

## **Health and Safety Policy Statement and Organisational Arrangements**

March 2024 / Version12 Author: Joyce  
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Reviewed: March 2024

Approved by the Corporation on 27 March 2024

## Document Control

### Description and Purpose

This Health and Safety Policy details the procedures to be followed in order to ensure the College meets its statutory duties in order to protect the Health, Safety and Welfare of everyone who works in or attends the College.

### Record of Amendments

Active date	Review date	Amendment reference	Reasons for Change	Version	Number of pages
May 2012		Archived	Updated		
November 2014	November 2015	New Document	Updated	2	41
November 2015	November 2016	Archived	Updated	3	25
November 16	November 17	Archived	Updated	4	26
November 17	November 18	Archived	Updated	5	26
November 18	November 19	Archived	Updated	6	26
June 20	November 20	Archived	Updated	7	27
November 20	Reviewed June 21	Archived	Updated	8	27
June 2021	June 2022	Archived	Updated	9	27
May 22	May 2023	Archived	Updated	10	27
March 23	March 24	Archived	Updated	11	27
March 24	March 25		Updated	12	27

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### Target audience

Hugh Baird College staff	Y	OTHERS	Y		
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Relevant legislation (if any)
The Health & Safety at Work Act 1974 The Management of Health & Safety at Work Regulations 1999 (as amended) All associated Health and Safety Legislation

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# 1. Health and Safety Policy Statement

## 1.1. Aim

Hugh Baird Further Education College incorporating South Sefton Campus continues to recognise its duties under the Health and Safety at Work Act 1974 and will actively conduct its business efficiently and effectively whilst protecting the Health, Safety and Welfare of its staff, learners, apprentices, clients, contractors, and any others that may be affected by its activities so as far as is reasonably practicable. We are fully committed to provide, maintain, and seek continual improvement for a healthy and safe working environment in every area that the College undertakes its business.

## 1.2. Method

The Corporation, Principal, Chief Executive and the College Executive Management Team are committed to ensuring Health and Safety legislative compliance with all relevant statutes, regulations, and Codes of Practice and will ensure that health, safety and welfare strategies are implemented where responsibilities are assigned, accepted and fulfilled at all levels within the College.

The College will provide adequate resources to ensure the effective implementation of this policy and recognise that Health and Safety objectives are as important as any other core business functions. We will actively pursue progressive improvements in Health and Safety performance through the reduction of adverse safety events, reducing loss and liabilities by protecting its greatest assets, staff, and learners. We consider all adverse safety events and illnesses are preventable: Our goal is zero harm.

The College is fully committed to the development of a strong and sustainable positive Health and Safety culture, in which Health and Safety is understood, accepted as a high priority and its foundations are based on open and honest shared beliefs, best practices, values and attitudes that exist within the College.

The Principal & Chief Executive, Deputy and Vice Principals, Assistant Principals, Directors and all Managers are fully committed to Health and Safety and will lead by example in demonstrating active and visible leadership relating to Health and Safety matters and will incorporate Health and Safety in the strategic decision-making process to ensure:

- An organisational structure is in place to effectively manage Health and Safety which includes planning, organising, controlling, monitoring, reviewing and auditing of the College's processes which are integrated into general day to day management activities.
- The development and integration of a robust Health and Safety Management System which identifies and enables the monitoring and management of risk in line with the Colleges Risk Management Strategy, best practice and to support continual improvement.
- **Continual development of the College's Covid 19 Risk Assessments and implementation of the control measures identified to protect the health, safety and welfare of staff, learners, apprentices, and those who are associated with the College and in accordance with the Government and the Department for Education guidelines**
- Health and Safety expert advice is available to all College employees, learners, apprentices, visitors and contractors.
- Compliance with all relevant Health and Safety legislation, through the development of the OSHENS Electronic Management System and integration of policies, standard operating procedures, safe systems of work and legislative guidance.

- The assessment of risks arising from the College's activities to staff, learners, apprentices, visitors and to ensure the effective preventative and protective measures that follow from the risk assessment process are implemented in a timely manner.
- Line Management functions are accountable for leading continuous improvement in occupational health, safety, and environmental performance to defined agreed goals in line with the College's Strategic Aims and incorporated into the cross College Strategic Plan.
- Everyone has a personal responsibility for their own Health and Safety, for others in the workplace and for the environment in which they work. Health and Safety at home is equally important as in work and will be actively encouraged.
- There are clear procedures for action to be taken in the event of fire, bomb threats, first aid requirements and any other emergency situations and everyone within the College sites will be made fully aware of them.
- The competency of all staff through the identification of specific Health and Safety training needs for roles undertaken are identified and are incorporated into the appraisal system to ensure adequate information, instruction, and training (including refresher training) is provided to all staff.
- Line Managers must ensure they and any staff they have responsibility for are fully aware of their roles and responsibilities under this policy and identify and complete any health & Safety training needs required to undertake their roles competently.
- Employees, learners, and apprentices are recognised as a key asset to the College and are provided with adequate information, instruction, and training to ensure their Health and Safety competency to enable them to actively contribute to the effectiveness of this policy. Learners and apprentices' Health and Safety competency is incorporated and embedded into all aspects of the curriculum.
- Everyone will be actively involved in the occupational Health and Safety improvement process.
- Appropriate systems are developed and maintained to facilitate effective communication of Health and Safety information, including monthly newsletters, notice boards, health & safety Intranet, all emails and the publication of Health and Safety performance annually.
- The collection and availability of up-to-date information on the toxicity and potential hazards of all substances used by the College and to reduce the risk of exposure where necessary whilst monitoring the efficiency of the control systems that manage them. Alternative less hazardous substances will always be considered (hierarchy of control measures). Any escapes of hazardous materials are prevented and emissions in the course of the College operations will be reduced towards zero, and we will adhere to the highest standards for the safe disposal of waste materials.
- The appropriate Health and Safety planning, monitoring, reviewing and auditing (incorporating risk assessments will be undertaken) on premises which are not operated by the College but upon which learners undertake educational visits or periods of work experience.
- Annual assessments are undertaken for Health and Safety procedures, audits, workplace inspections, risk assessment reviews to ensure quality and validity and legislative compliance.
- Effective consultation, communication and co-operation with safety representatives appointed by the recognised trade unions on all aspects of employees Health, Safety & Welfare.
- All accidents, incidents and near misses are reported and investigated, with the appropriate action taken to reduce the likelihood of re-occurrence by identifying any

areas for improvement in the Health and Safety Management System. The College is fully committed to undertake active and reactive monitoring and we will continually aim to reduce injury and illness to any person, or damage to equipment, property, or the environment.

This Policy will apply to all premises operated by the College including outreach facilities and will be reviewed on an annual basis. It will be issued, together with any revisions, to all employees of the College. **Health and Safety Policy Statement approved by:**

**Rachael Hennigan**  
**Principal**

**Geraldine Sloan**  
**Chair of Corporation**

**Date 29 March 2024**

**Date 29 March 2024**

## 2. Health & Safety Arrangements for Implementing the Health and Safety Policy

### 2.1. Introduction

1. Under Section 2 (3) of the Health and Safety at Work etc. Act 1974 an employer is required to:
  - “Prepare, and as often as may be appropriate, revise a written statement of his / her general policy with respect to the Health and Safety at work of their employees, along with the organisation and arrangements in force for carrying out that policy, and to bring the statement and any revision of it to the attention of all their employees”.
  - Ensure the policy outlines the steps that the College will take to ensure compliance with Health and Safety legislation and outlines the general duties and responsibilities with regards to Health and Safety of employees and other persons who may be affected by the Colleges working practices. It is not an exact interpretation of the law, but is intended to help those concerned to understand their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and any other associated Regulations and Approved Codes of Practices.
  - Ensure the policy document will be issued to all academic and business support staff, (full-time and part-time) who should familiarise themselves with its contents and continue to practice safe and healthy working methods and ensure that all colleagues, learners, and visitors do the same.
- 1.2 The purpose of the Health and Safety at Work Act 1974 is to:
  - Provide a legislative framework to promote, stimulate and encourage high standards of Health and Safety in the workplace.
  - Promote safety awareness for a safe College and to ensure continual improvement in Health and Safety performance.
- 1.3 The College ‘Policy Statement’ will be displayed in all workplace locations.
- 1.4 A “*Health and Safety Law Poster – What you should know*”, will be available in all locations and should be displayed alongside the ‘Policy Statement’.
- 1.5 The Policy document is a general statement of Health and Safety and should be read in conjunction with any codes of safe working practice for specific College areas issued by individual Directorates / Departments / Sections of the College. This policy is supported and underpinned by associated policies, Standard Operating Procedures and the OSHENS Electronic Management System which are listed in Appendix A.

### 2.2. Sustained Health, Safety, Welfare & Excellence

- Our policy will be delivered by generating a culture that does not tolerate threats to health, safety, and welfare.
- We will strive for continual improvement in safeguarding the health, safety and welfare of our staff, the learners, and apprentices we train and the environment in which we work.
- We will openly encourage, develop, monitor, review and share occupational health and best practice both internally and externally.
- We will only work with joint venture partnerships and clients who are willing to achieve our Health and Safety expectations.
- We will openly engage and influence stakeholders to drive forward Occupational Health and Safety and welfare in their future careers.

## 2.3. Policy Implementation

1. Deputy Principal, Vice Principals, Assistant Principals, Directors, Managers, Practitioners, Supervisors, Team Leaders must fully implement this Policy within their Directorate / Department area by:
  - Ensuring they and all employees within the College are familiar with their roles and responsibilities within the Health and Safety policy.
  - Ensuring staff understand their roles & responsibilities and undertake those duties.
  - Ensuring staff complete the health & safety induction training and fully understand their health & safety roles & responsibilities.
  - Establishing and maintaining a robust Health and Safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and the OSHENS Electronic Management System to ensure legislative compliance.
  - Ensuring all employees, learners, apprentices, and contractors are aware of their roles and responsibilities in relation to Health and Safety and of the procedures and practices they are expected to follow.
  - Ensuring all Health and Safety requirements for employees are considered in the job description and competency is maintained through the identification of Health and Safety training needs via the appraisal system and effective implementation of the Health & Safety Policy.
  - **Ensuring health & safety training needs are identified, and competency is maintained for all staff. Managers are responsible for developing / training matrices for health & safety within their area of responsibility. To ensure core competency of all staff health & safety training objectives contained within the appraisal documents.**
  - All Senior Managers will be involved in the development & implementation of the Health & Safety Management System and will undergo health & safety training every two years. They will be invited to the H&S committee and undertake workplace inspections and will be informed of all progress.
2. Monitoring
  - Monitoring the effectiveness of the policy and its implementation through the audit process in-conjunction with the Health and Safety Manager and the Health and Safety Committee along with implementation of any action plans to remedy any areas for improvement / non-compliance.
  - To ensure workplace inspections are undertaken in conjunction with Directors, Managers, Trade Union Safety Representatives and Health and Safety Manager.
3. Resources
  - Ensuring adequate financial and human resources are available for the effective implementation of the College's Health and Safety Policy and any areas of non-compliance are relayed back to the Vice Principal / Assistant Principal / Director or the appropriate person.
4. Discipline
  - Take disciplinary action in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

## **2.4. Health and Safety Management**

1. Definitions - the key definitions of this policy are as follows:

Health – The wellbeing of employees, this encompasses conditions of body and mind, which could affect the Health and Safety of employees and others.

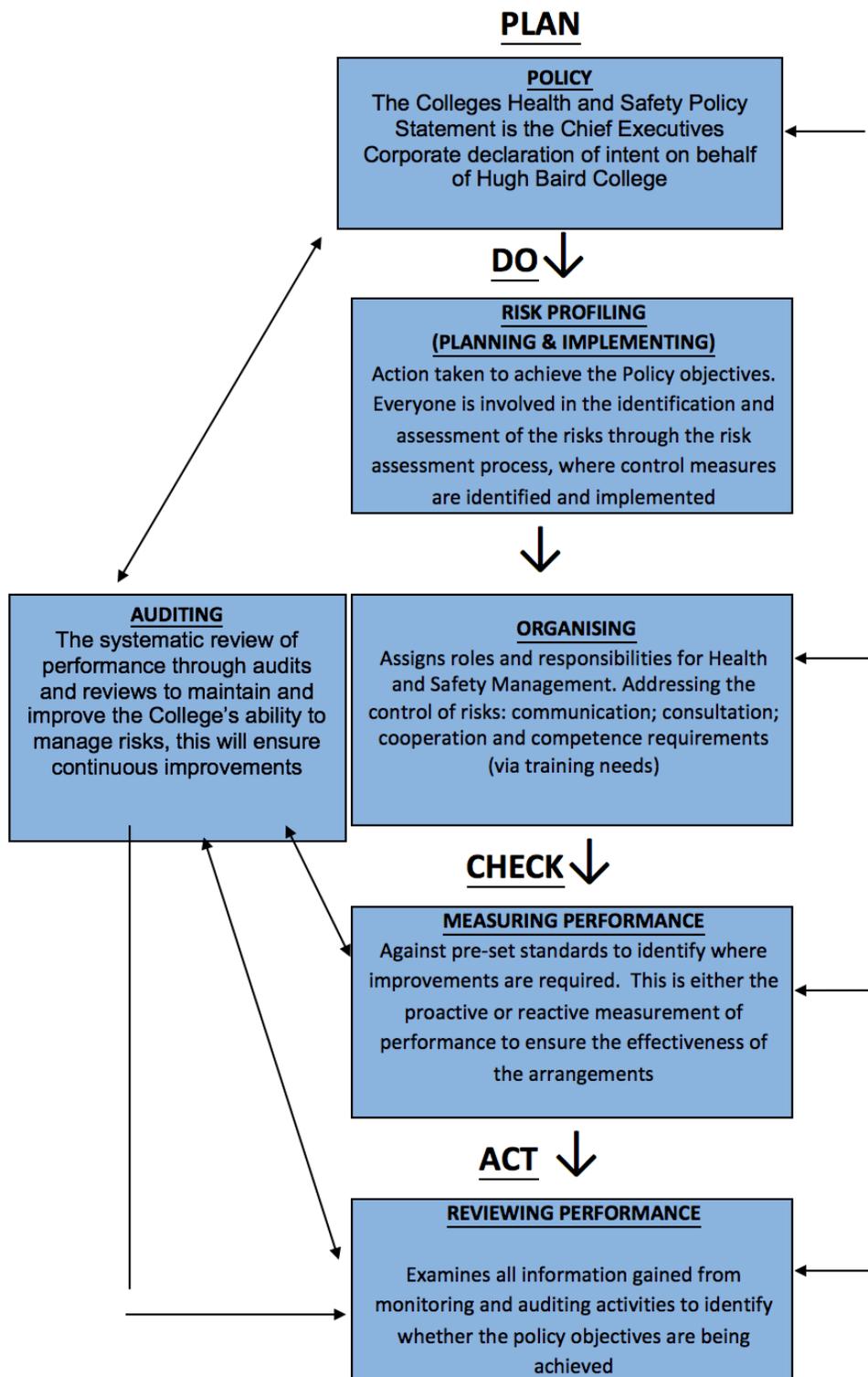
Safety – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.

2. Health and Safety Management System

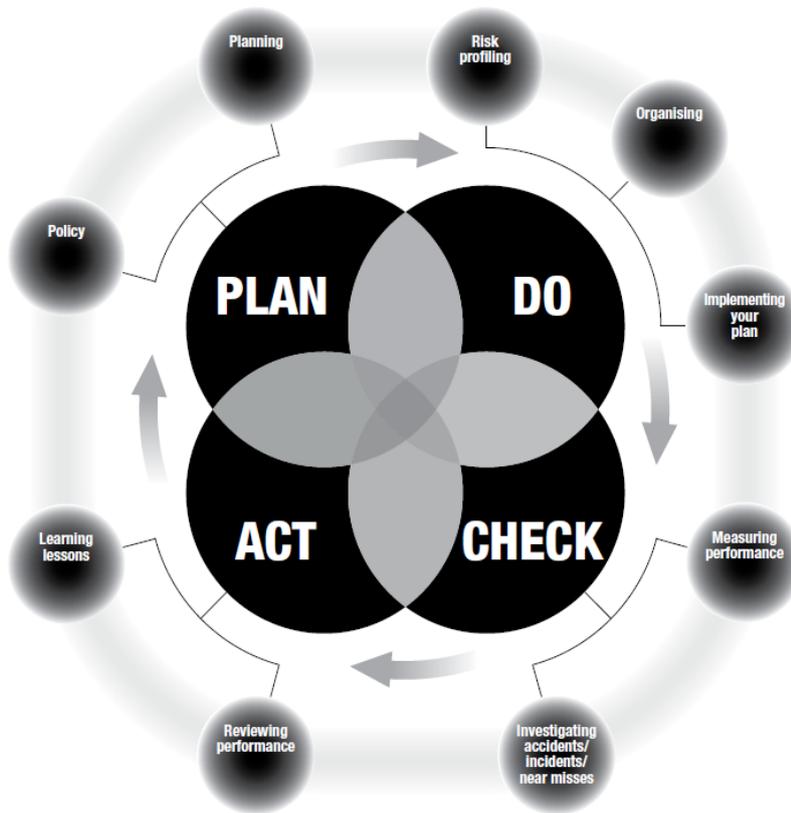
The management of Health and Safety is the responsibility of each Directorate / Department, this allows for issues to be resolved at a “local level”, wherever possible. However, although this is undertaken for practical purposes, Governors and the Principal and Chief Executive retain overall responsibility for Health and Safety.

3. This policy is set out in accordance with Health and Safety Guidance HS (G) 65 “Managing for Health and Safety” which incorporates the following: (PLAN) – Setting the Policy; (DO) – Planning, Implementing and Organising; (CHECK) - Measuring Performance, Audits; (ACT) Reviewing Performance and is detailed in Figure 1 (2.5).

2.5. Figure 1. The Health and Safety Executives Model Health and Safety Management System HSG (65)



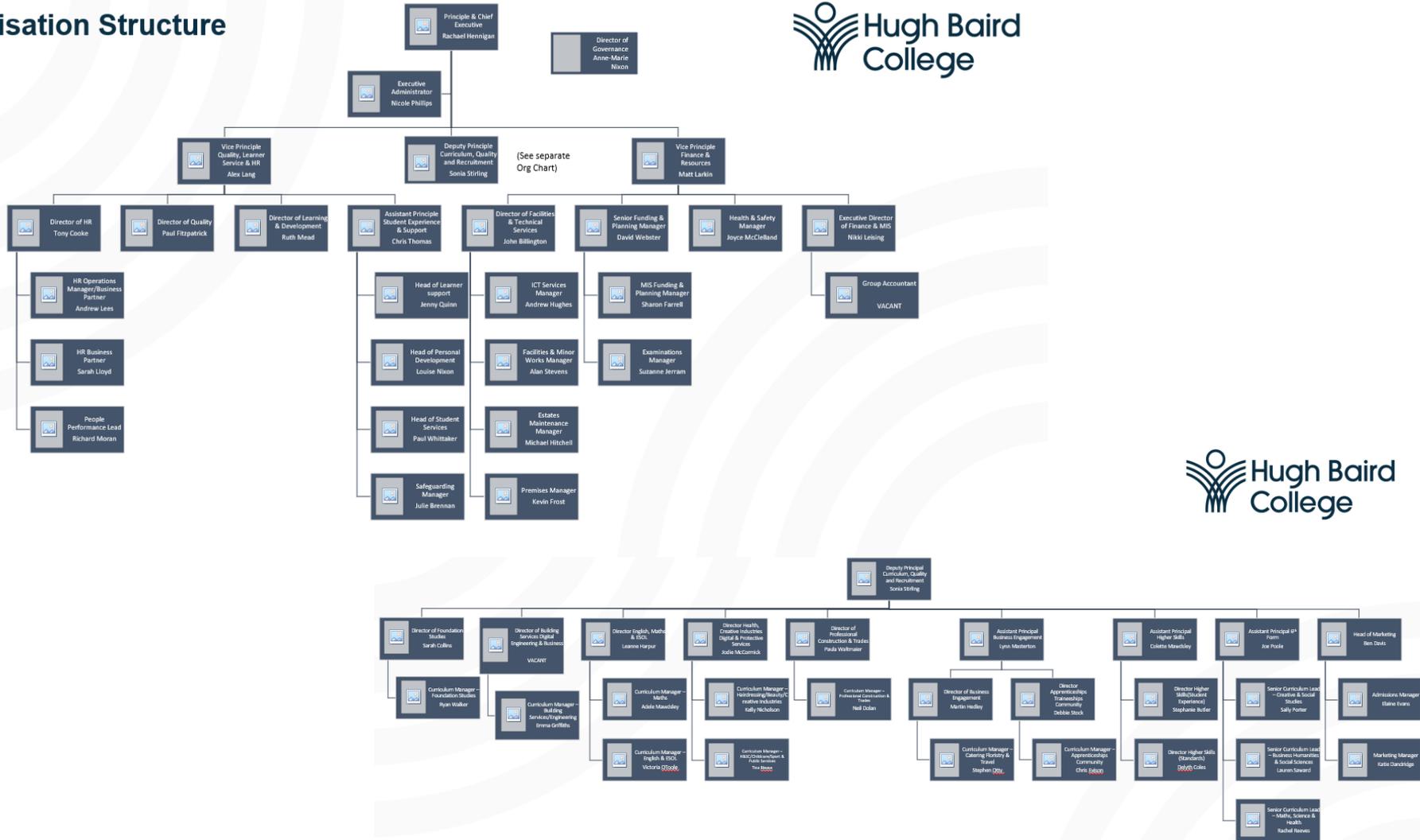
## 2.6. Figure 2. The Plan, Do, Check, Act Cycle



- *Plan*: determine and assess risks, opportunities, and other risks, establish objectives and processes needed to deliver the objectives in accordance with organisational policy
- *Do*: establish, implement, and continue operating an OHSMS, including management structures, roles and responsibilities and resources to maintain the system. Communication and document control are part of this phase.
- *Check*: monitor and measure OHSMS processes and evaluate results, including compliance with relevant regulations and corrective action where required
- *Act*: review the OHSMS and take action to improve the system and continually improve environmental performance.

2.7. Figure 3. Organisational Chart

Organisation Structure

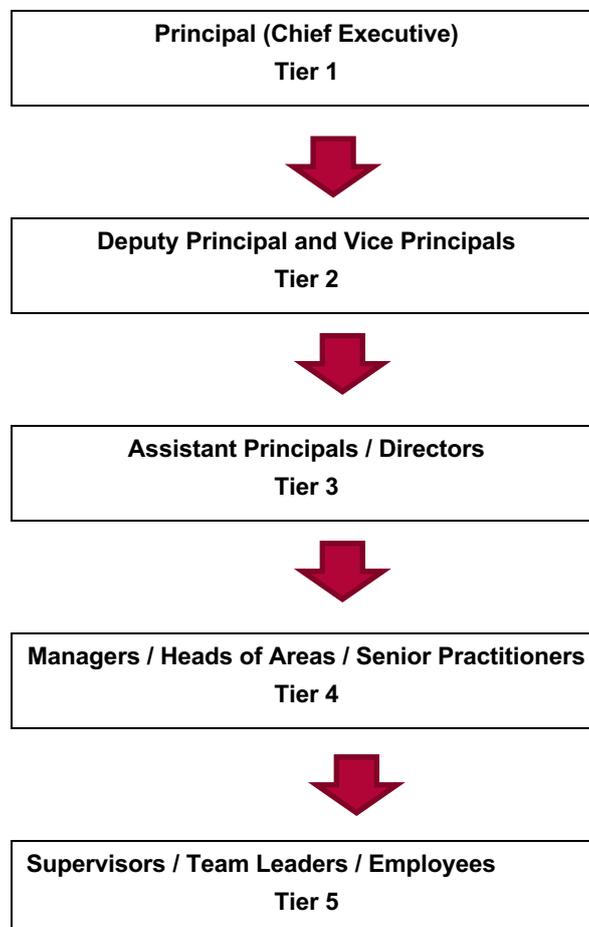




## 2.8. Organisation Health and Safety

1. Responsibilities should only be assigned to persons who are competent to carry them out and have received adequate training and instruction regarding their duties. Responsibilities are assigned to positions rather than named individuals to avoid the need to update the policy following any organisational changes.
2. In accordance with the Policy Statement, overall responsibility for the discharge of the College's legal obligation as an employer in relation to Health and Safety rests with the Chief Executive / Principal, who will make the necessary arrangements to comply with this duty and for advising all personnel of the organisational structure to support this policy.
3. The College's organisational structure for dealing with Health and Safety matters are set out in the following sections of this document. Policies, Standard Operating Procedures, Guidance Notes and Briefing documents operating within the College, will be reviewed annually or sooner if there are any changes in legislation and the OSHENS Electronic Management System will be updated continually. All Health and Safety documents will have the review date on them and will be available via the Health and Safety homepage of the College's Intranet site.

## 2.9. Figure 4. The Policy Assigns Roles and Responsibilities to Hugh Baird College Post Holders as below (Management)



## 2.10. Health and Safety Roles and Responsibilities

1. Successful Health and Safety management depends upon a systematic approach throughout the College to become fully integrated with all other aspects of business management. A proactive Health and Safety culture will be supported by strategic leadership from the Principal / Chief Executive, Deputy Principal, Vice Principals, Assistant Principals, Directors, Academics, Heads of Specific Areas with support from the Health and Safety manager.
2. All Senior Management will:
  - Provide clear leadership on health, safety and welfare and ensure compliance with corporately agreed Health and Safety targets and objectives.
  - Ensure compliance with the College's risk assessments for a Covid safe environment and the appropriate control measures identified are implemented and monitored.
  - Ensure that health, safety, and welfare issues are properly addressed by their respective Directorate and that the aims and objectives of the policy are fully understood.
  - Ensure that Health and Safety management is fully implemented throughout their respective Directorates by allocating specific Health and Safety responsibilities to Directors, Heads of Areas, Service Managers, Academics, and ensure all have attended the relevant training and are competent to undertake their Health and Safety responsibilities.
  - Consider the appropriate financial resources are available to ensure continual improvement and to maintain Health and Safety legislative standards when compiling annual budgets.
  - All regular Principalship meetings will have Health and Safety as an agenda item.
  - **Ensure any staff they have responsibility for are fully aware of their roles and responsibilities under this policy and identify and complete any health & safety training needs required to undertake their roles competently.**

## 2.11. Overall, Roles and Responsibilities

1. The Corporation has the overall responsibility for the Health and Safety of all employees, learners, apprentices, and visitors using the College premises. Subject to this overall responsibility the Principal, and as Chief Executive, has responsibility for the management of the College, including responsibility for management of Health and Safety and is responsible for ensuring the implementation of this Health and Safety Policy.
2. The Principal and Chief Executive discharges the responsibility for Health and Safety management through the Deputy Principal, Vice Principals, Assistant Principals, Directors who in turn require Heads of specific areas / Academics / Service Managers / Line Managers to account for Health and Safety arrangements within the Directorates / Service areas.

## 2.12. Principal and Chief Executive

1. Will be primarily responsible for the Health and Safety of all employees, learners, apprentices, and visitors using the College premises by ensuring:
  - The provision of a detailed Health and Safety Policy Statement, which is updated annually or sooner if required.

- Health and Safety duties and responsibilities are clearly delegated to all levels within the organisational structure and such duties and responsibilities are appropriately discharged.
- The provision of adequate human and financial resources required to enable Directorates and service areas to comply with the legislative requirements for Health and Safety.
- The College meets all statutory Health and Safety requirements.
- Health and Safety are integrated into the management structure and Health and Safety objectives are an integral part of the overall College Strategic Business Plan.
- Regularly monitor performance of the Deputy Principal, Vice Principals and Directors to ensure they have undertaken their Health and Safety responsibilities and be informed of any significant non-conformances and any investigation outcomes.
- There is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999
- There is a management system for monitoring the effectiveness of Health and Safety arrangements.
- Adequate staffing levels for safe supervision.
- The delegated responsibility for maintenance and general upkeep of the premises.
- The purchase of equipment to meet appropriate safety standards.
- The repair, maintenance, and testing of college equipment.
- The purchase and maintenance of first aid materials and fire- fighting appliances.
- The funding of necessary safety training for staff.
- The provision of appropriate Health and Safety information to governors.

The Principal and Chief Executive may choose to delegate to other members of staff any or all the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal and Chief Executive from the overall day-to-day responsibilities for Health and Safety within the College.

### **2.13. Deputy Principal, Vice Principal / Dean / Assistant Principals**

Deputy Principal, Vice Principal / Assistant Principals / Directors have overall responsibility for Health and Safety at a Directorate and Divisional level. In-order to discharge this responsibility they will demonstrate a genuine commitment to pursuing high standards of Health and Safety by integrating the principles of risk management into all general business activities by ensuring:

- Systematic risk assessments are completed by their Directors / Managers for all work / learning activities along with effective implementation of protective and preventative control measures to ensure legal compliance whilst ensuring annual reviews are completed for the risk assessments in their areas of responsibility.
- The correct procedures are followed for the reporting, recording, investigation and follow-up of accidents and incidents on the premises including 'near misses.'
- Staff are fully aware and comply with this policy.
- The arrangements for action to be taken in an emergency and that all involved are informed of the arrangements.
- They report to the Principal and Chief Executive any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Monitor that health & safety is effectively being managed within all their areas of responsibility and undertake audits for health & safety.
- Managers incorporate health & safety in the appraisal process for staff and effectively implement any targets.

## 2.14. Directors

Directors are responsible for ensuring the Health and Safety standards within their Directorate / Service area are exemplary and it is fundamentally a line management responsibility to ensure Health and Safety Legislative compliance. They must keep themselves always informed as to the level of achievement of the objectives of this policy and initiate and follow up such action as is necessary to always ensure maximum achievement.

1. They are responsible for ensuring the Health and Safety of all staff, learners, apprentices, contractors, and visitors present in their areas of responsibility and to:
  - Ensure all staff, learners and apprentices comply with current Health and Safety legislation for example display screen equipment, risk assessment, manual handling operations, control of substances hazardous to health etc.
  - Ensure that all Managers, Practitioners, and associated employees within their Directorate are familiar with the Health and Safety policy, corporate policies, Standard Operating Procedures, guidance documents, Health and Safety regulations and any relevant approved Codes of Practice. In addition, any service specific policies, rules, procedures which are developed must be disseminated to all team members to ensure all staff are aware of the procedures.
  - Develop, monitor, and review progress in achieving annual Health and Safety plans and safety targets within their Directorate.
  - Ensure risk assessments are completed **before** any activities are undertaken by themselves or a competent person ensuring staff are involved in the process, once completed they should be shared with staff and reviewed as appropriate in accordance with standard operating procedures (SOP 02 the Risk Assessment Process). **They must ensure risk assessments are reviewed on an annual basis, signed, and dated** and where existing control measures are found to be inadequate, priorities for action will need to be taken by the manager in charge.
  - Ensure team stress risk assessments are completed by their appropriate managers and individual assessments for any staff suffering from work related stress. Ensure control measures are implemented within a reasonable time frame and monitor and review annually or sooner if required.
  - Ensure all managers / staff do not use chemicals / products / micro-organisms etc. unless task-based risk assessments have been completed before the activity is undertaken in compliance with the Control of Substances Hazardous to Health (COSHH).
  - Ensure all equipment, machinery and operations comply with Health and Safety legislation, are fit for purpose, and are maintained in accordance with the manufacturer's guidance.
  - Ensure employees are competent through incorporating Health and Safety training needs as part of the appraisal process.
  - To ensure adequate instruction, information, supervision, induction, training (refresher) and to enable pre-planning of sufficient resources to discharge their Health and Safety duties.
  - Ensure all individuals' capabilities, training, knowledge, and experience when allocating tasks to them, i.e., undertaking College visits is considered and review health & safety training as part of the risk assessment process.
  - Implement key Health and Safety responsibilities and objectives into individual job descriptions detailing levels of responsibility and accountability.

- Ensure provision of adequate Health and Safety training and information, particularly as part of the new starter staff / student induction programs.
- Ensure all accidents, incidents, dangerous occurrences / near misses are reported and investigated in line with corporate procedures / standard operating procedure SOP 01 Accident and Incident Reporting and to comply with Health and Safety legislation.
- Attend the College Health and Safety Committee meetings when invited.
- In consultation with the Health and Safety manager, Vice Principal Finance & Corporate Services bring to the notice of the Principal & Chief Executive any health, safety or welfare matters which cannot be resolved and are giving cause for special concern.
- Create a Health and Safety culture by stimulating interest and enthusiasm for Health and Safety amongst staff, learners, and apprentices.
- Promote and embed Health and Safety within the curriculum by using and developing the 'safe learner' concept.
- Ensure routine Health and Safety inspections and safety audits are carried out, recorded and deficiencies actioned, to maintain a high standard of housekeeping. Corridors, stairways, and walkways should be free from obstruction or hazards and open drinks and unwrapped food should not be transported. Fire exits, evacuation routes, and fire - fighting equipment must be clear of obstruction.
- Ensure all health & safety folders provided are maintained and kept up to date, ensure all equipment inspections are completed and maintenance of equipment is completed on an annual basis.
- Ensure (via departmental staff) that all students are given the necessary Health and Safety information and instruction prior to commencing practical activities which may involve some risk and ensure they are familiar with the risk assessments.
- Ensure good standards of housekeeping are maintained.

## **2.15. Delegated Managerial Responsibilities**

1. Vice Principal Finance & Corporate Services will be responsible for Health and Safety by:
  - Ensuring the implementation of college policy on Health and Safety matters and for ensuring compliance with statutory requirements. This will be actioned in conjunction with the Health and Safety Manager, or other members of staff as appropriate.
  - Monitoring and auditing Health and Safety policies and procedures produced by the Health and Safety Manager.
  - Reporting to the Principalship and Corporation on Health and Safety matters.
  - Ensuring that training for all staff in Health and Safety is planned, implemented and is appropriate for the roles undertaken.
  - Ensuring the reporting, where appropriate, of notifiable accidents and occurrences to the Health and Safety Executive and Education Skills Funding Agency in conjunction with the Health and Safety Manager.
  - Overseeing the production of an annual report for the Corporation upon Health and Safety matters within the College. The report will include details of changes in relevant statutory requirements, Codes of Practice and will outline the consequential implications for both the College and the Corporation.
  - Ensuring termly evacuation drills and weekly fire alarm tests etc. are undertaken for all sites.
  - Ensuring any defects in the state of repair of the buildings or its surrounds which is

identified as being unsafe, record and take whatever appropriate action is necessary to minimise the risk until repairs can be arranged.

- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health and Safety of staff and others are kept to a minimum and are effectively managed.
- Oversee all arrangements for educational visits and College trips.

## **2.16. Health and Safety Manager**

Appointed by the College and will ensure the College has appropriate Health and Safety management policies, standard operating procedures, and guidance documents in place at a corporate level to enable the College to meet its statutory duties. However, it is the responsibility of Directors / Managers to ensure all staff they are responsible for comply with all health & Safety policies and procedures and monitor health & safety training needs annually of their staff to ensure competency. The Health & Safety Manager will also

- Assist in the development and implementation of HSG 65 “Managing for Health and Safety”, for the College to Plan, Do, Check and Act.
- Provide Health and Safety support, advice and strategic input to the College Management Team, Chief Executive, Deputy Principal, Vice Principal, Assistant Principals and Directors.
- Assist all levels of management to implement and comply with the requirements of the Health and Safety at Work etc. Act 1974 and all relevant Health and Safety legislation. Advising the College, its employees and stakeholders on forthcoming changes and developments to Health and Safety legislation, relevant regulations, approved codes of practice and Health and Safety Executive guidance.
- Deal with day-to-day issues concerning Health and Safety including requests for assistance, guidance, support or information to managers, supervisors, safety representatives, employees, learners, apprentices, contractors, and any associated parties within the College.
- Promote the risk assessment process for the identification of hazards, assessing risks, identifying, and implementing suitable control measures to reduce risk to an acceptable level along with the process of monitoring and reviewing.
- Monitor accidents and accident trends, completing reports to the Health and Safety Committee. Assisting in the investigation of serious accidents with line managers / senior management and for the provision of any safety reports at the Health and Safety Manager’s discretion.
- Develop and support the integration of the Health and Safety Management System.
- Conduct Health and Safety audits to ensure the College complies with its statutory duties and to test the effectiveness of the Health and Safety Management System. Any plans from the audit process (active monitoring), should be specific, measurable, achievable, realistic with time frames for determining priorities which are monitored for completion.
- Establish professional relationships at all levels within the College and external organisations such as the Health and Safety Executive, Fire Service etc.
- Examine the working practices of all College employees, at any time, along with those of contractors to the College regarding health, safety, and welfare.
- Initiate and contribute to, as appropriate, the Health and Safety training needs with Directors, Line Managers and Human Resources for staff within the College.
- Provide first aid training and in-conjunction with the first aiders provide the supplies for their first aid kits.
- Sit as a member of the College Health and Safety Committee.
- Produce an annual report for the Corporation detailing accident statistics for the College

together with any other required information.

## **2.17. Heads of Areas, Service Managers / Supervisors and Team Leaders / Teaching Staff / Site Manager**

Will within their area be responsible for the implementation of the College Health and Safety policies, Standard Operating Procedures, guidance documents, regulations and approved Codes of Practice relating to Health and Safety and shall be fully familiar with the College Health and Safety Policy and the responsibilities for staff placed on them to ensure:

- Equipment or machinery purchased is fit for purpose, vibration, noise, dust (any hazards are considered) and local exhaust ventilation is considered in the purchase. Risk assessments must be completed before the item is used in accordance with Health and Safety regulations and adequate control measures must be implemented before use i.e., if extraction is required then extraction must be provided, learners, apprentices or staff should not be exposed to any unacceptable levels of risk.
- Compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 (as amended) risk assessments, safety inductions, display screen equipment, manual handling operations, control of substances hazardous to health and any associated legislative requirements for their areas of responsibility.
- Staff for whom they have line management responsibility, are adequately trained, and supervised for tasks / activities they are required to perform and are provided with the relevant information, instruction, and training to undertake their roles safely.
- Staff are provided with the necessary Health and Safety induction, instruction, information, training and the appropriate explanation of College policies, standard operating procedures, and codes of practice for the areas they work in.
- All risk assessments are completed within their areas of responsibility and that they are all undertaken by a competent person, which are implemented, communicated, and reviewed on an annual basis (see standard operating procedure SOP 02)
- Team stress risk assessments are completed with control measures implemented in reasonable time scales and individual assessments completed when required, all subject to the monitoring and review process (annual for team assessments)
- All staff you have responsibilities for complete Display Screen Assessments and complete any action plans required, implement actions, monitor, and review.
- All staff and associated partners / workers / contractors / others are familiar with fire / bomb emergency procedures, first aid provisions, safe systems of work, reporting of significant hazards and risk assessments, accident reporting within their working area to ensure effective reduction of risk.
- All plant, equipment and machinery used is adequately tested, maintained, and repaired with documented records to ensure legislative compliance, and all employees are aware of the correct procedures for its use and the action to take when it becomes defective.
- All products, equipment and services must go through a rigorous procedure for reducing risk by the purchasing of safer substances that do the same job but are less hazardous. **Control of Substances Hazardous to Health task-based risk assessments must be completed before using any chemicals** and (consider the hierarchy of controls). All staff must be trained in the safe use of chemicals.
- All contracts with partners, service providers and any other organisations are competent, fully trained, Health and Safety responsibilities and accountabilities are

clearly defined and risk assessments, method statements, safe systems of work, equipment safety checks, audits and reporting procedures are implemented and monitored.

- All accidents, incidents, ill health, disease, dangerous occurrences, near misses, violent or abusive episodes are reported through the OSHENS online accident / incident reporting system within 24 hours of the adverse safety event occurring (the same procedure applies for commissioned services / sub-contractors) providing the details of the incident must be undertaken within 24 hours of occurrence and must be fully investigated with control measures documented and implemented to prevent re-occurrence.
- Consulting and co-operating with appointed safety representatives where applicable
- Senior Managers / Health and Safety Manager are informed of any relevant health, safety, and welfare issues, especially those that have resource implications and for those that cannot be resolved at local level.
- All Health and Safety training needs are identified through the appraisal system along with refresher training and for any new posts Health and Safety requirements will be incorporated into the job description.
- All necessary personal protective equipment (PPE) and respiratory protective equipment (RPE), is considered as the last resort in the hierarchy of control measures and when purchased is fit for the task, maintained, repaired, stored, and cleaned in accordance with the regulations and staff are fully aware of why they are using it and are trained in its use.
- Routine Health and Safety inspections are carried out, recorded and deficiencies carried out, to maintain a high standard of housekeeping. Corridors, stairways, and walkways should be free from obstruction or hazards and ensure open drinks and unwrapped food are not being transported. Fire exits, evacuation routes, and fire-fighting equipment must be clear of obstruction.
- Any dangerous occurrences or accidents, faults or defects are promptly reported, as per College procedures, and ensure that any faults or defects do not put staff, students, or members of the public at risk.
- All newly acquired items of electrical equipment are included in the register of items for Portable Appliance Testing (PAT). Also, PAT testing updates and schedules are provided quarterly to the health & safety committee.
- All workshops should be locked if there is no academic or technician present.
- No practical classes should be undertaken without a risk assessment or if using chemicals, a COSHH Assessment is in place.
- Know to whom to refer if they have a query or concern about Health and Safety.

**2.18. The Director of Facilities and Technical Services / Estates Team / Facilities Manager / Estates Manager / Site Manager / Caretaker under the Direction of Vice Principal Finance & Corporate Services will be responsible for:**

- Ensuring that all the premises operated by the College, the fabric of the buildings and internal / external plant systems associated with the buildings, are monitored, and maintained in good order to provide a safe and healthy working environment.
- Ensuring policies and procedures are implemented in accordance with the College's requirements / Health and Safety legislation and make use of other resources provided by the College to promote Health and Safety at work.
- Ensuring staff for whom they have line management responsibility, are adequately trained, and supervised for tasks / activities they are required to perform and relevant information, instruction

and equipment including personal protective equipment, necessary to achieve safe systems of work are provided, used, and maintained.

- Ensuring that services supplied to the College by external contractors satisfy all current Health and Safety legislation, particularly in respect of equipment, its maintenance, safe systems of work, risk assessments, method statements, competency and other safety standards which may apply to work being undertaken and all relevant documentation is reviewed on an annual basis and monitor contractors whilst they are on site.
- Ensuring that all risk assessments are undertaken by a competent person, with the involvement of employees. Ensuring the risk assessments are implemented, communicated, and reviewed on a risk-based approach, for example high risks (annual reviews) for medium and low risks bi-annually these would be subject to the risk assessment process and determined at a local level.
- Ensuring the asbestos register is kept up to date; a management plan is undertaken, with risk assessments, emergency procedures provided for the premise(s) they control. Where any work is undertaken the asbestos register must be provided and brought to the attention of contractors prior to commencement of any works and the provision of any information on any other risks that may be present. For refurbishment work a demolition / refurbishment asbestos survey should be completed before any work starts (see SOP 18 Asbestos Management).
- Ensuring the compliance with the control of legionella, maintenance of the legionella logbook on sites (development and maintenance of a legionella management plan), water monitoring, risk assessment, emergency procedures etc. (see standard operating procedure SOP 17).
- Ensuring compliance with statutory requirements in relation to fire and bomb evacuation procedures, electrical safety (testing), provision use work equipment regulations, control of contractors, lifting operations lifting equipment regulations, safe access and egress; workplace inspections, audits and any other Health and Safety legislation that may be applicable to providing safe College buildings.
- Maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request.
- Ensuring all accidents / incidents are reported on the OSHENS online reporting system and undertaking investigations as to why they happened and what risk control measures have been implemented to prevent re-occurrence.
- Fire management within all College buildings, ensuring emergency lighting is tested monthly, weekly fire alarm tests are undertaken, fire evacuation drills are arranged each term for each building and feedback any issues identified to senior management and ensuring that all fire-fighting equipment and emergency systems are adequate and maintained and tested in accordance with the regulations, and records are kept.
- Ensuring that any statutory requirement relating to the internal / external systems associated with the building are met and necessary records are kept, this includes plant and machinery.
- Liaising with building / maintenance contractors to ensure that they are provided with a copy of the Procedures to be Followed by Contractors Working Upon College Premises and that they are aware of the College's Health and Safety Policy, including obtaining risk assessment, method statements and issuing permits to work in accordance with College policy. They must also be made aware of the College's requirements for the contractor to conform to current legislation and to have appropriate arrangements to protect the Health and Safety of their employees, College staff, learners, and the general public.
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action, when necessary, to prevent injury to others on the site who might

otherwise be exposed to unnecessary dangers, e.g., erect barriers around opened manholes etc.

- Participating in the annual Health and Safety review of the building's structure, services, access to / egress from the college, main circulation areas etc.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

## 2.19. All academic (teaching) staff

Academic / teaching staff are responsible for the Health and Safety of all students / learners / apprentices under their control whilst involved in organised activities both on site e.g., classrooms, workshops, laboratories and recreational areas, and off site on College trips.

Academic / Teaching staff shall ensure:

- **They comply with all Health and Safety legislation and must ensure risk assessments are completed before any activities are undertaken** in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended)
- They are fully aware of the Health and Safety policy and local standard operating procedures.
- Safety instructions are given to students / learners before any practical classes.
- Equipment or machinery purchased is fit for purpose, vibration, noise, dust (any hazards are considered) and local exhaust ventilation is considered in the purchase. Risk assessments must be completed before the item is used in accordance with Health and Safety regulation and adequate control measures must be implemented before use i.e., if extraction is required then extraction must be provided, learners or staff should not be exposed to any unacceptable levels of risk.
- Any safety guards / lock off procedures are in place and are effectively used.
- Report any defective equipment.
- All activities undertaken are subject to the risk assessment process and any associated Health and Safety legislation must also be considered e.g., manual handling implications etc.
- Staff and learners must wear the correct personal protective equipment (PPE) as per the risk assessment.
- All educational visits paperwork is completed and signed seven days before any trips go ahead, incorporating a thorough risk assessment on the activity being undertaken.
- **No practical session should proceed without a risk assessment in place or if chemicals are being used a COSHH assessment must be completed (this is the role of the academic in charge of the class to complete).**
- No chemicals should be brought into college without approval from the H&S Manager
- No fabric of the building should be touched without approval from the Maintenance Manager and the H&S Manager, e.g. breaking into electrical cupboards using electrical supplies etc.
- Staff must ensure all equipment they / and students; apprentices use has a maintenance checked weekly (recorded) and full maintenance every twelve months.
- Staff must ensure ladder, maintenance, first aid, Health and Safety checks are undertaken weekly / monthly, and recorded.
- Report back to the Directors on any health & safety areas of concern.

**They must ensure the learners / apprentices they are responsible for are provided with the following:**

- Necessary Health and Safety instruction, information, training, and supervision
- Health and Safety induction includes the correct procedures for fire / bomb emergency evacuation, first aid facilities, the reporting of accidents and the identification and control of hazards.
- Informed and comply with the correct procedures for the safe use, handling and storage of potentially hazardous materials and substances and the hierarchy of control measures must be considered.
- That any substances used must have a task based COSHH assessment before they are used. **No substance should be used unless it has a COSHH assessment.**
- Knowledge and compliance with the correct procedures for the use of machinery, plant or equipment.
- Adequate supervision, where appropriate, to enable all work in which they are involved to be carried out safely.
- Trained in the use and care of appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE) and use this in accordance with the laid down procedures or instructions, which will be enforced by the academic in charge of the class.
- Are aware of whom to refer to if they have a query or concern about Health and Safety.
- Are provided with adequate information and training on hazards and risks of the activities they undertake i.e., manual handling operations, control of substances hazardous to health etc.
- Must NOT undertake practical classes unless a risk assessment is in place.
- Must not break into any part of the fabric of the building without approval from estates / premise manager and a risk assessment is approved.

## **2.20. All employee responsibilities:**

1. Due regard must be taken by all staff of the duties placed upon everyone under Section 7 of the Health and Safety at Work Act 1974 and the responsibilities of employees are as follows:
  - It shall be the duty of all employees at work to take care for the Health and Safety of themselves and other persons who may be affected by his / her acts or omissions at work” and “as regards any requirement or duty imposed on his employer or any other persons by or under any of the statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed and complied with”. Whilst the overall responsibility for Health and Safety lies at the highest management level, all employees must accept their roles and responsibilities in carrying out this Policy.
2. It is the duty of all employees to:
  - Take reasonable care for the Health and Safety of themselves and other people who may be affected by the way in which they carry out their work.
  - Co-operate fully with managers or senior staff to enable them to carry out their statutory duty, and any Health and Safety inspection, monitoring, or auditing.
  - Comply with the College Health and Safety Policies, standard operating procedures and instructions which are issued to them or are on the Health and Safety intranet.

- Adhere to the requirements of the risk assessment process and ensure they are aware that they have a legal duty to follow procedures issued by the College which are designed to protect their own and others health, safety and welfare.
- Comply with any statutory duties / inspections undertaken on equipment / tools and record them and ensure any defects are immediately reported to the line manager. Any defective equipment must be taken out of service, clearly marked / and kept aside for repair.
- Visually check all electrically operated items prior to using them or issuing them to another person and immediately after their use to ensure that there are no obvious defects. When defects are suspected the item must be removed from service and the matter reported to their manager.
- Promptly report to their manager any situation, working practice or procedure which they know is potentially hazardous or which has been reported to them as such.
- Use machinery, plant, or equipment only when they have been authorised to do so, when the appropriate instructions and training has been completed, ensuring all the safety systems are in operation.
- Make full use of the appropriate equipment, personal protective equipment, respiratory protective equipment, safety devices and be aware of the hazards within their workplace and familiar with safe systems of work.
- Ensure all accidents, incidents, dangerous occurrences, or ill health are reported to their line manager who will investigate and will ensure the OSHENS Electronic Report Form is completed within 24 hours of the accident / incident occurring and provide details of the action required to prevent reoccurrence.
- Undergoing the appropriate Health and Safety training were deemed necessary by their manager.
- To comply with all COSHH task-based risk assessments. Always consider the hierarchy of control measures by; **Eliminating** the risk by avoiding the use of certain processes and materials; **Substituting** for a less hazardous process / material; **Combating** the risk at source through engineering controls; **Controlling** the risk by designing suitable safe systems of work; **Minimising** the risk by using personal protective equipment which should only be used as a last resort.

#### 2.21. Student / apprentices responsibilities are as follows:

- To take reasonable care of the Health and Safety of themselves and other persons who may be affected by the way in which they conduct themselves as part of their program of study, including any work experience.
- To co-operate fully with staff in relation to Health and Safety to enable them to carry out their statutory duty, and any Health and Safety inspection, monitoring, or auditing programs.
- To promptly report to staff any situation, working practice or procedure which they know is potentially hazardous or which has been reported to them as such.
- To promptly report to staff any accidents or dangerous occurrences.
- To use machinery, plant, or equipment only when they have been authorised to do so and when appropriate training has been given and all safety systems are in operation.
- To use personal protective equipment or materials provided by the College in accordance with the appropriate instructions and NOT misuse personal protective equipment or materials in any way.
- To comply with Health and Safety instructions, both verbal and written, which are issued to them.
- To use, handle and store substances in the prescribed manner

- To consume food and drink only in the refectory areas of the College and not to transport open drinks and unwrapped food within other College areas.
- Follow all instructions issued by any member of staff in the case of an emergency.
- To comply with the Student Code of Conduct.

## 2.22. Check

### 1. Performance Measurement and Review:

- It shall be the duty of all employees at work to take care for the Health and Safety of themselves and other persons who may be affected by his / her acts or omissions at work” and “as regards any requirement or duty imposed on his employer or any other persons by or under any of the statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed and complied with”. Whilst the overall responsibility for Health and Safety lies at the highest management level, all employees must accept their roles and responsibilities in carrying out this policy.

### 2. Workplace inspections:

- In addition to safety checks carried out by all College staff as a normal part of their job, the Directors / other responsible managers will establish formal arrangements for regular, scheduled Health and Safety workplace inspections / audits and the preparation of written reports which should be forwarded onto the Health and Safety Manager. The frequency of these inspections will be on a quarterly basis, for higher risk areas weekly and monthly inspections will be required.
- Further inspections across all College areas will be conducted by the Health and Safety Manager. The Health and Safety representatives will also undertake workplace inspections on a quarterly basis.

### 3. Monitoring:

- The Health and Safety Committee will undertake monitoring of the Directorate / Departments workplace inspection process and feedback any areas for improvement to the College Management Team.

### 4. Auditing:

- The College’s Health and Safety systems will be audited by the Health and Safety Manager and external bodies such as Health and Safety Executive and the British Safety Council. Remote self-auditing will also be undertaken by Managers.

### 5. Proactive measures of performance:

- **Health & safety targets should be monitored through the appraisal process.**
- Corporate Health and Safety arrangements, procedures, policies, and risk assessments require mandatory compliance and must be monitored and reviewed to ensure continual improvement.
- Workplace inspections (undertaken at monthly and quarterly intervals) by the Health and Safety staff and the Health and Safety Committee
- Auditing is undertaken by the Health and Safety Manager and is monitored by Vice Principal Finance & Corporate Services, the College Management Team and the appropriate Managers

- Remote auditing will be undertaken on an annual basis by Directors / Managers with spot checks by the H&S Manager to verify the results provided.
- External auditing is undertaken by the British Safety Council, Education and Skills Funding Agency, Construction Industry Training Board, and Environmental Health. Copies of audit reports will be given to the Health and Safety Committee, who will monitor performance to ensure the actions are implemented.
- Quarterly Health and Safety Committee meetings with actions identified, assigned, and signed off when actioned.
- Implementation of the OSHENS Electronic Health and Safety Management System.

6. Reactive measures of performance:

- The number of accidents, incidents, near misses, lost time incidents, RIDDOR incidents, occupational ill health reports and the number of occupational health referrals and any civil claims made against the College are monitored and risk reduction strategies are developed to prevent re-occurrence.

### **2.23. Act**

This is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total Health and Safety management system and drawing up plans for corrective action. A new in-depth audit process has been developed which identifies the following:

- Appropriate management arrangements are in place with adequate risk control systems / strategies for the hazards associated with the College's undertaking and appropriate workplace precautions and welfare facilities.
- Areas requiring action are identified and action plans developed to ensure continual improvement, which are monitored and reviewed. In addition, internal audit addresses areas of Health and Safety as part of corporate governance assurance.

### **2.24. College Health and Safety Committee and Safety Representatives**

Consultation and effective communication - The Safety Representative and Safety Committees Regulations 1977 require Hugh Baird College as an employer to consult in good time with Safety Representatives on

- The introduction of any measure in the workplace, which may substantially affect the Health and Safety of employees the safety representative represents.
- The arrangements for appointing or nominating persons in accordance with Regulation 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1999 (as amended)
- Any Health and Safety information the employer is required to provide to the employees and their safety representatives by or under the relevant statutory provisions.
- The planning and organisation of any Health and Safety training provided to employees that the safety representative represents, by or under the relevant statutory provisions.
- The employer shall provide such facilities and assistance as safety representatives may reasonably require for the purpose of carrying out their functions under Section 2(4) of the 1974 Act

- Communication channels for the exchange of Health and Safety knowledge and information which should be formalised and structured and delivered in a range of formats (for example, verbal, and paper copy, electronic or at Health and Safety Committee meetings).

The Health and Safety Committee:

- Chairperson (s)
  - Chaired by the Health & Safety Manager who acts as the nominated person for the Vice Principal Finance & Corporate Services and for the Principal and Chief Executive
  - In the absence of the Health & Safety Manager the Vice Principal Finance & Corporate Services will act as the nominated representative.
- Secretary
  - Support is provided by an Executive Secretary.
- Frequency of meetings
  - At least 3 meetings per year
- Attendance at meetings
  - The Health & Safety Committee comprises ex officio members, management nominees, plus representatives from Directorates, departments, sections, and several union representatives.
  - Directors from each area must attend the meetings.
  - Dates for the following meetings are to be arranged in advance as the last item of business of the current meeting. Both sides should submit to the Chairperson written details of items for inclusion not less than two weeks prior to the meeting.
  - The Chairperson shall circulate the agenda and relevant papers not less than one week prior to the date of the meeting and meetings shall not be cancelled without prior consultation and agreement from both sides and any re-arranged meeting will be scheduled for as near to the original date as possible.
  - Any late issue may be brought to the attention of the Committee under the heading of “any other business.”
- Failure to agree.
  - Where a disagreement of an urgent nature cannot be resolved the Joint Secretaries and Chairperson of the Health and Safety Committee shall determine the appropriate course of action with regard to the procedures to be adopted.
- The Committee’s functions are:
  - To assist in the dissemination of Health and Safety information and good practice throughout the College
  - To promote the awareness of Health and Safety throughout the College and the integration of Health and Safety into the curriculum
  - Evaluate accident, incident, near miss and reportable disease statistics and identification of trends for remedial action.
  - Consider any policies, standard operating procedures guidance notes and examine safety audits and inspection reports provided by the Health and Safety Manager
  - Analyse information provided by enforcing authorities, including consideration of appropriate Health and Safety publications.
  - Consider any matters which members of the Health and Safety Committees may wish to submit and to draw attention to any unsafe conditions,

- materials, equipment, or machinery.
- To review any Health and Safety matters brought to the attention of the committee by a representative as being of concern to staff or students.
- The role of the Safety Representatives are as follows:
  - To attend meetings of the Health and Safety Committee in their capacity as an appointed Safety Representative in connection with any of the above functions
  - To bring to the attention of the Committee any Health and Safety matters of concern to staff or students
  - To make representation to the employer on matters affecting the health, Safety and Welfare at work of employees they represent and to carry out certain inspections specified by the Regulations.
  - To represent the employees, they are appointed to represent, in consultation at the workplace with Inspectors of the Health and Safety Executive or any other enforcing authority and receive any information from HSE Inspectors in accordance with Section 28(8) of the 1974 Act
  - To investigate potential hazards and dangerous occurrences at the workplace (whether it is drawn to their attention by the employees they represent) and examine the causes of accidents at the workplace.

**Health and Safety Policy Arrangements approved by:**

**Rachael Hennigan**  
**Principal**

**Geraldine Sloan**  
**Chair of Corporation**

**Date**

**Date**

## Appendices

### Appendix A:

#### **Health and Safety policy supporting policies, standard operating procedures guidance notes & OSHENS electronic management system.**

The integration of the following Policies, Standard Operating Procedures, Guidance Notes and Safe System of Work forms part of the Health and Safety Management System in –conjunction with the OSHENS Electronic Management System which enables integration of this Health & Safety Policy

- Health and Safety Policy Statement & Organisational Arrangements
- HS / PO 2 Risk Assessment Policy
- HS / PO 3 Blood Borne Virus Policy
- HS / PO 4 First Aid Policy
- HS / PO 5 Stress Policy
- HS / PO 6 Self Administration Medication Policy
- HS / PO 8 Smoke Free Policy
- HS / PO 9 New and Expectant Mothers Policy
- **Serious Imminent Danger Policy**

#### **Standard Operating Procedures (SOP)**

- SOP 1 Accident Reporting and Investigation
- SOP 2 The Risk Assessment Process
- SOP 3 Display Screen Equipment
- SOP 4 Manual Handling Operations (MHO Risk Assessment incorporated)
- SOP 5 Control of Substances Hazardous to Health
- SOP 6 Provision, Use of Work Equipment (PUWER)
- SOP 7 Meningitis Procedures and Action Plan
- SOP 8 Lifting Operations and Lifting Equipment Regulations (LOLER)
- SOP 9 Fire Evacuation and Personal Emergency Evacuation Plans (PEEP's) for the Balliol Centre, Sixth Form Academy and the Pembroke Centre
- SOP 10 Bomb Threat and Emergency Procedures & PEEP's
- SOP 11 Working at Height
- SOP 12 The Control of Vibration
- SOP 13 Control of Noise at Work
- SOP 14 Personal Protective Equipment (PPE) & Respiratory Protective Equipment
- SOP 15 Control of Contractors
- SOP 16 Attending Hospital
- SOP 17 Control of Legionella
- SOP 18 Management of Asbestos
- SOP 19 Lone Working
- SOP 20 Health and Safety Management Systems Auditing

- SOP 21 Management of Stress
- SOP 22 Emergency Medication
- SOP 23 Fire Evacuation Procedures St Winnifred's Campus
- SOP 24 Thornton College Fire Evacuation Procedures
- SOP 25 Fire Evacuation Procedures for L20 Building
- SOP 26 Workplace Inspections
- SOP 27 Management of Change
- SOP 33 College control measures for prevention and response to suspected or persons testing positive for Covid 19
- 34 Fire Evacuation Procedures South Sefton College
- SOP 36 Self Administration Procedures

### **Guidance Notes**

- HS / GN 2 Slips, Trips and Falls
- HS / GN 3 Office Safety.

### **Other Information**

- Health and Safety of Students on Educational Visits or Out of College Activities.

### **Briefing notes**

- Accident Incident Reporting – OSHENS Management System
- Observations and Suggestions - OSHENS Management System
- Display Screen Equipment (DSE) – OSHENS Management System
- Stress Management – OSHENS Management System
- Workplace Inspections – OSHENS Management System

### **OSHENS Management System**

The OSHENS Health and Safety Management System is a bespoke system that integrates Health and Safety Management electronically and is specifically tailored for the College. The OSHENS System complies with HSG 65 the Health and Safety Executive document "Managing for Health and Safety" which is based on total quality management and if integrated ensures legislative compliance and best practice. The system enables legislative compliance, accuracy, and sustainability.

### **Live Modules**

There are several modules that are now live, the Accident / Incident module which complies with HSG 245 (HSE document), Observation and Suggestions, Display Screen Equipment and Stress Management, Audit & Inspection.

Management. Workplace inspections and audits are currently being undertaken and the Control of Substances Hazardous to Health and Risk Assessment modules are being developed. The OSHENS Electronic Management System is underpinned with College Policies and procedures to ensure best practice and legislative compliance. Further modules being developed are Risk Assessment, and Control of Substances Hazardous to Health, Control of Contractors, and Permits to Work. Educational Visits is also being considered for development.

South Sefton Campus Arrangements comes under OSHENS and all Hugh Baird's College Standard Operating Procedures and associated Policies. Currently their College arrangements for Health & Safety Procedures will remain mainly the same in the form of local procedures that are applicable. Accident and Incident reporting will be via OSHENS.



