

HEALTH AND SAFETY POLICY AND PROCEDURES (Part 1)

1. Bournemouth and Poole College recognises and accepts its legal responsibilities for Health and Safety. It is the policy of this Corporation to develop and ensure adequate health and safety conditions for all employees, students, contractors and visitors. All reasonable steps will be taken to achieve and maintain these conditions, as the health and safety of employees, students etc is of the utmost importance. The College is committed to continual improvement in standards of health and safety.
2. The objectives of the Health and Safety Policy are to:-
 - a) adopt a successful health and safety management system;
 - b) promote standards of health and safety and welfare that comply with the provisions and requirements of the health and Safety at Work etc Act 1974 and all other relevant statutory provisions and Approved Codes of Practice;
 - c) provide and maintain safe and healthy working and learning environments, safe systems and methods of work and to protect employees, students and others, including members of the public who come into contact with foreseeable work hazards;
 - d) primarily manage health and safety by the process of risk assessment and to put in place appropriate measures which reduce the risk to an acceptable level;
 - e) provide all employees with the information, instruction, training and supervision they need to work safely and efficiently, to develop safety awareness among employees and students and to ensure appropriate competence to staff who deliver health and safety training to students;
 - f) make employees aware of their individual responsibility to take all reasonable care for the safety of themselves and others and to co-operate with management in matters of health and safety;
 - g) encourage full and effective consultation with union safety representatives and representatives of all staff on health and safety matters;
 - h) encourage students by training and example to play their part in ensuring a healthy and safe environment in which to learn;
 - i) ensure that health and safety is part of every staff and student induction and part of the curriculum to help ensure that young students are equipped with the appropriate health and safety knowledge to take forward into their working lives.
3. The day to day responsibility for health and safety rests with line management. The Executive will accept its collective role in providing health and safety leadership in the College. The Director of Estates, as a member of the Executive Team will have special responsibilities for health and safety. The Executive will ensure that all their decisions reflect its health and safety intentions as articulated in this Health and Safety Policy Statement.
4. Safety and occupational health are important management responsibilities and support, training and advisory services to assist managers in the implementation of this policy will be provided.
5. Resources will be built into budgets and made available based on the reasonably practicable approach. Line management will be expected to identify high risk activities which require extra resourcing for consideration by the College Executive and/or the various Boards. It is expected that most routine Health and Safety issues can be dealt with at a local level within local budgets.
6. Methods of monitoring the implementation of the policy, measuring performance and auditing health and safety will be devised and will be based on the Health and Safety Executive Guidance.(HSG 65).
7. The Board of the Corporation will review health and safety performance annually and will ensure that health and safety matters are considered at appropriate board meetings held throughout each year.
8. This policy will be subject to regular review and will be revised accordingly at least once every two years.

Approved by the Board of the Corporation on 11 December 2008

Designation: Board of the Corporation

Policy ref/version number CO3/V3

This policy is to be reviewed by the Board of the Corporation by December 2009.

Health and Safety Policy and Procedures

Terminology

- **The College** – means The Corporation of The Bournemouth and Poole College.
- **The Board of the Corporation (The Board)** - means the body ultimately responsible for the affairs of The College.
- **Principal** - means the Principal and Chief Executive with overall responsibility for the management of the College.
- **The Executive** - means the team consisting of the Principal, Executive Directors, Vice Principals and Clerk to the Corporation with responsibilities for managing the operation of the College.
- **Senior Leadership Team (SLT)** - means the Directors who form the Senior Leadership Team in the College. They will have direct responsibilities for Faculties , Support Departments and other nominated functions.
- **Managers** - means, Managers of all levels who manage either a function or staff or both.
- **Supervisors** - means any person who is nominated as such.
- **Staff** - means every employee of the College.
- **Students** – means any person on any learning programme.
- **LSC** - means the Learning and Skills Council or any Government body who supersedes them.

Health and Safety Policy and Procedures Part 2

2.0 Organisation for Implementing the Policy

2.1 Introduction

The Health and Safety Policy as a whole will be in four distinct parts:-

Part 1 Aims and objectives of the Board of the Corporation (Policy Statement), approved by the Corporation.

Part 2 The organisation in place for implementing the aims and objectives, signed by the Principal.

Part 3 The Arrangements - these help guide the Executive, Management, Staff, Students and visitors alike in their actions to ensure a safe and healthy learning and working environment. These arrangements will all be implemented following discussions with staff and student representatives and will be published in the first instance in the College Health and Safety Procedures.

Part 4 These procedures will be developed locally by Faculties and Departments to deal with any localised hazards and risks not covered in part 3. These in effect are local safe working practices.

The framework for managing health and safety in The College will follow the Guidance laid down in the HSE publication HS G 65 - *Successful Health and Safety Management*.

The five key elements of the HS G 65 principles which The College aspires to are:

- Policy
- Organising
- Planning
- Measuring performance
- Auditing and Reviewing Performance

How The College aims to achieve these five key elements is laid out below, and in part 3 of this policy.

Those sections in italics are quotes from HS G 65 and its associated booklet *Managing Health and Safety - Five Steps to Success*.

2.2 Policy

The College has adopted various procedures and other policies which complement the aims and objectives of the Health and Safety Policy. These can be found on the College Intranet.

2.3 Organising

“An effective management structure and arrangements are in place for delivering the policy. All staff are motivated and empowered to work safely and to protect their long-term health, not simply avoid accidents.”

(i) **Introduction** - The varied nature of College premises creates specific issues in terms of health and safety. The distribution of responsibilities and the management structure for health and safety has been designed to overcome these problems. The organisation chart is shown at Appendix 1. Alongside the staff and student responsibilities there is a framework in which H &S is managed in the College. This is covered in this Part of the Policy and the operating cycle is shown at Appendix 2.

Health and Safety is owned by all College employees. Everyone must work towards creating an ever improving healthy and safe working and learning environment. Staff must not ignore hazards which they may see but actively seek rectification or temporarily make safe those situations until a proper solution is found.

Should any employee be found to be negligent and in any serious or repeated breaches of their health and safety duty, disciplinary action may be taken against them.

Part 3 of this policy lists the arrangements for Health and Safety some of which are underpinned by legislation. The duties and responsibilities of staff in relation to these issues is also laid down in Part 3.

(ii) **Competence** - *"If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent"*.

Competence is more than simply training. Experience of applying skills and knowledge are important ingredients. Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all students need to be taught how to do so by competent people.

(iii) **Control** - *"Control is the foundation of a positive health and safety culture. Risk control systems are the basis for ensuring that adequate workplace precautions are provided and maintained"*.

Managers at all levels are responsible for getting the commitment of employees to clear health and safety objectives which can be set at appraisal or any other appropriate time. They must also take full responsibility for the controlling factors that could lead to ill health, injury or loss. By actively ensuring that these responsibilities are taken on board, Managers will be contributing to ensuring a positive health and safety culture for staff and students alike.

(iv) **Co-operation** - Health and safety is really everybody's business. Participation by employees supports risk control by encouraging ownership of health and safety policies and procedures. Pooling knowledge and experience through participation, commitment and involvement helps ensure the whole organisation has the right approach to health and safety.

The College will endeavour to encourage co-operation by all staff, contractors and students to help ensure a positive health and safety culture develops and progresses within the College.

(v) **Communication** - is key to ensuring the effective Health and Safety Policy is implemented within The College. Key health and safety staff within The College will ensure that relevant information is made available to appropriate managers and staff as necessary. A library of relevant information will be available and health and safety staff will be available for help and guidance on any health and safety issues.

Managers are tasked with passing on relevant information to their staff and acting on any feed back that may arise from this communication. Health and safety matters will be communicated by the following methods:

- Union Safety Representatives
- At staff and student induction
- INSET training programmes
- Internal College Publications
- E mail
- H&S Bulletins
- College Control Procedures
- Distribution of handbooks

Formal consultation regarding health and safety policy and procedures will be via the Health and Safety Committee. Where local changes are going to be implemented staff who are directly affected will be consulted, before changes are implemented, by their appropriate Managers.

(i) **Information, Instruction and Training** - Provision of such information, instruction and training as is necessary to ensure the health and safety at work of its employees, is a legal requirement placed on employers.

(ii) **Employee Handbook** – Everyone will have an Employee Handbook. Within that handbook there is a dedicated Health and Safety section that all staff must endeavour to conform to its requirements.

(viii) **Health and Safety Training** – A training plan will cover all health and safety training. Health and Safety training for specific tasks at a local level will be the responsibility of the appropriate manager.

(ix) **Staff Induction** – All new employees must be inducted on health and safety matters in accordance with College Procedures.

(x) **Student Induction** - relies on Lecturers delivering a Health and Safety induction to students at the beginning of each course. This should cover the emergency procedures in place in The College. Each time a student is introduced to a hazardous activity they must have all the hazards and control measures explained to them and the lecturer must be confident the student has understood the risks before they are allowed to carry out that activity. Evidence of having conducted an induction must be maintained.

2.3.1 Responsibilities

(i) Board of the Corporation

Members of the Board must ensure there are appropriate aims and objectives for The College to manage health and safety.

They must ensure that health and safety matters are considered at Board Meetings.

The Board will ensure that:-

- The College has a Health and Safety Policy in which management responsibility for health and safety is clearly designated;
- there is a written statement on health and safety, including details of The College and arrangements for implementing that Policy;
- those with designated responsibility are aware of, and have access to, relevant regulations, advice and training;
- employees are consulted about health and safety;
- the College implements its policy and sets health and safety standards which are maintained;
- the College has structures and arrangements for implementing its Health and Safety Policy, such as dedicated health and safety staff and appropriate committees;
- the College monitors its activities to ensure that the agreed standards are being met;
- health and safety responsibilities for the Students Union are clearly designated;

(ii) The Executive

The Principal has overall responsibility for health and safety within The College. Executive members must consider the health and safety implications of all their work and be responsible to the Principal for the effective health and safety performance of their stated role.

(iii) The College Health and Safety Co-ordinator - Director of Estates

The Executive responsibility for health and safety rests with the Director of Estates (DofE). The role is supported by the Estates Manager, Health and Safety Manager, who form, along with others, The College Health and Safety organisation as outlined in Appendix 1.

The DofE is responsible for:-

- promoting high standards of health and safety throughout The College;
- implementing, co-ordinating, maintaining and reviewing the College Health and Safety Policy;

- ensuring that members of The College are fully informed on all significant developments in health and safety matters;
- advising the Principal on health and safety matters involving expenditure and being responsible for the College Health and Safety budget;
- establishing effective reporting and communication on health and safety throughout the College;
- ensuring a Health and Safety Committee is set up, and Chairing the meetings;
- responsible for the development and overseeing of appropriate inspection, monitoring, auditing systems and risk assessment management process;
- representing The College Executive at meetings relating to health and safety matters as requested by the Principal.

(iv) **The Executive Director of Human Resources (EDHR)** is responsible for:

- the provision of an Occupational Health Service that provides the relevant competence and medical knowledge to implement, the medical requirements of health and safety legislation;
- providing appropriate medical advice, guidance and training to managers, staff and students alike;
- provision of an Employee Advisory Programme;
- as and when agreed provide to staff and students proactive health programmes;
- provision of a sickness absence scheme which helps support staff during their sickness and provide back to work programmes which meet both the individual needs of the employee and the employer;
- work together with the DofE in meeting the health and safety requirements of the LSC;
- ensuring all job descriptions have clear health and safety responsibilities defined within them;

(v) **Director of Work Based Learning** is responsible for

- ensure that all Long-term Workbased Learning Providers are checked for health and safety purposes in accordance with the requirements of the LSC.

(vi) **Director for Academic Services and HE** is responsible for:

- providing resources and support for Health and Safety training of staff;
- monitoring student health and safety induction via lesson observations and any other appropriate means.

(vii) **Senior Leadership Team** are responsible for:

- allocating appropriate resources to ensure effective health and safety measures are introduced and maintained;
- bringing to the attention of the Executive any high risk activity which cannot be effectively controlled by use of Faculty/Departmental resources;
- setting health and safety objectives for their managers.

(viii) **All Managers** are responsible for:

- having direct responsibilities for all health and safety matters within their area;
- ensuring all their staff fully understand their duties and responsibilities outlined in all parts of the Health and Safety Policy;
- ensuring that all students, who they have responsibilities for, are inducted effectively in the College Emergency Procedures and the vocational hazards they will encounter as part of their training;
- carrying out their duties and responsibilities as laid down in The College Health and Safety Procedures;
- having an operational plan to manage the risk assessment process within their Faculty/ Department;
- ensuring Health and Safety Policy Codes of Practice are implemented. They must be reviewed regularly or when there has been a significant change;
- setting standards for their area in the monitoring, improvement of health and safety;
- progress of plans and standards are recorded at team meetings or other appropriate forums;

- ensuring the College Health and Safety Manager is informed of any staff training requirements in health and safety and any special needs of students for health and safety training that the Faculty requires advice or support for;
- manage risk assessment process within their area of responsibility.

(ix) **Managers and Supervisors are responsible for:**

- under the direction of the Line Manager, ensuring that local Safe Working Practices are devised, implemented and are reviewed regularly or when there has been a significant change;
- ensuring the College Health and Safety Manager is informed of any staff training requirements in health and safety and any special needs of students for safety training with which the Centre requires advice or support;
- communicating health and safety matters to staff as they become aware of them;
- keeping themselves aware of any technical development relevant to risk control of the activities they have responsibility for and where applicable make arrangements to introduce them;
- conducting termly health and safety tours of their areas where obvious examples of good or bad performance are noted, actioned appropriately and in accordance with College Health and Safety Procedures;
- carry out initial investigation of all accidents in their area, referring to the College Health and Safety Team as appropriate, and completing the incident report form.

(x) **The College Health and Safety Manager** is responsible for:

- assisting The College Health and Safety Co-ordinator in developing, planning and monitoring of the College Health and Safety Policy and associated procedures;
- liaising with the Senior Management Team, and Health and Safety Committee members in the development, implementation and evaluation of the risk assessment process in The College;
- ensuring Health and Safety inspections are conducted throughout all College premises;
- being the Fire Safety Officer for the College;
- advising the College Health and Safety Co-ordinator on the health and safety implications resulting from any situation likely to require change in health and safety policy or provision;
- planning, developing, implementing, evaluating, reviewing and training in emergency procedures for The College together with the organisation and management of practice emergency evacuations;
- monitoring and authorising appropriate action on notified hazards in conjunction with the Estates Department and the Site Safety Organisers, ensuring proper records are maintained;
- ensuring all college health and safety procedures and recording systems are regularly reviewed;
- keeping abreast of all new Health and Safety Legislation and maintain an up-to-date library;
- ensuring warning notices, escape routes signs and posters are maintained and appropriate with the availability of health and safety documentation used on site by staff;
- maintaining appropriate health and safety records/databases including records of accidents and ensure the local reporting at Faculty and Departmental levels;
- provide support for the procedures and activities relating to The College consultative arrangements for health and safety;
- being the main link with LSC relating to the College Health and Safety SAR;
- ensuring that all College Student Accidents which are reported under LSC guidelines are thoroughly investigated and appropriate improvements are made to reduce possibility of future accidents occurring. All relevant documentation to be raised in accordance with LSC requirements;
- ensuring the Safe Learner Blue Print is embedded in all college activities;
- ensuring that all short –term work experience providers are checked for health and safety in accordance LSC requirements and relevant standards are maintained;
- monitoring and auditing of the health and safety of the modern apprenticeship and other long-term placements conducted by the Work based Learning team;
- providing training and support in health and safety matters for the Work Based Learning team.

(xi) **The College Occupational Health Manager** is responsible for:-

- undertaking staff health surveillance activities including the use of appropriate monitoring/recording systems;
- providing advice for identifying, eliminating or controlling health risks in the workplace;
- co-ordinating access to specialised medical expertise and associated health professionals;
- assisting relevant external health services as appropriate including support for health activities;
- providing training and support for College managers and staff on occupational health issues;
- providing appropriate information/reports in respect of health surveillance and other occupational health activities;
- planning, operating and monitoring first aid and other related activities which form part of the Emergency procedures;
- evaluating first aid requirements and developing and implementing policies and procedures in conjunction with the Health and Safety Manager which meets the requirements of The College Emergency procedures;
- supporting and advising First Aid staff;
- maintenance of first aid records of incidents ensuring data is made available for reporting purposes;
- responding to day to day First Aid emergency situations for students , staff and others when on site and when requested by first aider;
- monitoring the arrangements relating to food hygiene;
- working closely with other staff in managing staff sickness absence;
- providing travelling advice to those staff travelling abroad;
- providing advice to College management on stress issues and carrying out duties as outlined in the College Stress Policy;
- actively promoting the concept of healthy employees through health promotion and health education activities;
- College Nurse - who will :-
 - provide health advice for all students;
 - support lecturers and tutors in student health issues;
 - work closely with all staff and students;
 - provide health awareness and health promotions in all issues involved in student health;
 - manage all first aid issues (boxes, rota etc);
 - provide evaluation of student's health;
 - assess student's fitness on courses;
 - work closely with Student Services Department;
 - complete risk assessment for students with health issues;
 - provide advise on sexual health;

(xii) **The Estates Manager** is responsible for:-

- the ongoing condition of all College buildings, grounds, security, maintenance, caretaking and cleaning;
- determining priorities for repair and maintenance and minor works as required;
- raising tender documents and specifications for contracted work which complies with relevant health and safety legislation; BS/EN standards;
- supervising the work of contractors, where appropriate;
- ensuring provision of health and safety and College buildings standards advice to Faculties/Departments;
- in conjunction with the Health and Safety Manager and emergency services determining policy and procedures for site security, site safety, evacuation arrangements and access for emergency services etc;
- ensuring that emergency callout procedures are maintained for Estates management staff;
- ensuring that College buildings and grounds are safe and free from hazards and dangers to clients, staff and visitors;
- implementing relevant Acts, Regulations and Approved Codes of Practice (ACOP) which relate to buildings their fabric and support systems.

- maintenance of all fixed fire related systems;
- retention of appropriate documentation as required by Regulations and ACOPs;
- introducing and maintaining a reactive maintenance system for defects found in fabric of buildings and associated systems which prioritises hazardous defects for early action;
- ensuring health and safety competent contractors are appointed.

(xiii) **Employee Responsibilities**

Staff are reminded of their legal obligation under The Health and Safety at Work etc Act and the Management of Health and Safety at Work Regulations that are summarised below:-

- take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer to enable the employer to comply with statutory duties for health and safety;
- no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
- any employee must inform their employer of -
 - any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and
 - of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for health and safety.

Employees are also responsible for:-

- making themselves familiar with and conforming so far as they are able to any statement of health and safety policy, procedures and approved code of practice appertaining to them, published by the College.

(xiv) **Teaching Staff Responsibilities**

The wellbeing and health and safety of students is the responsibility of the person teaching them whilst in the training environment. They must ensure students are given an appropriate fire and emergency induction at the beginning of each course and repeated as appropriate throughout their time in the College. Where students are introduced to new hazards they must be made fully aware of the health and safety risks associated with the hazards and what controls need to be in place to minimise the risk to them.

All staff taking a lesson, class or sessions are required to complete the attendance register. If a register is not available then a class list must be made and entered into the register and signed off by the tutor. Accurate registers are necessary for accounting for students in an emergency situation.

(xv) **Student Responsibilities**

The College will exercise its responsibility for all students under the Health and Safety at Work etc Act (HASAWA). It is essential that students understand their individual responsibilities in relation to Health and Safety. The College expects all students to abide by the rules, regulations and responsibilities set out in the student agreement signed on enrolment or induction and the student handbook. The College will provide an appropriate health and safety induction for all students which will emphasise the requirements for them to comply with the rules and regulations laid down in order for the college to fulfil its duty of care towards students.

(xvi) Functions of Safety Representatives

The functions of the Safety Representative are set out in the Safety Representatives and Safety Committees Regulations 1977 and as laid down by locally negotiated agreements.

These functions include:-

- investigating potential and identified hazards, dangerous occurrences, the causes of accidents and complaints by employees;
- contributing to the development of College health and safety plans and policies through appropriate representation and consultation;
- consulting with Inspectors of the HSE or any other enforcing authority;
- making representations to the College Health and Safety Manager arising from the investigation made and on general matters affecting Health Safety and Welfare;
- attending meetings of the Health and Safety Committee and/or informing the Committee of his/her activities as a Safety Representative;
- making formal inspections at regular intervals or where there has been a substantial change in the conditions of work (whether because of the introduction of new machinery or otherwise) and making formal inspections following notifiable accidents and occurrences;
- inspecting and taking copies of any relevant documents which The College is required to keep by virtue of statute and in accordance with the Regulations on Safety Representatives and Safety Committees;
- liaising with all health and safety staff as appropriate in order to help maintain a safe and healthy working and learning environment.

Because of their knowledge and experience in health and safety matters Union Representatives are encouraged to be involved with and or assist colleagues in conducting risk assessments.

The nomination, election and role of non union Safety Representatives (Representatives of Employee Safety) will be based on the Health and Safety (Consultation with Employees) Regulations.

(xvii) Health and Safety Committee

Health and Safety Committee will form the main basis for formal consultation on health and safety matters with staff and student representatives. Membership of the Committee will consist of management, employees and student representation in proportion as agreed in the Terms of Reference of the Committee.

The main functions of the Committee are as follows:-

- the formal consultative mechanism for health and safety matters associated with the College activities;
- consulting primarily on health and safety policies and procedures;
- monitor College health and safety performance by considering health and safety reports as presented to the Committee;
- considering health and safety inspection reports both internal and from external authorities;
- consider notifiable RIDDOR events and accident statistics and make recommendations for improvement where appropriate;
- assisting in the development of health and safety codes of practice and safe systems of work;
- monitoring the adequacy of health and safety communication and publicity in the workplace;
- encouraging maximum student participation in the development, implementation and monitoring of health and safety policies, procedures, practices and activities;
- monitor the effectiveness of the health and safety content of employee and student training.

2.4 Planning

(i) **Introduction** - The aim is to minimise health & safety risk in accordance with the College's Risk Management Policy. Risk assessment methods are used to decide on priorities and to set objectives for

eliminating hazards and reducing risks. Wherever possible, risks are eliminated through selection and design of facilities, equipment and processes. If risks cannot be eliminated, they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment. Performance standards are established and used for measuring achievement.

(ii) **Business Planning** - All Managers must ensure that their risk assessments are up to date and cover all the activities in their areas and that their budgets include any resource proposals for dealing with any high risk activities identified that are not already adequately controlled. Consequences of failure to resource this must be made clear to the Executive.

(iii) **Risk Assessment planning** - Each Manager must plan their risk assessments. Training and means for planning will be supplied. Planning the risk assessment process is the primary way the College Manages health and safety risk.

Where an area has been considered sufficiently low risk by the managers, such that documented risk assessments are not required, evidence of reasoning for this decision must be retained.

(iv) **Performance Standards** - Key performance standards will be set. These will be used by managers in measuring their performance in this respect. Other more general performance standards will need to be set by managers when planning and measuring health and safety achievement.

(v) **Defect Reporting System** - The Estates Manager is tasked with introducing a system of reporting defects to College buildings, fabric of buildings and external areas on College premises. The system in place will be communicated to staff.

Defects associated with equipment is the responsibility of the appropriate Manager. They must ensure that a defect reporting and rectification system is in place for the equipment they are responsible for.

vi) **Insurance** - The College's legal liabilities to third parties, including learners, are covered by The College's public liability insurance policy. Policies are place to cover The College's liability to its employees and limited personal accident, travel and motor vehicle cover is also provided. The College adequately insures against risks to its premises and provided indemnity cover for product, staff and governors.

The certificate of insurance will be displayed prominently so as to be available for inspection.

vii) **(Risk Assessment of students and staff with disabilities** – Students and staff with disabilities who study or work will need to be assessed to ensure that they can do so without putting themselves or others at risk. This assessment process will be fair and meet the requirements of the Disability and Discrimination Act.

2.5 Measuring Performance

(i) **Introduction** - Health and safety performance needs to be measured to find out if you are being successful. You need to know;

- Where you are
- Where you want to be
- What the difference is - and why

The two key components of a monitoring system are active monitoring and reactive monitoring

Active monitoring (before things go wrong). Are you achieving the objectives and standards you set yourself and are they effective?

Re-active monitoring (after things have gone wrong). Investigating injuries, cases of illness, property damage and near misses- identifying in each case why performance was substandard.

The objectives for individual managers are covered in the planning section. The following are methods which will be used in the College to measure performance.

(ii) **Termly Report** - A report will be produced on health and safety performance. The Report will go to the Executive and subsequently will be discussed at the Health and Safety Committee. A programme of report periods and dates for submission of reports will be produced and adhered to. Faculties and Departments will be expected to provide information for this report.

(iii) **Annual Report to the Board of Governors** - An annual report will be produced on Health and Safety performance and presented to the full board at the annual meeting following the end of the full academic year.

(iv) **Benchmarking** - Whenever possible a benchmark will be made with other organisations to help compare performance in such areas as accident / ill health statistics; staff health and safety awareness.

(v) **Accident and Incidents** - Accident/incident reporting and investigation procedures are detailed in this policy and on signs in The College. Investigation of every incident to identify underlying causes and find out why it happened is paramount to improving health and safety within the College. Remedial actions are crucial to this process.

All accidents or incidents which could have caused serious injury (near miss) must be investigated in the first instance by the line manager. Should an incident occur in the common areas of the College and at a time when the student is not the responsibility of a named employee, the Incident Report Form should be sent to the Health and Safety Office.

All accidents/incidents of a serious or potentially serious nature should be reported to the Health and Safety Office by the quickest means possible. The line manager will initiate investigative and remedial actions. Incident Report Forms are available for reporting an incident from Receptions and Academic/ Departmental offices.

2.6 Auditing and Reviewing performance

(i) **Introduction** - Monitoring provides the information to let you review activities and decide how to improve performance. Audits by staff or others complement monitoring activities by ensuring that the policy and systems are achieving results.

External auditing will be carried out by, the Learning Skills Council, Environmental Health Officer visits to Catering Sections, Fire Officers inspections, Insurance Company inspections, other providers of work based learning where we are the employers, and justify visits from HSE Inspectors.

The following are in-house auditing processes.

(ii) **Health and Safety Inspections** - The Health and Safety Manager will conduct health and safety inspections at least once per year. These inspections will be organised jointly with the trade unions and the managers of the areas to be inspected.

A report will be produced at the end of each inspection and managers and staff will be expected to action the points raised.

All Managers must undertake a termly health and safety tour of all the activities they are responsible for in accordance with procedures in part 3 of this policy. This can be combined with the annual inspection carried out by the College Health and Safety Officer in the term in which that takes place. Managers will be expected to report findings of their inspections to the Health and Safety Manager and their intentions for rectification of any deficiencies found.

(iii) **Risk Assessment Review and Audit** - The risk assessment plans should be reviewed at least annually by managers and in accordance with College Health and safety Procedures.

The Health and Safety Manager will undertake an annual audit of the risk assessments and report findings to the Executive.

(iv) **Self Assessment Report** - The College is required to conduct a Self Assessment Report. As part of that process health and safety performance of the previous year should be checked against the standards set for that year. New standards by which health and safety performance can be measured for the forthcoming year must also be agreed.

The six monthly review of the SAR should also include a review of the existing standards set six months earlier and actions put in place to ensure these targets are achieved.

(v) **Student Perception of College (SPOC)** – Regular meetings are held with students where their views on the College are considered and where appropriate any complaints actioned. SPOC reports are produced with actions for members of staff as appropriate. Any health and safety issues raised at these meetings will be actioned accordingly.

(vi) **Learning Skills Council** – The LSC approach to health and safety has two main objectives : raising standards and seeking assurance.

They will focus on –

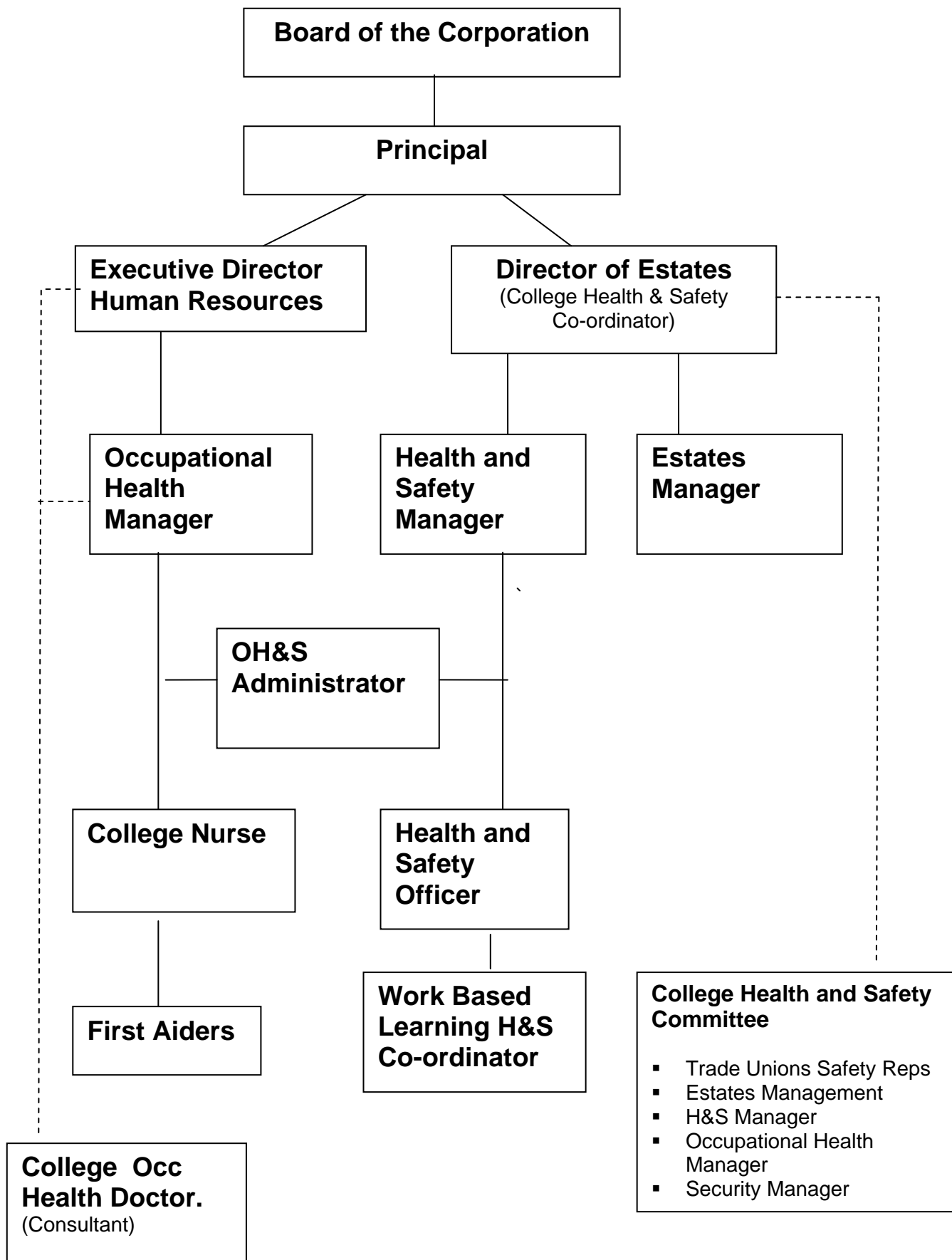
- Safe, healthy and supportive environment
- The 'safe learner' blueprint
- Health and Safety Management (HS G 65 concept)

The LSC insist on certain standards to be met by provider staff involved with work based learning and work experience.

The LSC will seek assurance in. They may carry out short notice visits or full audit of the management process or request documentary evidence. The Health and Safety SAR will help determine where further assurances are required.

This Health and Safety Policy was approved by the Executive on the date shown below following consultation with the appropriate staff and student representatives.

Signed by Lawrence Vincent (Principal and Chief Executive) – December 2008



Appendix 2

H&S Policy - Health and Safety Operating Cycle

Summer Term

Autumn Term

H&S Inspection
H&S Reports
H&S Committee

H&S Inspection
H&S Reports
H&S Committee

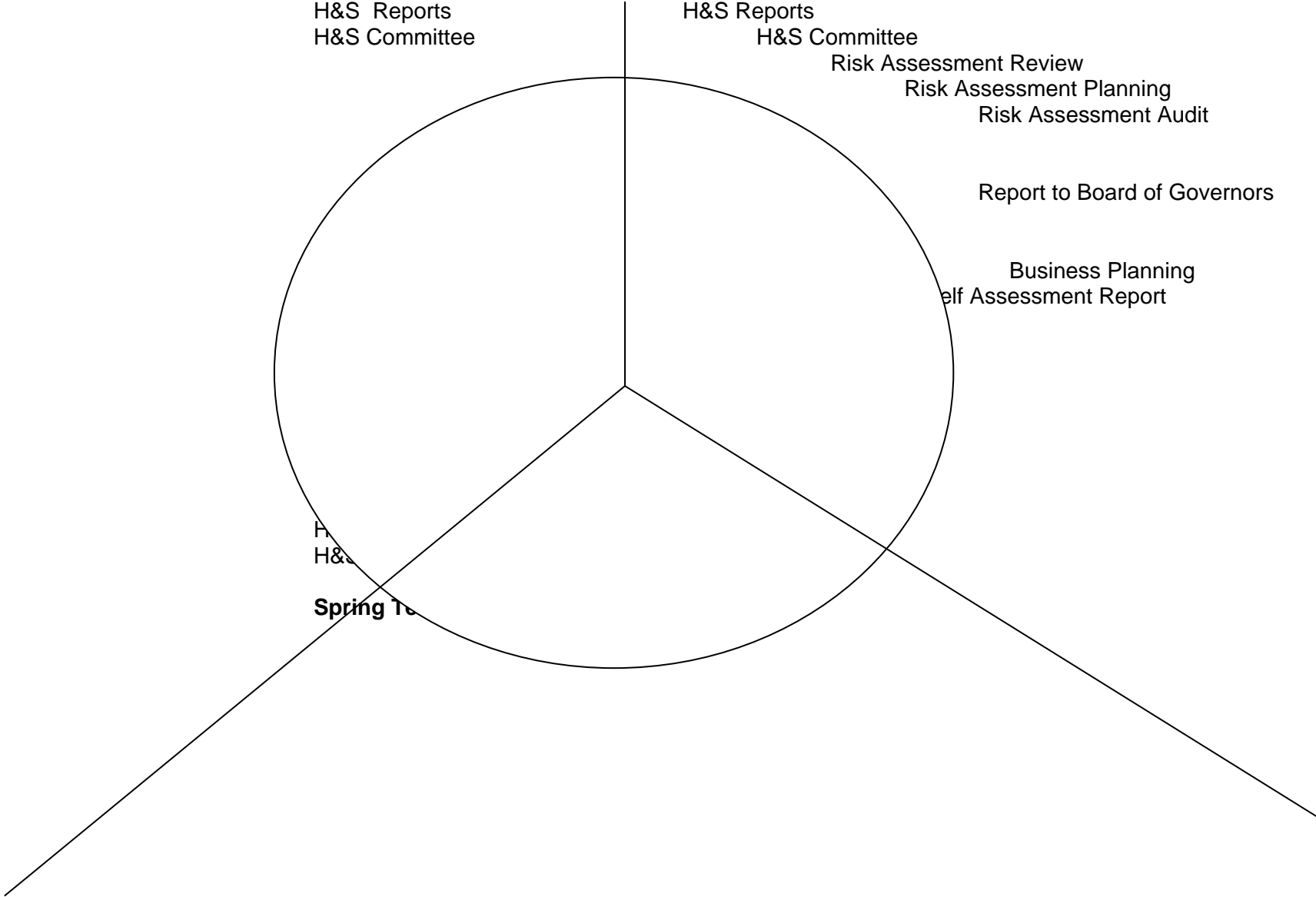
Risk Assessment Review
Risk Assessment Planning
Risk Assessment Audit

Report to Board of Governors

Business Planning
Self Assessment Report

H&
H&

Spring Term



Health and Safety Policy and Procedures

THE ARRANGEMENTS

Part 3

Index of Operational Procedures

I&T Health and Safety Information and Training

- I&T1 Health and Safety Induction Training (Staff)
- I&T2 Health and Safety Induction Training (Students)
- I&T3 Health and Safety Refresher Training
- I&T4 Provision of Information, Instruction and Training
- I&T5 Health and Safety Handbook

RA Risk Assessment Procedures

- RA1 General Workplace Risk Assessment
- RA2 New and Expectant Mothers Risk Assessment
- RA3 Fire Risk Assessment
- RA4 Young Persons Risk Assessment
- RA5 Control of Substances Hazardous to Health
- RA6 Display Screen Equipment (DSE)
- RA7 Manual Handling Operations (MHOP)
- RA8 Personal Protective Equipment (PPE)
- RA9 Noise at Work (NAW)

OH Occupational Health Procedures

- OH1 Access to Medical Records and Reports
- OH2 Dermatitis
- OH4 Eyesight Testing
- OH5 Food Handlers
- OH6 Health Surveillance
- OH7 Hepatitis
- OH8 HIV/Aids
- OH9 Infection Control
- OH10 Meningitis
- OH11 Pre - Employment Screening
- OH12 Respiratory Screening
- OH14 Mental Well Being
- OH15 Substance Abuse
- OH16 Travellers Health (Overseas)
- OH17 Tuberculosis

CEP College Emergency Procedures

- CEP1 Introduction
- CEP2 Emergency Evacuation Procedures For North Rd And Lansdowne
- CEP2A Emergency Evacuation Procedure for LCH
- CEP3 Emergency Evacuation Procedures For Senior Staff Taking Overall Responsibility - North Rd And Lansdowne
- CEP4 Procedures for The Person Taking Responsibility for an Assembly Point - North Rd and Lansdowne
- CEP5 Security Search Procedures

CEP7 Duty Manager Role and Responsibility
CEP8 Use of Two Way Radios
CEP9 First Aid Arrangements for College
CEP10 First Aid Procedure
CEP11 PEEPS
CEP12 Evacusafe Chair Procedure
CEP13 Emergency Evacuation Area Tag System

WBL Work Based Learning

WBL1 College Work Experience
WBL1a Short Term Work Experience
WBL2 Work Base Learning
WEX 1 to 15

IN Incidents

IN1 Accidents, Diseases and Dangerous Occurrences

AIR Audits, Inspections and Reports

AIR1 Health and Safety Activities
AIR3 Audits and Inspections

F Fire Procedure

F1 Fire safety

WLE Working and Learning Environment

WLE1 Office Safety
WLE2 Working at Heights
WLE3 Lone Working
WLE4 Provision and Use of Working Environment
WLE5 Permit to Work
WLE6 Working at Home

EV Educational Visit

Education Visits Policy (O: Readonly:coldocs:Educational Visits)

LH&S Learners Health and Safety

LH&S1 Student Supervision

W Waste