; faculty heads; department heads; curriculum area managers; line managers	➢ Read and understand the health and safety policy and supporting procedures to ensure that its provisions are being effectively carried out and maintained ➢ Bring the provisions of this policy to the attention of all staff, learners, members of the pubic and contractors under their control ➢ Ensure adequate budget is allocated for health and safety provision and further improvements ➢ Ensure that machinery and equipment are inspected and serviced regularly and ensure that any defects discovered are made safe, reported as appropriate, and rectified ➢ Ensure that staff and learners are adequately instructed and supervised in the safe operation of equipment and machinery. In the case of any new operations, processes or machinery being introduced, they must ensure full training and appropriate documentation is in place ➢ Ensure that accidents / incidents and near misses are reported to the HSSR team ➢ Ensure all health and safety statutory documents are kept and made available when required ➢ Ensure all staff in their areas receive the mandatory health and safety training ➢ Ensure that adequate first aid facilities are available and adequately maintained ➢ Ensure that no unnecessary risks are taken by staff or learners in pursuance of their work or learning ➢ Always work within the framework of health and safety and promote a positive safety culture ➢ Update, review and maintain health and safety related documents e.g. risk assessments
Staff Trained for Emergencies (First Aiders, Fire Marshals,	➢ Respond to emergencies following the designated procedures and training

Estates Staff)	
Health and Safety trade union representatives	➢ Participate in health and safety matters ➢ Participate in consultation on health and safety procedures and other matters ➢ Review and monitor health and safety on behalf of staff
Health and Safety Committee	➢ Establish and maintain high standards of health, safety and environment in keeping with legal requirements and with college policy ➢ Promote co-operation amongst all staff in investigating, developing and monitoring measures so as to ensure the health, safety and welfare of all staff, learners, members of the public and contractors ➢ Consider new legislation and its impact on the college ➢ Monitor cross college health and safety projects to ensure they are on target and completed ➢ Study trends in incident and notifiable disease statistics ➢ Examination of safety audit reports - internal and external ➢ Consider reports and factual information provided by inspectors of enforcing authority
Staff; members of the public; contractors	➢ Take reasonable care for own health and safety ➢ Take reasonable care for the health and safety of others ➢ Ensure the health and safety of the learners while under their supervision including any organised out-of-college activities. Risk assessments for these activities are to include all reasonably practicable precautions to protect staff, learners and members of the public. Staff will be provided with the necessary training to assist them with their risk assessments ➢ Contribute to a high level of health and safety culture ➢ Cooperate with health and safety monitoring and review processes ➢ Contact line manager immediately if any difficulty with compliance
Learners	➢ Take reasonable care of own health and safety while at college and others who may be affected by your acts or omissions and therefore comply with college policies and procedures ➢ Comply with instructions and training provided in the interests

	of health and safety ➢ Co-operate with staff in keeping the workplace healthy and safe ➢ Observe standards of dress and behaviour appropriate to the learning situation. ➢ Comply with warnings and rules and ask for such warnings and rules where they are not made obvious. ➢ Do not wilfully misuse, neglect or damage things provided for safety

3. Arrangements

3.1 Risk assessments are conducted for all activities which pose a significant hazard, risk assessments are conducted as per the Risk Management Procedure (ISSOP7304002).

3.2 Due to the diverse nature of the organisation there are a number of risks which call for special precautions, equipment and monitoring. These risks are assessed and a number of procedures have been developed and implemented to support this. Please see Annex A for a list of health and safety policies and procedures, which are authorised by the college Principal. These procedures lay out specific arrangements for each topic/hazard.

3.3 Consultation with staff is carried out as per the communication, participation and consultation procedure (ISSOP7304006).

3.4 The college has a duty of care to protect its people and prevent injuries and illnesses at work. The college delivers this by:

3.5 **Leadership**
The leadership team and senior managers define and authorise policies and demonstrate visible commitment to health & safety.

3.6 **Risk Management**
The college identifies and assesses potential risks, implements control measures and provides safe systems of work to eliminate hazards and reduce health and safety risks. The college reviews risk assessments annually or sooner if there has been a change to conditions, activities or following an incident.

3.7 **Legal and General Compliance**
The college identifies applicable legal requirements and other requirements to ensure compliance with statutory requirements, the Health & Safety at Work etc Act 1974 and subordinate legislation and other requirements to which the college subscribes.

3.8 **Objectives**
Objectives are set and plans put in place to achieve them. The objectives are monitored to enable continual improvement.

3.9 **Resources, roles, responsibilities, accountability and authority**
The college ensures adequate resources are in place and assigns roles and responsibilities to ensure effective health & safety management.

3.10 **Competence, training and awareness**
People are competent in their fields and receive the appropriate level of information, instruction, training and supervision for their roles.

3.11 **Communication, participation and consultation**
Staff, learners and employee representatives work together to reach a common understanding on health and safety requirements. Health and safety representatives of the trade unions attend health and safety committee for participation and consultation in health and safety matters.

3.12 **Documentation and record control**
Documentation and records are maintained and are available to staff, learners, members of the public and contractors. Confidentiality of required information is maintained.

3.13 **Operational control**
Risk control procedures are implemented to reduce risk to as low a level as reasonably practicable. Please see Appendix A for a full list of operational control procedures

3.14 **Emergency preparedness and response**
A proactive approach is taken with regards to prevention of emergency situations. The college prepares and exercises emergency plans, so that it is ready to respond quickly and effectively to emergency situations, should they occur.

3.15 **Performance measuring and monitoring**
The college measures its health and safety performance in order to ensure continuous improvement. Various types of monitoring are carried out on a proactive basis.

3.16 **Evaluation of compliance**
The college regularly assesses its position to ensure that the college fulfils its legal obligations.

3.17 **Incident investigation**
The college has an effective incident reporting system. The college learns from incidents and takes necessary corrective and preventative measures to prevent recurrence.

3.18 **Non-conformity, corrective and preventative action**
The college, records, monitors and address any non-compliance and takes corrective and preventive action.

3.19 **Internal audit**
The college checks to ensure that its safety systems are robust and fully implemented.

3.20 **Management review**

3.21 The college reviews its health and safety policy and performance and adjusts in order to achieve its goal of zero harm.

3.22 **Continual improvement**
The college is committed to the continual improvement of the health and safety management system and drafts an improvement plan each year.

4. Support and Advice

4.1 Staff and learners are encouraged to raise any concerns they have about the health and safety policy or any matter relating to health and safety, whether this be for themselves,

a colleague or a contractor. Concerns can be raised to the HSSR department, the line manager or any member of the leadership team.

4.2 Further information about health and safety is available from:

- Pembrokeshire College HSSR department
- Health and Safety Executive
- Pembrokeshire College trade union health and safety representatives

5. Monitoring and Review

5.1 This policy will be reviewed and consulted upon annually. Consultation will take place through health and safety committee. The Principal will approve the health and safety policy. This policy is presented to the board of governors.

5.2 All procedures under this policy are subject to monitor and review. The main purpose of this review is for the continual improvement of the system.

6. The Welsh Language / Yr Iaith Gymraeg

The Corporation has a duty to comply with the Welsh Language Standards Regulations under section 150 (2) of the Welsh Language (Wales) Measure 2011. It will therefore ensure that the Welsh language is not treated less favourably than the English language when offering and providing services to students, staff and the wider community and that they can use the Welsh language in accordance with the Standards.

Mae gan y Gorfforaeth ddyletswydd i gydymffurfio â Rheoliadau Safonau'r Gymraeg o dan adran 150 (2) o Fesur yr Iaith Gymraeg (Cymru) 2011. Felly, bydd yn sicrhau na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg wrth gynnig a darparu gwasanaethau i fyfyrwyr, staff a'r gymuned ehangach a'u bod yn medru defnyddio'r Gymraeg yn unol â'r Safonau.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

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Appendix A – Health and Safety Procedures

This list is not exhaustive. Procedures are reviewed regularly and may be renamed, withdrawn or replaced for operational reasons.

Code	Document Title
ISPOL7304001C	Datganiad o Fwriad Cym
ISPOL7304001E	Health and Safety Policy
ISPOL7304001E	Health and Safety Policy
ISPOL7304002C	Polisi Datblygu Cynaliadwy
ISPOL7304002E	Sustainable Development Policy
ISSOP7304101E	Leadership and Accountability
ISSOP7304102E	Risk Management
ISSOP7304103E	Legal Compliance Procedure
ISSOP7304104E	Planning
ISSOP7304106E	Communication, Consultation and Participation
ISSOP7304107E	Document Management
ISSOP7304108E	DSE Display Screen Equipment
ISSOP7304109E	Manual Handling
ISSOP7304110E	Educational Visits
ISSOP7304111E	Safe Travel
ISSOP7304112E	Fire Protection Control
ISSOP7304112E	Fire Protection Control
ISSOP7304113E	Community Venues Procedure
ISSOP7304114E	Overseas Work
ISSOP7304115E	Work at Height Procedure
ISSOP7304116E	Confined Space Procedure
ISSOP7304117E	Electrical Safety
ISSOP7304118E	Work Equipment Safety
ISSOP7304119E	Control of Substances Hazardous to Health
ISSOP7304121E	Health Surveillance
ISSOP7304122E	Noise Management
ISSOP7304123E	Personal Protective Equipment
ISSOP7304126E	Lone Working
ISSOP7304127E	WBL and Work Placement
ISSOP7304128E	Pregnant Staff and Learners

ISSOP7304132E	Water Management
ISSOP7304133E	Waste Management
ISSOP7304135E	Remote Work
ISSOP7304136E	Staff Student Ratio
ISSOP7304140E	First Aid Management
ISSOP7304141E	Duty Manager
ISSOP7304142E	Adverse Weather
ISSOP7304143E	Incident Reporting and Investigation
ISSOP7304144E	Recognising the Terrorist Threat
ISSOP7304145E	Performance measuring and monitoring
ISSOP7304147E	Nonconformity Corrective Preventative Action
ISSOP7304149E	Internal Audit
ISSOP7304150E	Management Review Procedure
ISSOP7304152E	Smoke Free College
ISSOP7304153E	Stress Prevention and Management
ISSOP7304154E	Alcohol, Drugs and Other Substance Use
ISSOP7304156E	Training and Competence
ISSOP7304157E	Vibration at work
ISSOP7304158E	Hot Work Safety
ISPOL7304001C	Datganiad o Fwriad Cym

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Integrated Impact Assessment

The Integrated Impact Assessment (IIA) should be completed in line with the IIA Guidance.

Section 1: Details

Name of the Initiative *(This could be strategy / policy / project / procedure / strategic decision)*	Health and Safety Policy
Strategic Decision	No
Department	HSSR
Author	Julia Griffiths
Those affected? Please state e.g. learners, staff, parents/carers, wider community etc:	Staff, learners, visitors whether authorised or not, contractors, building users, members of the public
Internal administrative process	Yes
Is it a new Strategy/Policy/Procedure?	No

Section 2: Protected Characteristics

What impact will the implementation of the initiative have on people who have one or more characteristics protected by the Equality Act 2010?
Please ensure that you have considered that anyone affected by the initiative can fully understand the impact, application and the consequences on them if the initiative is implemented e.g., those with learning difficulties or disabilities, are under 18, those who have English as a second language, etc.

Protected Characteristics	**Positive Impact**	**No Impact**	**Negative Impact**	**Explanation / Evidence / Data How it might impact?**
	Please tick as appropriate			
Age		x		
Disability		x		
Gender Reassignment		x		
Marriage or Civil Partnership		x		
Pregnancy or Maternity		x		
Race		x		
Religion or Belief		x		
Sex		x		
Sexual orientation		x		

Section 3: Welsh Language

Welsh Language Does the initiative impact on?	**Positive Impact**	**No Impact**	**Negative Impact**	**Explanation / Evidence / Data How it might impact?**
	Please tick as appropriate			
People's opportunities to use the Welsh language		x		
Treating the Welsh language no less favourably than English		x		

Section 4: Socio Economic Duty

Socio Economic Duty:	**Positive / Advantage**	**Neutral or N/A**	**Negative / Disadvantage**	**Details of the impact / advantage / disadvantage**
	Please tick as appropriate			
Impact on reducing Socio-economic disadvantage?		x		

Section 5: Biodiversity and Carbon Net Zero

Biodiversity / Carbon Net Zero – Does the initiative impact on?	**Positive Impact**	**No Impact**	**Negative Impact**	**Explanation / Evidence / Data How it might impact?**
	Please tick as appropriate			
Maintaining and enhancing biodiversity		x		
Promoting resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		x		
Supporting the College's commitment to Carbon Net Zero		x		

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Section 6: Engagement and Consultation

What engagement and consultation will you undertake?

Engagement and Consultation	Yes / No	Outcome	Date Completed
SMT	No		
LJCC	No		
Cross College FMT	No		
Health and Safety Committee	Yes	Approved	June 2026
Environment Committee	No		
Equality, Diversity and Inclusion Committee	No		
Digital Accessibility Group	No		
Safeguarding Panel	No		
Staff Forum	No		
Wider Staff	No		
Departmental	No		
Learner Executive	No		
Welsh Language Steering Group	No		
Wider Learner Groups	No		
Wider Community	No		
Other *(please state)*	Yes	Board of Governors for information	

Section 7: Digital Accessibility

Please ensure you have considered digital accessibility of your document. The policy template is generally compliant with digital accessibility requirements, however if you change the formatting or add tables or pictures to the document, please ensure you have considered digital accessibility and further information is included in the guidance.

Section 8: Actions

As a result of completing the IIA, consider any actions which need to be taken to remove or reduce any negative impact, or to improve any positive impacts?

Impact	**Actions to Improve Positive Impact or Mitigating Negative Actions**
NA	

Section 9: Monitoring and Review

How will the initiative and any impacts be monitored and reviewed, please make specific reference to any actions outlined above:

Monitor / Review	**Timeline**
NA	

Signed (Author): Julia Griffiths **Title: HSS Senior officer** **Date: Sept 2026**