

# SOUTH DEVON COLLEGE

## Health, Safety and Welfare Policy



### Document control

Version	Date	Author(s)	Notes on Revisions
1.0	11/05/12	Ian Parry / Tony Bird	
2.0	16/5/13	Sarah Main / Dave Walker	
3.0	June 14	Dave Walker	
4.0	April 15	Debbie Vagg/Dave Walker	A number of arrangements have been removed as they are covered by other SDC policies and procedures

### 1. PURPOSE AND SCOPE

- 1.1. The purpose of this Health & Safety Policy is to set out the college's statement of intent, organisation, arrangements and safety management system for health and safety and to provide staff with clear guidance on their roles and responsibilities in relation to health and safety.

### 2. RELATED POLICIES AND FURTHER GUIDANCE

- 2.1. Risk Assessment Guidance
- 2.2. Lone Worker Guidance
- 2.3. Off-Site Activity Policy
- 2.4. Child Protection and Safeguarding Policy
- 2.5. Bully and Harassment Policy - Guidelines for Students
- 2.6. Whistleblowing Policy
- 2.7. Emergency Evacuation Procedures
- 2.8. Administration of Medicine Management

### 3. MONITORING OF POLICY

- 3.1. This policy will be monitored by the Health & Safety Committee in accordance with paragraph 3.4 and Safety Management Structure at Appendix 1.

Actions	Date
Signed off - H&S Committee	14/05/2015
Approved - Resources Committee	02/07/2015
Next Review due	March 2016

### 4. APPENDICES

- 4.1. Safety Management Structure

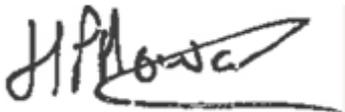
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## 1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1. The College recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities with regard to the health, safety and well-being of its staff, students within its care and where appropriate, visitors to its premises, and others who could be affected by its activities.
- 1.2. The College will provide and maintain, so far as is reasonably practicable, working and learning environments, on and offsite, and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.
- 1.3. As employer the Board of Governors also understands the need to work in partnership with its managers and staff in the creation and promotion of the positive health and safety culture necessary to support the College in achieving its overall aim of providing an education of the highest quality and allowing all students to achieve their potential.
- 1.4. In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.
- 1.5. It is recognised that the control of health and safety is a management function with each level of management/supervision accountable to the one above and responsible for the one below.
- 1.6. Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.
- 1.7. The College recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by;
  - 1.7.1. reducing injuries and ill health
  - 1.7.2. safeguarding students
  - 1.7.3. protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.8. Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed at least annually in order to maintain and improve where necessary the required standards.
- 1.9. The Organisation section of this document defines the duties and responsibilities of the Board of Governors, Principalship, Senior and Operational management and staff who will implement this Policy in the manner detailed in the Arrangements.

- 1.10. The Board of Governors require each member of staff, as well as all students and visitors to the College to exercise their individual responsibility under health and safety legislation to ensure their acts or omissions do not adversely affect themselves or others; and to co-operate fully with the College and its management.
- 1.11. Without affecting the generality of the above statement, the College will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;
  - 1.11.1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
  - 1.11.2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
  - 1.11.3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
  - 1.11.4. The provision and maintenance of workplaces which are safe and without risk to health.
  - 1.11.5. The provision and maintenance of working environments and adequate arrangements for welfare at work.
- 1.12. This policy will be subject to review on at least an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the College.

Signed   
Mr K Mowat Chair of the Board of Governors

Date 02/07/2015

Signed   
Mr S Criddle College Principal

Date: 02/07/2015

## **2. ORGANISATION**

The following section details how South Devon College is organised for the management of health and safety by the establishment of responsibilities, accountabilities, duties and relationships which are designed to promote a positive health and safety culture. It will aim to ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors. This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **2.1. The Board of Governors**

The Board has a responsibility to ensure that:

- 2.1.1. South Devon College produces a Safety Policy that is appropriate to its activities, and that this policy is reviewed annually;
- 2.1.2. An effective organisation is created for the management of health and safety;
- 2.1.3. South Devon College devises appropriate arrangements for addressing health and safety;
- 2.1.4. South Devon College promotes the correct attitude towards health and safety in both staff and students and visitors;
- 2.1.5. The College's Management plan and implement the Safety Policy and the supporting safety management system;
- 2.1.6. South Devon College establishes appropriate financing arrangements to cover the cost of implementing the Safety Policy;
- 2.1.7. Targets for improving the College's health and safety performance are set annually with the aim of ensuring continuous improvement;
- 2.1.8. The Board through its Monitoring Committee routinely and regularly monitors and evaluates the College's health and safety performance, including reviewing the minutes and reports from the Health & Safety Committee, the results of which will form part of the annual review.
- 2.1.9. The Board through its Monitoring Committee receive and review any other audit or inspection commissioned or received by the College;

## **2.2. Principal**

The Principal has overall strategic responsibility to the Board for ensuring the planning and implementation of the College's Safety Policy and associated management system. S/he will ensure that a suitable organisation is created to establish arrangements for satisfying the Safety Policy and thereby the aims and objectives of the Board. In particular, as well as the general staff responsibilities, he is to:

- 2.2.1. In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the College's general statement of intent;
- 2.2.2. Identify the means by which the policy will be planned, implemented, measured, audited and reviewed;
- 2.2.3. Establish strategies to implement the policy with regard to themselves and others and integrate these into the College's activities;
- 2.2.4. Establish suitable and sufficient arrangements are in place for ensuring competent advice (the competent person) on health and safety related aspects of College management are available;
- 2.2.5. Ensure that all relevant Senior Managers' are capable and competent in their given roles and are provided with suitable and sufficient information and instruction;
- 2.2.6. Ensure that all relevant Senior Managers' understand and accept their responsibilities for health and safety;
- 2.2.7. Regularly liaise with the nominated Senior Managers' for Health and Safety and the Competent Person on matters relevant to health and safety;
- 2.2.8. Establish in conjunction with the Senior Managers' and the Competent Person, organisational management arrangements, risk control measures and workplace standards, together with associated performance standards; and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

## **2.3. Vice Principal/Deputy CEO**

The Vice Principal/Deputy CEO is responsible to the Principal for ensuring that the College's Safety Policy and associated arrangements are implemented under their respective areas of control, and in the absence of the Principal takes overall responsibility for health and safety related issues. S/he will achieve this by satisfying the general staff responsibilities and by:

- 2.3.1. The provision of the necessary physical and human resources;
- 2.3.2. Ensuring the effective flow of information relevant to health and safety;

- 2.3.3. The provision of the necessary means of supervision and control of staff;
- 2.3.4. Ensuring all relevant staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- 2.3.5. Ensuring suitable and sufficient risk and other assessments as required are undertaken within each curriculum and other areas for which they are responsible;
- 2.3.6. Establishing suitable and sufficient arrangements for ensuring all educational visits are properly planned and undertaken in accordance with current standards and expectations;
- 2.3.7. Ensuring that all relevant managers for which they are responsible understand and accept their responsibilities for Health and Safety;
- 2.3.8. Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control.

#### **2.4. Vice Principal (Corporate Services)**

The Vice Principal (Corporate Services) is responsible for the day to day management of the policy and all associated arrangements throughout the College on behalf of the Principal, and has routine responsibility for ensuring that the College's Safety Policy and associated arrangements are implemented within their respective areas of control. The Vice Principal will achieve this by:

- 2.4.1. Monitoring the College's performance with regard to the implementation of the Safety Management System by arranging the annual (or more frequently as required) Safety Audit and Inspection of the College and report findings to the Board of Governors, Senior Management and to the College Health & Safety Committee;
- 2.4.2. The provision of the necessary physical and human resources;
- 2.4.3. Ensuring the effective flow of information relevant to health and safety;
- 2.4.4. The provision of the necessary means of supervision and control of staff;
- 2.4.5. Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- 2.4.6. Ensuring that all relevant Senior Managers for which they are responsible understand and accept their responsibilities for Health and Safety;

- 2.4.7. College Health and Safety committees are conducted according to the College's procedures.
- 2.4.8. Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;
- 2.4.9. In the role of Chairperson of the College Health and Safety Committee ensure the participation and involvement of all staff within the organisation;

## **2.5. Assistant Principal**

The Assistant Principals' (AP) are responsible to the Principalship for the implementation of the College's Health and Safety Policy in his/her areas of control. S/he will achieve this by satisfying the general staff responsibilities and by:

- 2.5.1. The provision of the necessary physical and human resources;
- 2.5.2. Ensuring the effective flow of information relevant to health and safety;
- 2.5.3. The provision of the necessary means of supervision and control of staff;
- 2.5.4. All relevant staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- 2.5.5. All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- 2.5.6. All relevant arrangements regarding the management of Student health and safety in the College, for which they have control, are implemented;
- 2.5.7. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures;
- 2.5.8. Conduct routine safety inspections to assess progress on the results of the Safety Audits and Inspections with reports being forwarded to the Health and Safety Committee;
- 2.5.9. S/he routinely and regularly undertake safety tours of the premises and activities in their control;
- 2.5.10. S/he provides timely feedback on the performance of the plans, standards, procedures, and systems appropriate to the premises and activities in their control;

- 2.5.11. All students are familiar with, and practice the Colleges emergency evacuation procedures;
- 2.5.12. S/he oversees the investigation of all Student accidents and incidents and monitor records in accordance with the College's procedures.
- 2.5.13. S/he oversees the general safeguarding, care and wellbeing of all Students in accordance with the College's procedures.
- 2.5.14. S/he will conduct formal department audits visiting each Section at least once every academic year recording their visit and forwarding any actions to the H&S Advisor.

## **2.6. Section Heads**

The Section Heads or equivalent managers are responsible to their Assistant Principal for the implementation of the College's Health and Safety Policy in their areas of control. They will achieve this by satisfying the general staff responsibilities and will also ensure that within their area of responsibility;

- 2.6.1. All teaching and curriculum support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- 2.6.2. Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- 2.6.3. All teaching and curriculum support staff understand and accept their responsibilities for Health and Safety;
- 2.6.4. All students understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- 2.6.5. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures, where appropriate the relevant information should feature in the lesson plans / schemes of work;
- 2.6.6. No new curriculum or other activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- 2.6.7. All work equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- 2.6.8. Any workplace or activity outside the College's premises is properly assessed for Health and Safety;

- 2.6.9. The College's accident and incident reporting procedures are followed.
- 2.6.10. S/he will conduct formal area audits visiting each area that they have responsibility for at least once term recording their visit and forwarding any actions to the H&S Advisor.

## **2.7. College Managers**

The College Managers' or equivalent managers are responsible to their Assistant Principal or appropriate Vice Principal for the implementation of the College's Health and Safety Policy in their areas of control. They will achieve this by satisfying the general staff responsibilities and will also ensure that within their area of responsibility;

- 2.7.1. Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- 2.7.2. All behavioural and pastoral care staff understand and accept their responsibilities for Health and Safety;
- 2.7.3. All students understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- 2.7.4. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures;
- 2.7.5. Their staff, where appropriate, incorporates relevant Health and Safety standards in the design, installation and operation of new systems, buildings plant and equipment. The standards are properly documented, effectively monitored, updated or amended as necessary;
- 2.7.6. No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- 2.7.7. All work equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- 2.7.8. Any workplace or activity outside the College's premises is properly assessed for Health and Safety;
- 2.7.9. The College's accident and incident reporting procedures are followed.

- 2.7.10. Monitoring of their areas health and safety performance is routinely and regularly undertaken with appropriate records being produced and retained;

## **2.8. HR Manager**

The HR Manager is responsible to the Vice Principal/Deputy CEO for the implementation of the College's Health and Safety Policy in their areas of control. In particular, as well as the College Managers and general staff responsibilities, they are responsible for:

- 2.8.1. Ensuring that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the Colleges employees and ensuring the effective management of sickness absence;

## **2.9. Quality, Improvement, CPD & ITT Manager**

The Quality, Improvement, CPD & ITT Manager is responsible to the Vice Principal/Deputy CEO for the implementation of the College's Health and Safety Policy in their areas of control. In particular, as well as the College Managers' and general staff responsibilities, they are responsible for:

- 2.9.1. Establishing effective strategies for ensuring suitable levels of competence of staff are maintained by planning and maintaining suitable and sufficient training by the use of organisational wide risk assessments and training needs analysis;

## **2.10. Property Services Manager**

The Property Services Manager is responsible to the Vice Principal (Corporate Services) for the implementation of the College's Health and Safety Policy under his areas of control, and as well as the general staff responsibilities, has specific responsibility for:

- 2.10.1. Ensuring that the College's building stock is properly designed, modified and maintained so that it is suitable for its use and provides a safe working and learning environment without risks to health; Coordinating the work of the College's "Competent" Person, and any Health and Safety Consultant Adviser;
- 2.10.2. Developing in conjunction with the College's Board of Governors and Senior Management the Safety Management System;
- 2.10.3. Assisting in the implementation of the arrangements contained in the Safety Policy by the provision of appropriate advice and guidance;
- 2.10.4. Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements exist for cooperation between the parties and coordination of the work;
- 2.10.5. Conduct routine safety inspections to assess progress on the results of the Safety Audits and Inspections with reports being forwarded to the Health and Safety Committee;

- 2.10.6. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the College's procedures;
- 2.10.7. No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk control measures put in place;
- 2.10.8. All work places and work equipment are maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- 2.10.9. Any workplace or activity outside the College's premises is properly assessed for Health and Safety;
- 2.10.10. Receive all RIDDOR reportable accident information, and take appropriate action in accordance with the College's accident and incident reporting procedures;
- 2.10.11. Monitor and record Health & Safety issues, including collation and recording of accident statistics;
- 2.10.12. Assist in the maintenance and update of all relevant Health & Safety documentation and policies.
- 2.10.13. Conducting generic risk assessments for all areas of the College not addressed by specific activity or area risk assessments.

### **2.11. The Deputy Property Services Manager**

The Deputy Property Services Manager is responsible to the Property Services Manager and will be responsible for ensuring that the College's Safety Policy and associated arrangements are implemented across their area of control. S/he will be responsible for advising SMT on the College's Safety Policy and associated management system as well as by satisfying the general staff responsibilities this will be achieved by:

- 2.11.1. All hazards presented by Site activities to be identified and the risks created fully assessed and controlled in accordance with the College's procedures;
- 2.11.2. Establishing suitable and sufficient arrangements for the management, supervision and control of the College's Estate Team;
- 2.11.3. Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire, water systems and asbestos;

- 2.11.4. Monitoring the building related contractors on the College site with regard to Health and Safety;
- 2.11.5. Arranging Asbestos risk assessments, surveys and control across the College;
- 2.11.6. Arranging and maintaining Fire risk assessments and maintaining the relevant provisions;
- 2.11.7. Arranging PAT testing across the College's provision;
- 2.11.8. Maintaining a glass and glazing register and associated risk assessment for the College;
- 2.11.9. Arranging Legionellosis risk assessments and control across the College;
- 2.11.10. Coordinating the College's fire protection measures;
- 2.11.11. Providing independent and authoritative advice on all relevant aspects of the colleges activities as regards the management of health and safety;
- 2.11.12. Assist in the planning, development, implementation and review of the College's Safety Management System;
- 2.11.13. Assist in the coordination of the College's fire and emergency response procedures, including recruitment and training of fire marshals;
- 2.11.14. Organise and assist in the annual Health and Safety Audit and Inspection schedules, and monitor progress arising from action points;
- 2.11.15. Conduct routine safety inspections and report findings to appropriate managers;
- 2.11.16. Ensure that investigations are carried out in regard to RIDDOR accidents and incidents;
- 2.11.17. Liaise with external and internal posts with regard to health and safety issues;
- 2.11.18. Maintain all cross College health and safety procedures as appropriate;
- 2.11.19. Assist in the provision of health and safety training programmes for all College staff as relevant to their job roles and responsibilities;

2.11.20. Promote health and safety throughout the College.

## **2.12 College Nurse**

The College Nurse is responsible to the Head of Health Community & Foundation Learning and will be responsible for advising on the health and medical needs of students and where appropriate staff. As well as by satisfying the general staff responsibilities this will be achieved by:

- 2.11.21. Ensure that sufficient first aid trained staff and are available to respond to emergency injuries and ill health at all College sites;
- 2.11.22. Ensure that sufficient first aid equipment and resources are available for emergency injuries and ill health at all College sites;
- 2.11.23. Receive all accident report forms, ensure RIDDOR requirements are fulfilled, and take action as necessary informing the Property Services Manager of progress and outcomes;
- 2.11.24. Assist in the provision of medical, medicine and other health related support of students;
- 2.11.25. Assist in the promotion of health related campaigns.

## **2.12. Staff**

All staff are required to ensure that they:

- 2.12.1. Are familiar with the Colleges Health and Safety Policy and associated arrangements;
- 2.12.2. Carry out their duties in accordance with the Safety Policy and where appropriate any information and training provided;
- 2.12.3. Cooperate with management on matters of Health and Safety;
- 2.12.4. Do not misuse anything provided for their or others health and safety;
- 2.12.5. Use plant, equipment and substances correctly and use the appropriate safety equipment;
- 2.12.6. Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- 2.12.7. Report all accidents and incidents, whether serious or not, to their Line Manager;
- 2.12.8. Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;

- 2.12.9. Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- 2.12.10. Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### **2.13. Students**

Students are required to:

- 2.13.1. Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- 2.13.2. Co-operate with College staff in order that any statutory regulation orders, etc. may be fully carried out;
- 2.13.3. Comply with all Safety Instructions issued by teaching and other staff with responsibilities for supervision;
- 2.13.4. Report defects and dangers;
- 2.13.5. Behave in an orderly manner at all times;
- 2.13.6. Not misuse any item provided by the College in the interests of Health and Safety.

### **2.14. Visitors/Contractors**

Visitors are required to:

- 2.14.1. Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- 2.14.2. Co-operate with College staff in order that any statutory regulation orders, etc. may be fully carried out;
- 2.14.3. Comply with all safety related instructions issued by the College;
- 2.14.4. Report defects and dangers;
- 2.14.5. Behave in an orderly manner at all times;
- 2.14.6. Not misuse any item provided by the College in the interests of Health and Safety.

### 3. ARRANGEMENTS

Planning is an essential part of the implementation of the College's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the College.

3.1. The purpose of the plan is to ensure that:

3.1.1. Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;

3.1.2. The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the College.

3.1.3. To ensure that the generic organisational hazards affecting the College are properly managed, risk assessments will be carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

3.1.4. The areas covered by these arrangements to date are:

*Risk Assessments*

*Display Screen Equipment*

*Legionellosis*

*Manual Handling*

*Personal Protective Equipment*

*Asbestos*

*COSHH*

*Offsite Working*

*Disabled Access/Special Needs*

*Permit to Work*

*Working at Height*

*Offsite Working*

*Provision and use of minibuses*

*Waste Management*

*Work Equipment*

*Lone Working*

*Electrical Safety*

*Noise and Vibration*

*Radiation Monitoring*

3.1.5. These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

3.1.6. Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

3.1.7. Certain other issues relevant to the management of health and safety such as the procedures for behavioural management, selection and recruitment, staff training etc can be found in other cross College policies and procedures.

- 3.1.8. Where appropriate operational information on these and other associated areas will be included in the series of Health and Safety Guidance Documentation. These can be accessed from the College intranet, under the heading of 'Health and Safety'

### **3.2. Monitoring**

- 3.2.1. To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the environment, the following procedures for monitoring have been established.
- 3.2.2. The Board of Governors will be presented with an annual Health, Safety and Environment report detailing the levels of compliance achieved on the standards set by their Policies.
- 3.2.3. Annually (or more frequently as required) College management and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- 3.2.4. Annually (or more frequently as required) College premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- 3.2.5. All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified, the results of which will be recorded and retained for the purpose of review.
- 3.2.6. All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- 3.2.7. Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- 3.2.8. The Safety Advisor will analyse the accident/incident data and prepare statistical information to assist the annual review.
- 3.2.9. The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the College.

### **3.3. Safety Committee**

The Health and Safety Committee will meet termly within the College to provide a forum for joint consultation on health and safety matters. Membership

comprises appropriate senior and line management, and representatives of the staff. The Health and Safety Committee, as well as fulfilling the statutory requirements, will:

- 3.3.1. Monitor and review the general working arrangements for Health and Safety including the College's Health and Safety Policy;
- 3.3.2. Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- 3.3.3. Assist in the development of safety procedures and systems;
- 3.3.4. Monitor the effectiveness of Health and Safety training, communication and publicity;
- 3.3.5. Consider reports and information from the enforcement agencies;
- 3.3.6. Consider accident statistics and trends;
- 3.3.7. Consider the circumstances of individual accidents and causes of reportable diseases;
- 3.3.8. Examine Safety Audit reports and inspections.

#### **3.4. Record Keeping**

Record keeping is acknowledged by the College as a means of providing documentary evidence where a need may arise to co-operate with any person or organisation in respect to Health & Safety.

Adequate records will be kept on all matters relating to health and safety in College activities.

All persons who are nominated to have responsibility for aspects of Health and Safety will have a responsibility for accurate record keeping and monitoring within their own area of activity and responsibility.

Where records are required to be kept as a statutory requirement, a provision to maintain these records will be detailed within the particular arrangement procedure. The procedure will state:

- 3.4.1. What information has to be kept
- 3.4.2. Who maintains and monitors the record
- 3.4.3. Where the record is kept
- 3.4.4. How it is retained i.e. hard copy, soft copy
- 3.4.5. Security of the record if required

3.4.6. These will be held and maintained by the Health and Safety Advisor within the Estates support area.

3.4.7. Remember: In law if it hasn't been written down, it is very hard to prove it has Happened!

**3.5. STATEMENT OF THE COLLEGE'S APPROACH TO THE ENVIRONMENT AND TO SUSTAINABILITY**

The College affirms its commitment to integrate sustainable and eco-friendly policies and practices into all its activities by operating in a manner that promotes energy and materials conservation and waste reduction. We also commit to encouraging others with whom we do business to analyse, reduce and manage their own environmental impacts and risks where possible.

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## Safety Management Structure

Appendix 1

### **Governing Body**

Through its Monitoring Committee approves the Health & Safety Policy and monitors its implementation.

### **Principalship**

Has responsibility for ensuring the implementation of the Health & Safety Policy and associated documents and procedures and the organisational arrangements across the College. Chairs the Health & Safety Committee.

### **Health & Safety Committee**

Provides a forum for joint consultation on Health & Safety matters and monitors and reports on the implementation and effectiveness of the Health & Safety policy

### **Assistant Principals**

Are responsible for the discharge of the Health and Safety Policy and associated documents and procedures and organisational arrangements including risk assessment within their departments.

### **Members of the College Management Team**

Are responsible for the discharge of the Health and Safety Policy and associated documents and procedures and organisational arrangements including risk assessment within their sections.

#### **Teaching Teams**

Are responsible during class contact hours for the safety of students. At other times for hi/her personal safety and ther safety of others within the college.

#### **Support Teams**

All staff are responsible for their own safety and for the safety of other persons in College including students and visitors

#### **Students**

Are responsible for their own personal safety and for that of other students

#### **Visitors/Contractors**

Are responsible for reporting, as directed, on arrival

*Note: The Property Services Manager, Deputy Property Services Manager, College Nurse, First Aiders, Fire Marshalls and H & S Representatives of the recognised Trade Unions have particular and defined additional responsibilities.*

*Note: Posts shaded comprise the Senior Management Team (SMT)*