



Policy Area 6: Effective Safety

- 1. Health and Safety Policy**
- 2. Safeguarding children and vulnerable adults Policy**
- 3. Health and Safety Roles, Responsibilities and Organisation**
- 4. First Aid Policy and Procedures**

UK Quality Code focus:

Chapter B3: Learning and teaching

Chapter B4: Enabling student development and achievement

Revised September 2016

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QAA Context

This Policy Area, alongside Policy Area 7, is concerned with establishing a safe and secure learning environment, within which all students can enjoy the learning opportunities offered by the College.

As result two areas of the UK Quality Code have direct relevance. These are:

Chapter B3: Learning and teaching

The Expectation

Higher education providers, working with their staff, students and other stakeholders, articulate and systematically review and enhance the provision of learning opportunities and teaching practices, so that every student is enabled to develop as an independent learner, study their chosen subject(s) in depth and enhance their capacity for analytical, critical and creative thinking.

and

Chapter B4: Enabling student development and achievement

The Expectation

The Quality Code sets out the following Expectation about enabling students' development and achievement, which higher education providers are required to meet. Higher education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential.

Chapter B8 is also relevant in that all these Policies will be subject to Review and Evaluation.

It is not considered appropriate to attach specific Indicators to specific areas, but rather to see each Policy as embracing the relevant Expectations and creating a learning environment protected from undue internal and external influences.

(1) Health and Safety Policy

Grafton College has ultimate responsibility for health and safety. The health and safety of staff, students and visitors is of paramount importance and the College embraces its health and safety responsibilities. The Directors of the College provide leadership in the development of a health and safety strategy, and meet the legal duties for the health and safety of employees and others affected by the College's activities.

Grafton College's aim is for a continually improving system of health and safety management that drives the College ever closer to zero reportable accidents through the "Towards Zero" strategy; this aim is to be achieved by:

- Providing leadership;
- Having a formal role in developing health and safety strategy;
- Ensuring that adequate resources are provided to meet the strategy;
- Ensuring that all College decisions reflect the Statement of Health and Safety Policy;
- Supporting the active participation of all employees in improving health and safety;
- Monitoring health and safety performance; and
- Formally reviewing health and safety performance.

The Human Resources Department of the College has been formally delegated a series of responsibilities relating to health and safety. These include the review of an annual report on Health and Safety performance; the setting of health and safety objectives; the regular receipt and action of reports on progress; and the monitoring of a series of key performance indicators selected by the Head of Organisation.

Operational responsibility for health and safety is delegated by the Head of Organisation who is responsible for implementing and maintaining a health and safety management system and for the organisational arrangements necessary to fulfil the requirements of this policy.

The policy applies to all employees and students, including those travelling in the UK or overseas; to all premises owned by, used by, or under the control of the College; and to all activities related to the functioning of the College.

The College seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic activity and its professional services. It is a fundamental principle that such a working environment should be safe and without risks to health and it is imperative that all parties follow the requirements of this policy.

The provision of a healthy and safe working environment is central to the College commitment to the development of *'Positive Working'* that inspires and supports academic achievement. As a part of that commitment the College has the aspiration of working "Towards Zero", aiming towards zero reportable accidents which is fundamental to achieving its duty to provide a safe and healthy workplace for staff, students, visitors and others who may be affected by College activities.

The management of risks to health and the control of workplace hazards are responsibilities of everyone and, with the support of Safety and Health Services, all members of the College must be committed to creating a safe and healthy workplace. The senior management team leads by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance.

It is vital that, as part of a positive health and safety culture, managers are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of the College's wider aims and objectives.

Key Objectives

The College is committed to implementing the following objectives:

- To integrate health and safety planning into the College's mainstream planning cycles;
- To support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others;
- To ensure mechanisms are in place to prevent work related injury and ill health; and support those at work with health conditions or disabilities;
- To define the health and safety responsibilities of all members of the College;
- To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities;
- To provide competent specialist advice to support decision making;
- To involve, consult and communicate with all staff and students on health and safety issues;
- To work in partnership with other employers where there are shared facilities or activities;
- To measure, monitor and review health and safety performance;
- To provide the resources necessary to meet the College's Health and Safety obligations.

Organisation

The overall responsibility for health and safety lies with the Head of Organisation who gives delegated authority to the human resource department or any other relevant staff for implementation.

The College will define and periodically review the organisation in implementing the Policy. This will include defining the specific health and safety responsibilities of managers and staff in areas of policy making, line management and advice.

Implementation of the Policy

The College managers are responsible for the management of health and safety of the activities they undertake and are therefore responsible for putting policies into practice. That responsibility extends to the safety and health of the staff they line manage, and to others who may be affected by the undertaking and safety in the delivery of the services provided by others. Safety and Health Services will provide advice and support in this endeavour and will devise and maintain a health and safety management system that informs the College on the standards to adopt.

Review

The College is committed to reviewing and developing its Statement of Health and Safety Policy and the organisational and other arrangements required to deliver it. It will review the health and safety management system annually and will initiate additional reviews if circumstances so require.

(2) Safeguarding Children and Vulnerable Adults Policy

Introduction

This document sets out the policy and procedures of Grafton College to ensure a safe environment for children and vulnerable adults. The College believes all individuals have a right to learn and develop within a safe environment, and is committed to protecting children and vulnerable adults from harm. The College is not a 'parent' and cannot accept the responsibilities of guardian to any member of its community.

The College recognises its responsibilities to protect staff, students and volunteers against unfounded allegations of abuse. This Policy aims to ensure children and vulnerable adults, and all those who work with them, are safe and supported within the institution and its organised activities.

Scope

This Policy applies to all College staff, applicants, students, volunteers and anyone else representing the College, and visitors to the College. It applies to all activities involving contact with children or vulnerable adults, including where those activities are delivered virtually via an online environment.

Definitions

- A "student" is anybody who is enrolled on a Grafton College programme of study, as defined in the College's Admissions Policy.
- "Children" are people under the age of 18.
- "Vulnerable Adults" are people over the age of 18 who receive assistance or support in the form of a Regulated Activity.
- "Regulated Activity" includes health care; personal care; social work; daily assistance; teaching, training or instructing and advice or guidance provided mainly for children.

Policy statement

The College safeguards children and vulnerable adults in the following ways:

- By seeking to make the College safe and welcoming to all.
- By prioritising the welfare and protection of children and vulnerable adults.
- By appointing staff with specific responsibilities regarding safeguarding.
- By giving staff information, training and guidance about how to recognise potential abuse, how to respond appropriately and how to report it, and by making staff aware that they have a responsibility to report any concerns regarding a safeguarding to the appropriate person

- By adopting a broad approach to its safeguarding responsibilities which encompasses well recognised forms of abuse, but also considers issues such as the prevention of radicalisation amongst students (see Policy Area 7).
- By ensuring all suspicions and allegations of abuse are taken seriously, and investigated and responded to swiftly and appropriately.
- By consulting potential victims of abuse and taking their views into account as part of deciding an appropriate course of action and considering the proportionality of response, as part of making decisions.
- By sharing information appropriately and working in partnership with relevant agencies, ensuring that all parties recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

General good practice for staff

- Everyone who works at the College shares the responsibility for making the College a safe and secure environment for all its members.
- Any member of staff whose normal duties will include Regulated Activity will be vetted by a DBS check before taking up the role, and are contractually obliged to notify the College of any subsequent criminal convictions that may impact upon their future employment with the College.
- Intimate or sexual relationships between staff and students who are vulnerable adults are an abuse of trust, and may constitute a criminal offence.
- One-to-one meetings with a vulnerable adult, or meetings outside the normal environment, should be conducted with due regard to the potential sensitivity of the situation. Ideally meetings should be conducted in an open area.
- Unnecessary physical contact should generally be avoided. Whilst these gestures may be well intentioned, such acts are sometimes misinterpreted.
- Staff administering first aid should ensure, wherever possible, that another member of staff is present.
- Care should be exercised in the use of language. Comments which could be interpreted as having a sexual connotation should be avoided.
- The personal telephone number, personal email or home address of any staff member should not be given to students or vulnerable adults.
- In situations where it is necessary for staff to restrain a person in order to prevent injury or damage, only the minimum force necessary must be used and any action taken must be to restrain only, and only for as long as is necessary to prevent harm.
- In the case of any student making a disclosure of abuse or where there is cause for concern, explain to the student that this information will have to be referred on and follow the advice. Do not attempt to resolve any concerns alone, and report all allegations or suspicions of abuse.
- If a member of staff feels that they or other members of the College may be at risk from being the subject of, or exposed to, unwarranted accusations in connection with children or students who are vulnerable adults, they should alert the staff.

Safeguarding Roles and Responsibilities

Lead Safeguarding Officer	Head of Organisation
<ul style="list-style-type: none"> • Has overall responsibility for the College Safeguarding Policy, its implementation and promotion. • Updates the Safeguarding Policy guidance regularly to ensure it reflects legislative changes and good practice. 	
Designated Safeguarding Officers	Student Welfare Officer (Students) Head of Operations (Staff)
<ul style="list-style-type: none"> • Investigate allegations of abuse or non-compliance occurring on College premises or involving College staff, students or volunteers. • Makes adult and child protection referrals to relevant agencies as appropriate. 	

Safeguarding for students who are vulnerable adults or under the age of 18

General

The College does not discriminate on the basis of age or disability and admits suitably qualified applicants who are under 18 years old or who are vulnerable adults.

The College and all its services and facilities constitute an open access and predominantly adult environment. As such the College treats all students as independent, mature individuals. Staff members are not routinely DBS checked unless their work warrants it by involvement in Regulated Activity.

Admission

Applicants who have a criminal record

The College has an enhanced review process regarding the admission of applicants who have a criminal record. This means that unspent criminal convictions will not necessarily prevent applicants from gaining admission. Admissions decisions in these cases are reviewed by the Admissions Board.

The College may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.

Students are required to inform the College and their professional placement (if applicable) of any cautions or convictions that may occur after their DBS check.

Vulnerable adults are similarly able to enter into contracts unless they lack capacity to make decisions for themselves. It is assumed by the College that students who are classed as vulnerable adults have the capacity to sign contracts for themselves unless the College is presented with evidence to the contrary.

Field Trips

Courses may involve compulsory or optional field trips or periods of study away from the College. The College includes the safeguarding of vulnerable adults in the pre-departure risk assessment procedure and makes appropriate arrangements on the basis of this assessment, advised by the Health & Safety Department. Beyond this, and the general requirements of this Policy and Procedure, no additional arrangements are made.

Use of IT facilities

The College's Acceptable Use of IT Policy prohibits their use to access, store or distribute material which is offensive, obscene, indecent, discriminatory, or harassing.

Organised activities

The safeguarding of vulnerable adults visiting the College is the responsibility of the organiser of the activities in which the vulnerable adults are participating. This includes Summer Classes and organised visits.

Where the College is not formally the organiser of the activities, it accepts no liability. It is the responsibility of the organiser of activities to ensure that appropriate staff and volunteers are DBS checked and comprehensive risk assessments are undertaken in relation to the health, safety and wellbeing of children participating in activities on the College campus. Advice on safeguarding for College staff organising activities for children or vulnerable adults is available from the Designated Safeguarding Officers and the Health & Safety department.

Where the College is the not the organiser of the activities, fully completed risk assessment documentation and assurances regarding completion of DBS checking procedures must be provided before any booking can be confirmed.

Recruitment, vetting and training of staff

The College takes all appropriate steps to safeguard children or vulnerable adults and complies with the Disclosure and Barring Scheme (DBS). The College complies with its on-going duty to notify DBS with any relevant information regarding the conduct of any individual which the College considers to have caused harm or pose a risk of harm to vulnerable groups.

Decisions regarding which staff roles require DBS checks are made by the Human Resources Department, on the basis of information provided by line managers. Staff roles which may require a DBS check include:

- Staff working with vulnerable adults in Regulated Activity
- Counsellors, and any others providing treatment, therapy or healthcare (and their managers)
- Specialist disability advisors (and their managers) - except any who provide advice only or services to students with dyslexia

Staff duty to notify

All staff engaged in Regulated Activity undergo compulsory DBS checks, and are contractually obliged to notify the College of any post-employment criminal convictions that may impact upon their future employment with the College. If staff members are found to be in breach of this obligation, disciplinary action may be taken with potential sanctions including summary dismissal.

Training & Support

- The College provides a copy of this policy in Induction packs for all new staff.
- The College provides training, including regarding child or vulnerable adult protection, and health & safety guidance, to all relevant staff, students and volunteers upon appointment.
- Update safeguarding training is also offered every three years to all staff who work with students whose programme of study requires involvement in Regulated Activity.

Recognising potential abuse

There are a number of ways in which abuse of a student or vulnerable adult can become apparent:

- A student or vulnerable adult discloses abuse.
- A third party discloses that a student or vulnerable adult has told them that abuse is taking place.
- A student or vulnerable adult shows signs of physical injury for which there appears to be no satisfactory explanation.
- A student or vulnerable adult's behaviour leads to suspicion that they are, or have been, abused.
- A member of staffs' behaviour, in the way in which he or she relates to a student or vulnerable adult, causes concern.

Responding to safeguarding concerns

- The College will respond in an appropriate, proportionate and timely way to suspicions or allegations of abuse.
- Any suspicions or allegations should be reported to a Designated Safeguarding Officer who will investigate the matter and determine an appropriate course of action, including contacting external authorities where this is indicated.
- Disclosing abuse is difficult for a variety of reasons. Some children and vulnerable adults do not disclose because they feel they will not be believed or be taken seriously. It is very important that staff actively listen and respond sensitively. Creating a safe space to talk is crucial in breaking down barriers to disclosure.

DO	DO NOT
Stay calm	Panic or delay
Recognise your feelings, but keep them to yourself	Over-react
Use language that the person can understand	Use jargon or express opinions
Reassure the person: they have done the right thing telling you they are not to blame	Probe deeply for information or use leading questions
Listen carefully, record what the person says and keep these notes	Make them repeat the story
Explain what you will do next (i.e. tell the Safeguarding Officer) in a simple and clear way	Promise unconditional confidentiality
Follow the procedure outlined in informing the Safeguarding Officer, and seek advice and support for yourself	Approach the person against whom the allegation has been made or discuss the disclosure with anyone other than the Safeguarding Officer

This procedure must be followed whenever an allegation is made that a child or vulnerable adult has been abused or there is a suspicion that this may have occurred, whatever your personal feelings.

Make a detailed written record of the matter and report it without delay to your line manager and/or a Designated Safeguarding Officer. If the allegation concerns a member of staff this should be the Head of Operations. If the allegation concerns a student, this should be the Student Welfare Officer.

The Designated Safeguarding Officer will inform the Head of Organisation and will investigate the matter, consulting with relevant internal departments and external agencies as appropriate.

The member of staff or student about whom the allegation has been made may be informed of the allegation, on the advice of the Local Authority and/or Police, and may be removed from contact with children and vulnerable adults in line with the appropriate disciplinary process (staff or student).

Any internal disciplinary action arising from an investigation will be handled in accordance with the relevant disciplinary process (staff or student).

If the matter is the subject of a criminal investigation:

- The College is entitled to pursue its own, or complementary confidential enquiries and disciplinary action, and the Lead Safeguarding Officer will consult with the relevant agencies in such cases.
- To maintain the integrity of the investigation, individuals who face an allegation may be advised to only discuss the substance of the allegation with his or her union or legal representative, immediate family or as directed by the investigating officer.
- Following an investigation, disciplinary action may be taken as appropriate.

Information is shared and discussed between staff and relevant agencies on a need-to-act basis only. The written record of the matter will be retained by the Lead Safeguarding Officer.

Compliance with these procedures

The College expects staff and all those contributing to its activities to follow the requirements of this Policy and its Procedures and to promote a safe environment in which the welfare of children or vulnerable adults is protected and promoted. Failure to follow this guidance and procedures may not constitute abuse, but is nonetheless a matter of concern for the College and may lead to disciplinary action. If members of staff, students, or volunteers are concerned that the guidance and procedures are not being followed, they should contact the Designated Safeguarding Officer or Head of Organisation.

(3) Health and Safety Roles, Responsibilities and Organisation

The Duty of Care

Under Health and Safety law a duty of care is generated between organisations and individuals when carrying out activities that could foreseeably cause harm. The primary duty of care is through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. This duty of care cannot be delegated away; instead each act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is only met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.

Working across line management hierarchies creates additional duties of care that must be met. For example between colleagues; employees and contractors; staff and students; or academic and professional services staff. The arrangements and control of work require that all parties with an influence on the undertaking must meet the duty of care to the others who may be affected by their acts or omissions. The level of assurance required should be commensurate with the risk of the activity.

The role of Senior Management

The Senior Management, and specifically the Head of Organisation, has ultimate responsibility for health and safety. Collectively, the senior management team must ensure that the College has arrangements and systems in place for health and safety to be successfully managed.

The commitment and authority of the team is outlined in the College's Statement of Health and Safety Policy, which comprises a statement of Policy signed by the Head of Organisation. The Head of Organisation delegates responsibilities to the senior management for maintaining the duty of care.

The role of the Operational Manager

The Operational Manager is accountable for the health and safety of all the staff he/she line manages and for others who may be affected by the work of the service. The Operational Manager must make suitable and sufficient enquiries that other duty holders providing services are adequately meeting their duties and must also ensure that:

- They must become aware of the provisions of the College's health and safety policy and the minimum requirements of legislation, and that the roles and responsibilities for health and safety within the College or service are defined.
- Staff are consulted on matters that may affect health and safety. This requirement will either be satisfied by having a regular agenda item or service management meetings. The meeting must be held at least twice year. The meeting should have the aim of: (i) furthering consultation on health and safety issues; (ii) providing a forum for workplace health and safety issues to be aired and resolved; and monitoring health and safety performance of the College.
- A published document communicates the health, safety and welfare arrangements of the College to the staff. The document contains: (i) a statement setting out that the head is accountable for health and safety in the College; (ii) a description of the organisational arrangements for health and safety; (iii) the information required by the staff to be able to work safely and to safeguard their health.
- A health and safety inspection of the premises occupied takes place at least once per year and is recorded. The College health and safety meeting considers the risks presented by the work taking place in the premises and the standards achieved and, if necessary, implement more frequent inspections. Remedial action taken in response to the inspection is reported through the meeting.
- A report is made to their line manager on the health and safety performance achieved and on their plans to address any identified concerns.

The role of the Health and Safety Officer

The Head of Organisation will appoint a Health and Safety Officer to assist them in meeting their health and safety responsibilities and for creating and maintaining the health and safety management system for the College, as described above. Health & Safety Officer is the “competent person” appointed by the College under the Management of Health and Safety at Work Regulations 1999. The responsibilities under this role include: providing specialist advisory services to the College on all aspects of occupational safety and health; and to monitor the health and safety performance of the College. Where action is required to remedy a situation in which there is a serious risk to safety, or to health, the Health and Safety Officer has the authority to take emergency mitigating action. The Head of Organisation or Director will closely monitor actions taken to resolve any raised issue.

The Health and Safety Officer’s duties also include:

- The provision of advice and guidance on all matters of health and safety;
- Creating and maintaining a health and safety management system;
- Disseminating and advising on the application of relevant health and safety legislation;
- Providing a range of generic health and safety training to enable members of the College to be able to meet their responsibilities for health and safety;
- Investigating accidents, dangerous incidents or reports of occupational ill health in order to identify the potential for legal consequences and to identify action required to prevent recurrence;
- Managing an ongoing programme of audits of compliance with the College health and safety policy.

The role of Staff

All senior staff are accountable to their line manager for the health and safety of all the staff they line manage, of others who may be affected by their work, and for premises and equipment they manage. Staff cannot delegate away this duty of care, but meet it by accompanying the delegation of tasks to others within the team with a system of monitoring to ensure that the tasks are undertaken.

All staff are responsible for ensuring that they conduct their activities, and those activities over which they have control, in accordance with the College's health and safety policies and relevant statutory provisions. They must co-operate with the line manager and Head of College so that health and safety responsibilities are discharged. For all staff there is a particular duty to ensure the health and safety of students. It is the responsibility of the person managing hazardous activities that are to be carried out by students to ensure that a risk assessment is in place before commencement of that activity, the outcome of which may require a higher degree of care due to the inexperience or other vulnerabilities of students.

The role of Students

Students are not in the legal sense employed persons and hence many of the specific provisions of the Health and Safety at Work Act 1974 do not apply to them. Equally, they are not bound by the duties of employees as laid down in the Act.

Nevertheless students must comply with health and safety instructions including: the College Rules and Regulation for students; no misuse or damage to equipment provided and are responsible for the consequences should they neglect to carry out a task required for the health or safety of others.

The Role of the Occupier

It is the duty of the occupier to ensure that the space allocated to them is used safely and according to the design and its expected use. In particular the occupier is accountable for:

- Consulting with the landlord or other relevant bodies when requesting changes to the structure, use, layout or services within the building;
- Cooperating with the landlord to enable the building to be maintained in a safe condition and to report defects or building-related accidents or incidents;
- Cooperating with the landlord to define the responsibility for managing equipment and services that may be unclear, whether they form part of the building or are viewed as the occupier's equipment;
- Taking into account the constraints of the design of the building in risk assessments;
- Organising work, processes and equipment maintenance to prevent harm;
- Making a provision for welfare requirements beyond those normally expected.

All building and building services work must be authorised to ensure the correct insurance cover is in place. Work carried out by the College will be covered by the College's insurance only where the work is managed under the umbrella of an authorised purchase order and by appropriate, competent staff.

Failure to agree on Health and Safety Matters

Problems relating to health and safety are to be resolved at a local level wherever possible with the advice of the Health & Safety Officer where appropriate. In the event that it is not possible to resolve a matter, any member of staff may contact the Head of Organisation or Director/s who, in consultation, will attempt to reach a satisfactory solution.

Certification as to Safety

From time to time it may be necessary for the College to issue certification to Trade Unions or to individuals that a particular location or practice is, in its opinion, safe. The Director of Health & Safety is empowered to issue such certification on behalf of the Vice-Chancellor and President.

(4) First Aid Policy and Procedures

The Health and Safety (First Aid) Regulations 1981 sets out the legal aspects of first aid which Grafton College, as an employer, must provide. Although the legal requirements apply only to employees, it is College policy that students and visitors present respectively are considered within the College's First Aid Policy and provision.

This First Aid Policy covers the arrangements that are in place to make sure that appropriate first aid provision is available throughout Grafton College.

Legal Duty to provide First Aid

Grafton College has a legal duty to make arrangements for the provision of first aid as follows:

- to provide adequate and appropriate first aid equipment and facilities to employees (students and visitors) if they are injured or become ill at work
- to ensure that there is a number of suitable persons available to provide first-aid if employees (students and visitors) are injured or become ill at work

Definition of First Aid

First Aid within the Health and Safety (First Aid) Regulations 1981 is defined as:

- in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained;
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

Assessment of Need

As part of its legal duty to provide first aid, Grafton College should make an assessment of first-aid needs appropriate to the prevailing circumstances. In other words, sufficient first aid equipment, facilities and personnel should be available:

- to give immediate assistance to employees, students and visitors with both common injuries or illness and those likely to arise from specific hazards at work;
- to call an ambulance or other professional help by dialling 999.

The level of first-aid provision Grafton College has to make depends on the circumstances of the workplace / situation. Grafton College encourages needs based assessments with regard to the equipment, facilities and personnel that are required throughout the premises and any related on-site and off-site activities. Assessments of first-aid needs should be based on appropriate risk assessments for the premises / activities. It is the responsibility of the Health

and Safety Committee to ensure that an assessment of first aid need is undertaken for the premises and reviewed on a regular basis. It is also the Committee's responsibility to carry out regular checks of first aid procedures and materials. Risk assessments must be provided to the Committee prior to an activity by the person responsible for the arrangement of activities which are not covered within the risk assessment for the premises.

First Aid Officer and 'Appointed Persons'

Grafton College provides a First Aid Officer on-site whenever possible. 'Appointed Persons' will be in charge of the first aid arrangements on-site and off-site (e.g. during excursions) in case the First Aid Officer is unavailable.

A First Aid Officer is a person who has a valid certificate of competence in 'First Aid at Work' approved by Health and Safety Executive (HSE). The certificate is valid for three years and Grafton College will arrange for retraining with an approved HSE training organisation before the First Aiders current certificate expires. All College First Aid Officers must attend any emergency immediately.

'Appointed Persons' are members of staff who are appointed to look after the first-aid equipment and facilities and calling the emergency services when required, if the First Aid Officer is unavailable. 'Appointed Persons' do not need first-aid training. They should not attempt to give first aid unless they have been trained to do so.

All staff of Grafton College appointed to act as either as a First Aid Officer or Appointed Person should be familiar with the following:

- their duties as a First Aid Officer/Appointed Person;
- procedure for calling an ambulance;
- reporting of an accident/incident;
- stocking of the first aid box.

First Aid Equipment and Monitoring

Grafton College will provide the materials, equipment and facilities required to ensure that the level of need identified will be available to employees at all relevant times.

Grafton College provides a clearly marked (white cross on a green background) first aid box in the reception area on the first floor. It is the First Aid Officer's / Appointed Person's duty to ensure that the first aid box is reasonably stocked at all times, expiry dates checked and cleanliness of items guaranteed.

There is no mandatory list of items to be included in the first aid box. The decision on what to include is determined by the findings of the first-aid needs assessment.

As a guide for work activities that involve low hazards, the following first aid items are included:

- a leaflet giving general guidance on first aid;
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium-sized individually wrapped unmedicated wound dressings;
- a pair of disposable gloves.

There may be a need to keep other items such as scissors close to the first aid box. The assessment of first aid need will determine which items need to be kept. Such items should always be stored in a secure location at the College reception.

Travelling first-aid kits

Employees who are required to travel for business purposes should be provided with a first aid kit. It is the employee's responsibility to obtain a first aid kit from the First Aid Officer / Appointed Person prior to travelling.

Appointed Persons should ensure that they carry a first aid kit with them on excursions or other off-site activities.

First Aid Record Keeping

All accidents / incidents attended by a First Aid Officer or Appointed Person must be recorded in the accident report book. The accident report book is stored in a secure location in line with the requirements of the Data Protection Act 1998 in the main office next to the reception.

The recorded information will be used by Grafton College to assess the required level of first aid and to identify improvements.

Information on First Aid arrangements

In order for Grafton College's first aid policy and procedures to work effectively, it is important that they are known and understood by everyone in the College. The First Aid Policy and Procedures can be accessed on the College website and are displayed next to the first aid box in the reception area on the first floor.

The First Aid Officer / Appointed Persons can be contacted through College reception on the first floor. Their names are displayed next to the First Aid Box on the first floor.

All new members of staff and students, as part of their induction, will be made aware of Grafton College's first aid policy and procedures.

Review and Evaluation

This Policy and all related activities will be subject to annual review as to its effectiveness and whether it remains fit-for-purpose.

Revised September 2016

Chapter B3: Learning and teaching

The Expectation

Higher education providers, working with their staff, students and other stakeholders, articulate and systematically review and enhance the provision of learning opportunities and teaching practices, so that every student is enabled to develop as an independent learner, study their chosen subject(s) in depth and enhance their capacity for analytical, critical and creative thinking.

The Indicators of sound practice

Indicator 1

Higher education providers articulate and implement a strategic approach to learning and teaching and promote a shared understanding of this approach among their staff, students and other stakeholders.

Indicator 2

Learning and teaching activities and associated resources provide every student with an equal and effective opportunity to achieve the intended learning outcomes.

Indicator 3

Learning and teaching practices are informed by reflection, evaluation of professional practice, and subject-specific and educational scholarship.

Indicator 4

Higher education providers assure themselves that everyone involved in teaching or supporting student learning is appropriately qualified, supported and developed.

Indicator 5

Higher education providers collect and analyse appropriate information to ensure the continued effectiveness of their strategic approach to, and the enhancement of, learning opportunities and teaching practices.

Indicator 6

Higher education providers maintain physical, virtual and social learning environments that are safe, accessible and reliable for every student, promoting dignity, courtesy and respect in their use.

Indicator 7

Every student is provided with clear and current information that specifies the learning opportunities and support available to them.

Indicator 8

Higher education providers take deliberate steps to assist every student to understand their responsibility to engage with the learning opportunities provided and shape their learning experience.

Indicator 9

Every student is enabled to monitor their progress and further their academic development through the provision of regular opportunities to reflect on feedback and engage in dialogue with staff.

Chapter B4: Enabling student development and achievement

The Expectation

Higher education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential.

The Indicators of sound practice

Indicator 1

Through strategic and operational planning, and quality assurance and enhancement, higher education providers determine and evaluate how they enable student development and achievement.

Indicator 2

Higher education providers define, coordinate, monitor and evaluate roles and responsibilities for enabling student development and achievement both internally and in cooperation with other organisations.

Indicator 3

A commitment to equity guides higher education providers in enabling student development and achievement.

Indicator 4

Higher education providers inform students before and during their period of study of opportunities designed to enable their development and achievement.

Indicator 5

To enable student development and achievement, higher education providers put in place policies, practices and systems that facilitate successful transitions and academic progression.

Indicator 6

Higher education providers ensure all students have opportunities to develop skills that enable their academic, personal and professional progression.

Indicator 7

Higher education providers ensure staff who enable students to develop and achieve are appropriately qualified, competent, up to date and supported.

Indicator 8

Higher education providers make available appropriate learning resources and enable students to develop the skills to use them.