



General policy on Health and Safety

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Informed by Quality Code Part C

General Statement of Policy

The College considers that the health, safety and wellbeing of its employees and that of others who may be affected by College activities are of vital importance to all business operations.

The Senior Managers of the College:

- accept their responsibility to manage health, safety and welfare, will lead by example and ensure that all activities are planned, organised, monitored and managed with full consideration to health, safety and wellbeing
- will take such measures as are required to ensure that our statutory duties are met
- will promote a culture where health, safety and wellbeing is accepted as being of equal importance to other performance indicators and incorporated as an integral part of all College practices and activities.

The achievement of this policy requires commitment and co-operation from employees at all levels by working in a safe manner, taking reasonable care to avoid accidents to themselves and others and by adhering to College health, safety and welfare policies, systems, procedures and instructions.



The importance of working safely is recognised. Employees at all levels are provided with training, information and other support as necessary to enable them to safely carry out their work activities.

The College regularly reviews the management of health, safety and wellbeing. It sets performance standards and objectives and measures actual performance against these as part of a commitment to a continuing improvement in performance.

This policy is supported as necessary by policies on specific subjects. The second part of this policy details the organisational structure for the management of health and safety, the general responsibilities and sets out the general arrangements for implementation of this policy.

This policy will be reviewed at least annually and revised where necessary.

The End



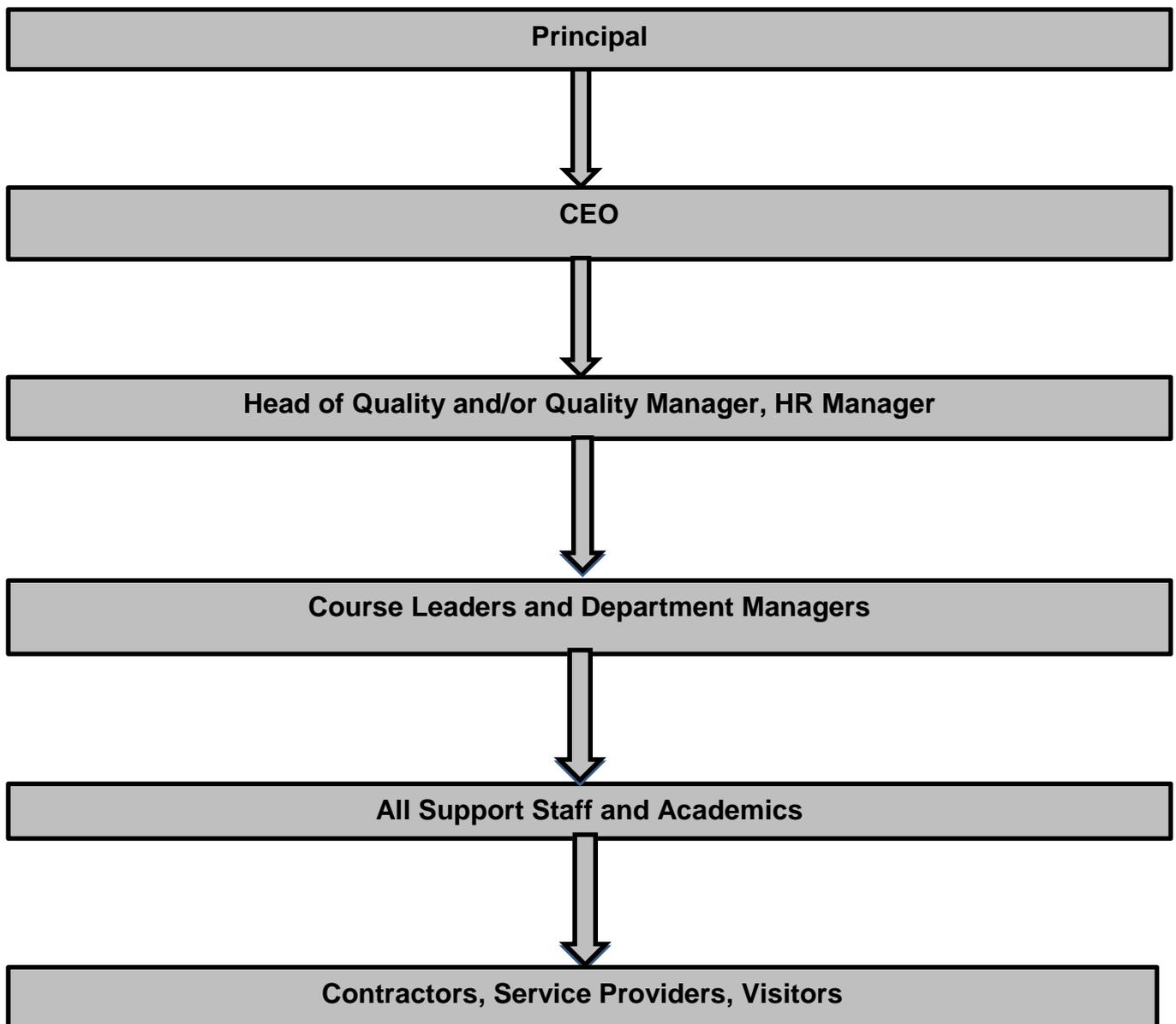
College Organisation, Responsibilities and General Arrangements for the Management of Health, Safety and Wellbeing

This section of the policy details the organisation, responsibilities and general arrangements for meeting the General Statement of Health, Safety and Wellbeing.

Organisation

Structure for the Management of Health, Safety and Wellbeing

The following illustrates the College's organisational structure in place for the management of health, safety and wellbeing.





Responsibilities

CEO

The CEO is responsible for ensuring that in support of this policy, a long term corporate strategic plan will be developed, with specific goals targeted at:

- Compliance with all relevant health and safety legislation
- Develop the College Safety Management Framework
- Enhance competencies for Safety
- Reduce the number of work related incidents that cause injury/loss
- Improve safety performance
- Positively impact on organisational culture
- Compliment the student experience.

The CEO is responsible for resources being available to support the implementation of this policy and it holds all persons accountable for meeting their individual responsibilities through a system of supervision, monitoring, development and performance review.

Principal

The Principal is responsible for implementing the following for the undertakings in order to achieve the strategic aims for which the Principal is accountable:

- Adopt the College Health and Safety Plan and produce a course/Department Health and Safety Plan
- Integrate health and safety planning into the College's core activities
- Lead by example and support a positive health and safety culture throughout the College
- Maintain an effective and properly resourced health and safety management system
- Measure and review health and safety performance regularly at both College and course/departmental levels with the aim of continuous improvement



Head of Quality and / or Quality Manager, HR Manager

The Head of Quality and / or Quality Manager and HR Manager are responsible for the following:

- Ensuring compliance with any requirement of them, Regulatory Reform (Fire Safety) Order
- Ensuring that a fire risk assessment has been completed for the building
- Ensuring that clearly defined emergency evacuation procedures are developed and implemented
- Ensure there are effective arrangements for first aid
- Maintaining the safety of common parts e.g. stairways,
- Walkways, and common areas. Where an unsafe condition exists and cannot be resolved in a timescale commensurate with the risk the The Head of Quality and / or Quality Manager and HR Manager should formally notify the CEO.

Course Leaders and Department Managers

The Course Leaders and Department Managers have the following responsibilities for activities under their control:

- Ensure that staff, students and others are competent to discharge their individual health and safety responsibilities through the provision of sufficient information, instruction and training including effective induction
- Hold all persons accountable for meeting their individual responsibilities through a system of supervision, monitoring, development and performance review
- Ensure a suitable and sufficient general risk assessment is carried out and a record of the significant findings is made for all activities under their control. In addition to general risk assessment is the requirement for specialised risk assessment for specific operations or activities
- Ensure that following risk assessment that preventative and protective measures are taken to reduce the risk to as low as reasonably practicable



- Ensure that the health of all persons is not adversely affected by any activity, operation or process under their control and ensure that any applicable health surveillance is undertaken
- Ensure that any reported incident (this includes injuries, near misses and undesirable circumstances) is recorded and properly investigated and where necessary action is taken to prevent recurrence
- Ensure regular health and safety monitoring (inspections, sampling or walk throughs) are made to ensure unsafe acts and unsafe conditions are identified and where necessary action is taken to rectify
- Ensure the periodic audit of the health and safety management system and review and revise health and safety plan to address any non-compliance
- Ensure effective communication systems to disseminate health and safety information within their own Course / Department and allow for consultation with employees.

The following are the subject of supporting health and safety policies and/or associated documents. Principal, CEO, Quality Office, HR Manager, Course Leaders and Department Managers are responsible for making and giving effect to such arrangements as are appropriate, having regard for the activities under their control for the effective planning, organisation, control, monitoring and reviews of the necessary preventative and protective measures following risk assessment:

- Work with display screen equipment
- Work with or likely to disturb asbestos containing materials
- Manual handling operations
- Wellbeing
- Exposure or likely exposure to noise or vibration above control limits
- Work involving the use of substances hazardous to health
- Work involving the use of radioisotopes or electrical equipment emitting ionising radiation
- Work with genetically modified organisms
- Preparation or supply of food
- Expectant Mothers



- Health Surveillance
- Monitoring Performance
- Incident Reporting, Recording and Investigation
- Workplace – this relates to the physical condition of the work place, e.g. temperature, lighting and ventilation, workplace transport and routes, slips and trips
- Fire safety – arrangements for fire safety management and emergency evacuation
- Contractors and service providers
- Work equipment – including inspection, testing and statutory examination
- Fieldwork – all student activities undertaken off site
- Utilities – Water, gas, electricity, pressure systems, lifting equipment and lifting operations, asbestos
- Work placements – student work placements
- Events – this covers all College events such as open days, conferences and exhibitions
- Lone working and personal risk
- Employment of Students and Young Persons
- Working at Height
- Personal Protective Equipment
- Young persons and visitors
- Smoking
- First Aid

All Support Staff and Academics

Senior Health, Safety and Wellbeing Advisers

The Senior Health, Safety and Wellbeing Advisers have the following additional responsibilities:

- Assist in the development and implementation of the College strategy for Health, Safety and Wellbeing
- Identify all current and proposed health and safety legislation applicable to the undertaking of the College for activities made known to them



- Prepare corporate policies and associated documents in respect of the College's legal duties
- Provide advice and guidance on all aspects of health and safety management
- Correspond with all regulatory bodies in respect of health and safety and make or ensure all necessary statutory notifications are made where known to them
- Ensure consultation and dissemination of policy/procedure changes with employee representatives in respect of health and safety
- Prepare a College Health, Safety and Wellbeing plan
- Prepare an annual Health, Safety and Wellbeing report for the attention of College Council
- Manage all Employer's Liability and Public Liability Claims.

Supervisors

Individuals appointed to a supervisory role are responsible for the following:

- ensuring safe working procedures as outlined in supporting College Health and Safety Policies and associated documents are adhered to and that adequate training is organised to this end
- bring to the attention of the relevant manager as appropriate, any matters requiring attention which cannot be dealt with satisfactorily at a local level.

All employees including Lecturers and Admin Staff

All employees are required:

- to take reasonable care not to endanger the health and safety of themselves and of other persons affected by their acts or omissions
- to encourage a safe attitude by all including students and others within the business and to set a personal example in this respect
- to ensure they are fully familiar with the General Policy on Occupational Health and Safety
- to adhere to any policies, instructions, procedures and systems concerning occupational health, safety and wellbeing
- to report all incidents, including near-miss incidents, to the relevant manager without delay



- to inform the appropriate manager or supervisor of any occupational health and safety related problem or defect which may give rise to danger and reporting promptly any incidents which occur
- not to interfere with or misuse anything provided in the interests of occupational health and safety
- to ensure that their ability to work has not been compromised by deliberate actions
- to drive on company business in a safe and careful manner at all times ensuring appropriate insurance is in place.

Students

Students are required:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- to co-operate with staff in fulfilling the statutory requirements and to comply with general and specific health and safety
- requirements set out in associated published documents
- to report all incidents, including near-miss incidents, to the relevant programme leader/curriculum manager without delay
- not to intentionally interfere with or misuse anything that has been provided in the interests of health and safety.

Arrangements

The College will through its Principal, CEO and Managers, establish, implement, maintain and regularly review the following:

- effective systems for recruitment, placement, training (and assessment of
- employees to enable work to be carried out to the required occupational health and safety standards
- defined health and safety performance standards and measures with planned objectives for achievement which are supported by suitable resources
- appropriate organisational safety and occupational health services to support the needs of all employees and the organisation

Risk Assessment Arrangements

Systems for identifying hazards and assessing risks and devising safe methods of work:

Risk assessment underpins all health and safety legislation and is essential to a good health and safety management system. A corporate policy on risk assessment will be published along with guidance on how to undertake a risk assessment. For some generic activities, College generic risk assessments will be produced, for example, office work. However, these assessments need to be reviewed and amended as required by managers in control of these activities. Training will be made available on risk assessment.

Under specialised health and safety legislation, specific risk assessments are required. The following identifies activities which fall within this scope:

- i. Work with or likely to disturb asbestos containing materials
- ii. Work involving the movement of any load by bodily force
- iii. Work with equipment with dangerous parts e.g. woodworking machinery, power guillotines, milling machines, centrifuges, grounds work machinery
- iv. Wellbeing
- v. Work involving work at height
- vi. Work involving exposure to noise or vibration
- vii. Work involving the use of substances hazardous to health
- viii. Work with the use of mechanical lifting equipment or activities incorporating the use of lifting tackle
- ix. Display Screen Equipment (DSE) assessment for employees who use DSE as part of their work. This includes homeworking and use of laptops,
- x. notebook computers, PDAs and other such equipment
- xi. Activities involving young persons (i.e. under 18 years of age)
- xii. Work involving the use of radioisotopes or electrical equipment emitting ionising radiation
- xiii. Working with dangerous substances giving rise to explosive atmospheres
- xiv. Work with genetically modified organisms



xv. Preparation or supply of food

These activities are also the subject of specific health and safety policies and associated documents including where appropriate codes of practice and managers guidance.

Disciplinary action may be taken against anyone who does not comply with the performance standards as detailed within College Health and Safety Policies and associated documents.

The End