Item 15
For Endorsement

Glasgow Kelvin College

Finance and Resources Committee – 11 May 2021

Annual Health and Safety Policy Review

Report by Health and Safety Manager

1. Introduction

The Management of Health and Safety at Work Regulations require that where an employer employs five or more employees, there is a written health and safety policy document produced. It is also a requirement that the health and safety policy is kept up to date with changes to the organisation and arrangements and to health and safety regulations and best practice.

To achieve this the Health and Safety Manager reviews and updates the health and safety policy and presents this document to the Health and Safety Committee for comment and endorsement in April of each academic year.

2. Changes to the Health and Safety Policy

The reviewed and updated policy contains a number of small changes, which have been summarised (by page number) below:

- Content – removal of reference to Vice Principal HR&OD;
- Content – renumbering of pages and contents;
- Organisational Chart – revised organisational chart;
- Responsibilities – reformat of layout (throughout);
- Responsibilities – Board of Management updated;
- Responsibilities – Finance and Resource committee added;
- Responsibilities – Principal;
- Responsibilities – revised wording for Vice Principals and Directors;

- Responsibilities – revised wording for Heads / Managers (SCM's and CM's) / Team Leaders / Supervisors;

- Throughout – minor spelling and layout revisions.

3. Equality

There are no equality issues identified as a consequence of this report.

4. Risk and Assurance

There are no new risks identified as a consequence of this report.

5. Recommendations

Members of the Finance and Resources Committee are recommended to:

i) note the contents of this report and its appendix; and
ii) approve the changes to the Health and Safety Policy.

6. Further Information

Members can obtain further information on the contents of this report from Derek Smeall, Principal on dsmeall@glasgowkelvin.ac.uk or Geoff Lawson, Health and Safety Manager on glawson@glasgowkelvin.ac.uk

Appendix 1

Glasgow Kelvin College

Health & Safety Policy

Document Control Information	
Reviewed by the Strategic Management Team:	**May 2021**
Date of Next Review:	**April 2022**
Approved by the Board of Management:	**TBC**

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

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Foreword by the Principal

Glasgow Kelvin College is committed to supporting a high-quality learning experience which includes providing a safe and healthy environment for learners, employees, and visitors. My senior team and I are committed to ensuring that the health and safety of everyone effected by the activities of the college is paramount.

Health and Safety is the responsibility of all members of the College community and this policy outlines the responsibilities of staff in discharging their duties. The policy and the procedures defined in the Health and Safety manual are designed to reduce the likelihood of accidents and both documents should be read and understood by all staff.

By working collaboratively, taking reasonable precautions, being aware of potential hazards and communicating effectively accidents can be prevented. This approach is key to supporting a healthy and safe environment for all.

Derek Smeall
Principal

1. Statement of General Policy

The Board of Management, the Principal, and the Senior Management Team (SMT) recognise that provision of a safe and healthy working environment is essential to the well-being of staff and learners and the success of Glasgow Kelvin College.

It is the policy of the College to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors, contractors, and others who may be affected by its activities. The effectiveness of our Health & Safety Policy will be monitored regularly and reviewed, in consultation with employees and their representatives.

The College is committed to continual improvement in the management of health & safety and the development of a positive and robust health & safety culture. To support this policy the SMT will ensure adequate resources are provided to enable the aims of this policy.

The College will:

- Aim to prevent accidents and cases of work-related ill health.
- Provide adequate control of health & safety risks arising from work activities including systematically identifying hazards to assess and control risks.
- Implement and maintain an effective and properly resourced health & management system.
- Define and delegate specific health & safety responsibilities.
- On an annual basis set health & safety targets and objectives which will be reviewed periodically.
- Provide adequate health & safety information, training and supervision.
- Maintain effective systems of communications on health and safety matters.
- Consult with employees and their representatives on health & safety matters; and
- Comply with legal requirements, Approved Codes of Practice, guidance, and recognised sector best practice.

The Senior Manager with overall responsibility for Health & Safety is the Vice Principal, Human Resources and Organisational Development and the management appointee with responsibility for coordinating Health & Safety is the Health & Safety Manager.

Health & Safety responsibilities are included in Job Descriptions, as appropriate to each post. In addition, all employees, learners, visitors, contractors and others on College premises have a duty to take reasonable care of themselves and all other persons who may be affected by what they do or fail to do.

Overall responsibility for effective Health & Safety lies with the Principal and SMT. All employees must co-operate with the College in fulfilling its statutory duties and the aims of the Health and Safety Policy.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The management system covers all college activities on college and Others' premises (i.e. Blairtummock, Outreach etc.).

To ensure that the Health & Safety Policy is kept up to date it will be reviewed annually by the Health & Safety Committee, SMT and the Board of Management to ensure that account is taken of any applicable legislative changes, new guidance or best practice and to identify and correct and deficiencies.

The policy will be brought to the attention of all employees, learners, visitors, contractors, and others at all campuses

	Date	
Principal of Glasgow Kelvin College		
	Date	
Chair of Board of Management of Glasgow Kelvin College		

2. Specific Policy and Scope

The Board regards these health & safety obligations as a minimum standard to be achieved throughout all College activities and requires staff at every level and learners to accept the promotion of high standards in health & safety as a core objective.

The College will provide a safe environment for all employees, learners, contractors, and visitors which comply with current health & safety legislation so far as reasonably practical, including, making reasonable adjustments to comply with College policy for equalities and inclusiveness.

The College will:

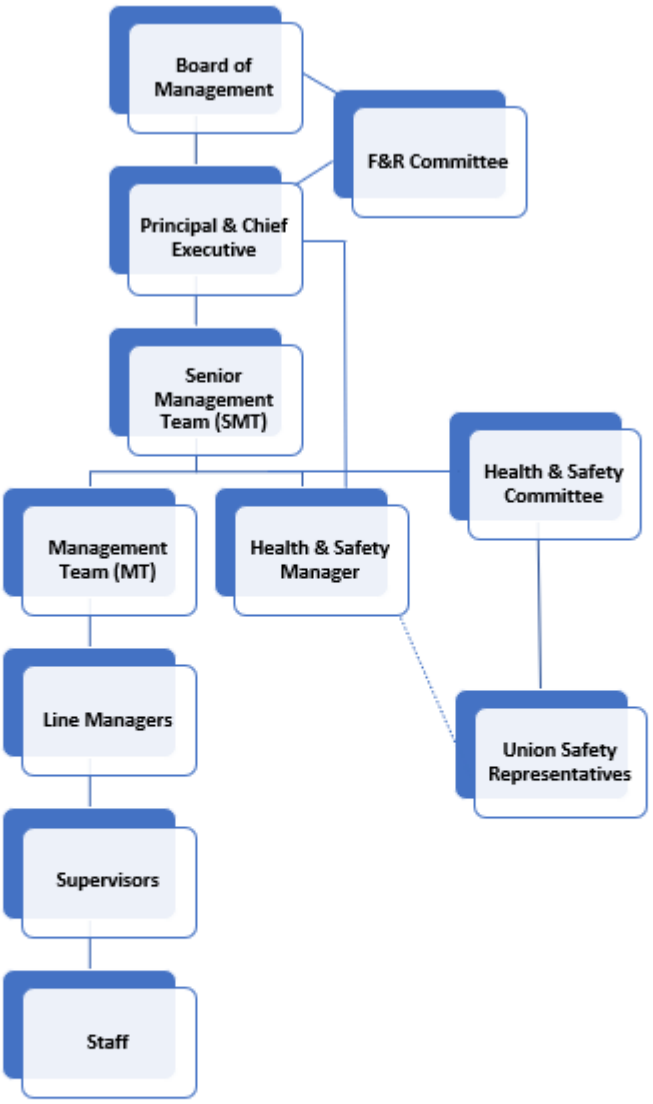
- Provide and maintain places of work that are, safe and without undue risks to health. Ensure that all premises, means of access and egress, plant equipment and vehicles under College control are designed, constructed, maintained, and used, with due regard to health & safety.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Assess the risks to health of harmful substances used by employees and learners and introduce measures to remove/minimise such risk, so far as is reasonably practicable.
- Ensure adequate information is available with respect to machinery and equipment used, detailing the conditions and precautions necessary to ensure they are used without risk to health & safety.
- Provide information, instruction, training, and supervision as is necessary to ensure the health & safety at work of employees, learners, contractors and visitors.
- Adopt the 'hierarchy of risk management' approach, whereby hazards are eliminated or substituted where reasonably practicable before considering the need for engineering control and then segregation. Only where this cannot be reasonably achieved will Personal Protective Equipment (PPE) be considered.
- Provide protective clothing and equipment as necessary and ensure that personnel are adequately trained in the correct use of this, that it is worn/used when required and that it is checked and maintained regularly.
- Provide facilities as appropriate to enable staff Health & Safety Representatives to perform their functions and consult with them in promoting and developing measures to ensure high standards of Health & Safety at Work and promote, through the consultative machinery, joint consultation on health & safety matters and encourage effective participation in such matters by employees.
- Always ensure that there is suitable training and retraining available for first aiders and arrange for the provision of first aid services to ensure, prompt and appropriate treatment of illness and injury occurring during the course of work.
- Ensure that a satisfactory system is maintained for reporting, collecting, analysing, and presenting information on accidents, incidents, and sickness at work in order to facilitate all necessary investigative and corrective action; and
- Arrange for medical advice to be provided on any aspect of health at work including the rehabilitation of employees returning to work following illness or injury; and
- Provide and maintain a health surveillance programme where appropriate.

3. The Organisation

3.1. Campuses

East End Campus	Easterhouse Campus	Springburn Campus	West End Campus
2 Haghill Road Glasgow G31 3SR	1200 Westerhouse Road Glasgow G34 9HZ	123 Flemington Street Glasgow G21 4TD	75 Hotspur Street Glasgow G20 8LJ

3.2. Organisational Chart



NB.

All health and safety concerns, hazards, issues or incidents should be reported directly to the Health & Safety Manager and, in addition, via the management structure above.

4. Responsibilities and Arrangements

It is recognised that the successful management of health & safety requires the commitment of all persons within the organisation. The purpose of this policy is, therefore,
to define the health & safety roles, responsibilities, and accountability of College employees, from senior management throughout the management chain.

The College recognises that **all** individuals within the organisation have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions. Indeed, the Health & Safety Executive (HSE) document *Enforcement Policy Statement*, HSE 41, Paragraph 43, notes the following on 'Prosecution of individuals':

"*... enforcing authorities should identify and prosecute or recommend prosecution of individuals if they consider that a prosecution is warranted. In particular, they should consider the management chain and the role played by individual directors and managers, and should take action against them where the inspection or investigation reveals that the offence was committed with their consent or connivance or to have been attributable to neglect on their part and where it would be appropriate to do so in accordance with this policy. Where appropriate, enforcing authorities should seek disqualification of directors under the Company Directors Disqualification Act 1986.*"

The following sections set out the principal health & safety-related responsibilities of individuals within the organisation. These duties will be in addition to the general duty on all individuals to ensure the Health, Safety and Welfare of themselves and all others who may be affected by their undertakings.

In addition to the *individual* liability of senior staff, the *Corporate Manslaughter and Corporate Homicide Act 2007* allow *companies* and *corporations* to be prosecuted for corporate homicide (in Scotland) where serious management failures result in death. Under this Act there is no longer the need to identify a 'controlling mind' (i.e. one individual whose negligence or recklessness caused the death) to convict an organisation of homicide, thus making it easier to prosecute organisations.

The management responsibilities defined within this Policy should ensure that adequate and appropriate managerial control is exercised over health & safety issues to prevent against prosecution for corporate homicide.

4.1. Responsibilities – Board of Management

4.1.1. The Board of Management, headed by a Chairperson, comprises non-executive members, the only exception being the College Principal & Chief Executive, who is the only executive member, provide professional, community and stakeholder representation and are accountable to the Scottish Government (SG) through the Glasgow Colleges Regional Board (GCRB) and Scottish Funding Council. They are the employer of the College's staff and have a duty of care for their employees. They are required to ensure the quality of the

4.1.2. It is recognised that the Board of Management, while not actively involved in the daily running of the College, has certain responsibilities in terms of OH&S and the following procedures will be adopted to ensure these responsibilities are effectively discharged.

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4.1.3. The Board of Management will:

- Approve the vision and overall strategy for the direction of health & safety management within the College and drive forward continual health & safety improvements
- Consider health & safety under the Risk standing item on the agenda of all Board meetings
- Ensure that College management provides monitoring and reporting of health & safety performance to the Board of Management and/or an appropriate standing committee
- Review the College health & safety performance annually against its health & safety operational plan
- Ensure that the College Health & Safety Policy statement reflects current legislation and Board priorities
- Review any significant health & safety failures and results of any subsequent independent investigations
- Ensure that health & safety systems are in place and remain effective.

	Date:	
Chair of Board of Management of Glasgow Kelvin College		

4.2. Responsibilities – Finance and Resources (F&R) Committee

4.2.1. The F&R Committee will place 'OH&S' as a standing item on the Agenda of all general meetings. This will allow reporting on safety performance, funding requirements, safety failures and other OH&S related issues. The Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.

4.2.2 The F&R Committee will consider the findings of all internal and external OH&S audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by such audits.

4.2.3 The F&R Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

Signature		Date	
Finance and Resources Committee Chair			

4.3. Responsibilities – Principal

4.3.1. The Principal & Chief Executive holds responsibility for the day to day running of the College and it is recognised that this function also incurs the overall responsibility for OH&S management within the organisation. The Principal & Chief Executive will be responsible for ensuring the *implementation* of the policy and arrangements supported by the Health & Safety Manager.

4.3.2. The Principal may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.

4.3.3 The Principal and Chief Executive will:

- approve the OH&S Policy, the Health and Safety Control Manual (HSCM) and will sign the Health & Safety Policy Statement along with the Chair of the Board of Management. Where there is a change of Principal, the incoming Principal will sign the documentation upon appointment to demonstrate commitment and acceptance of responsibilities.
- will approve the appointment of the H&S Manager (who will have accountability for day to day OH&S management and performance) ensuring that they have the requisite competence and are provided with resources to effectively fulfil the role.
- will line manage the H&S Manager.
- will be responsible for reviewing relevant reports, documentation and information provided by the H&S Manager and for taking appropriate action to ensure adequate resources are made available to rectify any safety failures and to improve OH&S performance.

- will be responsible for the reporting of OH&S performance to the Board of Management but may delegate this task to the H&S Manager.
- will ensure that adequate resources are provided to achieve compliance with the OH&S Policy, HSCM and associated arrangements and will take all appropriate action to rectify failures that require intervention above the management grade of the H&S Manager.

Signature		Date	
Principal and CEO of Glasgow Kelvin College			

4.4. Responsibilities – Health & Safety Manager (H&S Manager)

4.4.1. The H&S Manager has been given specific responsibility for the performance of the College against the Health & Safety Policy, Control Manual (HSCM) and associated arrangements. Therefore, the H&S Manager will be responsible for implementing the policy and arrangements that have been approved by the Board of Management and the Principal.

4.4.2. The H&S Manager may be held liable where health and safety offences are committed with her/his consent or connivance or as a result of her/his negligence.

4.4.3. The H&S Manager will:

- be responsible for reporting to the Principal OH&S performance, funding requirements, resource implications, safety failures and other OH&S related issues.
- ensure that OH&S considerations are taken into account for all new investment opportunities and in the organisation's purchasing policy. The objective will be to minimise risks as early in the purchasing chain as is reasonably practicable. Where required, the H&S Manager will refer decisions to the Principal.
- develop, review, and update annually the College Health and Safety Policy and Procedures.
- prompt and encourage the promotion of a positive health and safety culture across the college in order to secure the effective implementation of the Health and Safety Policy.
- be responsible for all health and safety planning including the setting of objectives and priorities.
- assist in identifying hazards, assessing risks, and identifying suitable means of control.
- implement plans and monitoring control measures employing active and reactive techniques.
- review performance and ensure the routine auditing the whole of the health and safety management system.
- maintain adequate information systems on relevant laws and safety management practices.
- provide interpretation of health and safety laws and their implications for the organisation.
- assist in the establishment, development and maintenance of risk control standards relating to 'software' (such as procedures, systems, and people).
- maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents, and cases of ill-health.
- establish and maintain adequate and appropriate active monitoring and auditing systems.
- establish and develop professional relationships at all levels within and outside of the organisation (HSE, Trade Bodies, Colleges Scotland etc.).
- be responsible for dealing with all OH&S issues referred to him by

managers, staff and union safety representatives and Committees.

- in conjunction with the Human Resources (HR) department be responsible for maintaining an adequate programme of staff training in OH&S issues, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
- in conjunction with HR, will be responsible for approving the Health & Safety Training Development Programme, including any additions or deletions, as per Section 6.2 of this Control Manual.
- ensure that adequate communication channels exist throughout the entire organisation to allow OH&S issues to be dealt with timeously and effectively.
- be responsible for reviewing all reports and documentation provided by departments and faculties in accordance with the OH&S policy, HSCM and arrangements and for taking appropriate action to rectify non-compliances and to achieve continual improvement.
- be responsible for reviewing and taking appropriate actions for any health and safety-related issues raised via the College Intranet 'Estates Helpdesk'.
- will ensure that where any amendment that is made to the text or other content of OH&S documents, is duly authorised and referenced.

Signature		Date	
Health and Safety Manager			

4.5. Responsibilities – Vice Principals, and Directors

11.1 Due to the senior 'managerial' function performed by the VPs and Directors, it is recognised that they may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.

11.2 The VPs and Directors will:

- ensure the active participation of their departments in the Health & Safety Committee. This will involve the identification of Health & Safety concerns within their departments, the raising of pertinent issues for consideration by the Committee and the actioning of all measures identified by the Committee and management staff as being required.
- will, so far as reasonably practicable implement all relevant policies, procedures, and arrangements within their departments, as required by the OH&S Policy, HSCM, Health & Safety Committee and other direction from senior personnel and communications groups.
- will, so far as reasonably practicable ensure that adequate communication channels exist throughout their areas of responsibilities to allow OH&S issues to be dealt with timeously and effectively. All departmental staff will be given the opportunity to raise any safety related queries with their line managers, the Directors, or the Vice Principals.
- will, so far as is reasonably practicable, ensure that all departmental staff adhere to all relevant risk assessments, adopt safe working procedures, work in accordance with any training provided and properly use control measures, protective equipment etc. that are appropriate for the nature of the work carried out.
- where the need for further training or any other form of risk control for departmental staff is identified raise the issue without undue delay with the H&S Manager.
- where any significant breach of Health & Safety procedures identified, ensure appropriate action be taken to reduce the immediate risk and report the issue to the H&S Manager without undue delay. All such incidents will be reported to the H&S Committee
- will, so far as reasonably practicable and in conjunction with departmental staff, attend a minimum of two formal safety inspections within their areas of responsibility annually. Safety inspections will take place four times per year for support departments (quarterly) and three times per academic year for Faculties.
- The Directors will be responsible for the risk assessment process within their areas of responsibilities. This will include ensuring that all appropriate risk assessments are completed and reviewed timeously and that all identified risk control measures are implemented.

Signature		Date	
Vice-Principal (Learning & Quality Enhancement)			
Signature		Date	
Vice-Principal (Finance & Corporate Services)			
Signature		Date	
Director of Corporate Services			
Signature		Date	
Director Digital Services			
Signature		Date	
Director of Human Resources			
Signature		Date	
Director of Marketing and Business Development			
Signature		Date	
Director of Community Engagement & Curriculum			
Signature		Date	
Director of Learning Innovation & Curriculum			
Signature		Date	
Director of Planning, Performance & Curriculum			

4.6. Responsibilities – Director Human Resources (HR)

4.6.1 The Director HR will be responsible for ensuring that effective recruitment and selection processes are in place to ensure the competency of those selected for employment.

4.6.2 The Director HR will be responsible for ensuring that reference to staff H&S responsibilities is contained within standard written statements of employment.

Signature		Date	
Director Human Resources			

4.7. Responsibilities – Head of Facilities and Environmental Sustainability

4.7.1. The Head of Facilities and Environmental Sustainability will:

- be responsible for maintaining records of all OH&S information provided to contractors.
- be responsible for communicating with contractors in respect of OH&S and for arranging responses to any OH&S related questions and queries. Support will be available from the H&S Manager where required. Records of all communications will be retained by the Estates department.
- be responsible for operating a 'Permit to Work' system for all contractors. Records of all such permits will be retained by the Estates department.
- be the designated "asbestos co-ordinator", in accordance with the college Asbestos Management Plan (AMP) and will be responsible for maintenance of the West End campus asbestos register and ensuring all contractors are provided with the relevant information and guidance etc.

Signature		Date	
Head of Facilities and Environmental Sustainability			

4.8. Responsibilities – Heads / Managers (SCM's and CM's) / Team Leaders / Supervisors

4.8.1 It is recognised that Heads / Managers (SCM's and CM's) / Team Leaders / Supervisors etc. may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.

4.8.2 Heads / Managers (SCM's and CM's) / Team Leaders / Supervisors etc.:

- must be conversant with the College's safety policies and procedures
- will ensure that staff, learners, or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures
- will ensure the necessary risk and Control of Substances Hazardous to Health (COSHH) assessments have been carried out and are routinely reviewed and that the safety provisions relating to the work discussed with those doing it
- will ensure that relevant safety documentation is readily available for reference to auditors and/or regulating authorities
- are to ensure that personnel for whom they are responsible have received training appropriate to their needs all such training is documented.
- will ensure that they conduct regular 'toolbox talks' with staff for whom they are responsible. These 'toolbox talks' can be carried out during routine staff / team meetings.
- should ensure that the work environment and equipment are safe and well maintained, identifying, and correcting hazardous conditions
- may be required, after consultation with the H&S Manager, to assist in the investigation of accidents or incidents revising risk assessments, where necessary
- will assist the H&S Manager in identification of relevant staff for occupational health surveillance. Further, they will ensure that these individuals, who are registered with the Occupational Health Service, attend health surveillance appointments as and when required
- will monitor staff compliance with risk assessment and COSHH control measures and censure those who fail to comply
- will ensure proper disposal of waste materials in accordance with College procedures
- will ensure that the levels of supervision provided are influenced by the severity of risk in the workplace and the competence of the employees involved.
- will ensure that the levels of supervision provided are sufficient to accommodate the particular needs of:

    - those who undertake high risk tasks
    - new employees
    - young persons (A young person is anyone under 18)
    - new or expectant mothers (NEMs)

    - lone workers

- will ensure that the levels of supervision are suitable and sufficient to accommodate staff handovers.
- should recognise and promote the benefit of on-the-job coaching and team building to develop a positive health and safety culture within their area of responsibility.

4.9. Responsibilities – Employees

4.9.1. ALL staff have general duties to ensure their own safety and that of others. The Health and Safety at Work etc. Act 1974 notes the following in respect of staff' duties:

"*It shall be the duty of every employee while at work –*

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

4.9.2 The following procedures will, therefore, be adopted by ALL staff to ensure these duties are adequately discharged.

4.9.3 Staff will comply with the policies, procedures and arrangements set out in the Health and Safety Control Manual (HSCM) and with any information, instruction and training provided. In addition, any risk control measures, and equipment provided to ensure safe working practices will be properly used.

4.9.4 Any identified breaches of OH&S procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health & Safety of staff or other persons shall be reported immediately to the H&S Manager and to their line-management.

4.9.5 Staff will inform their line-management, Director or Vice Principal without undue delay, where they believe that further training or other risk control measures would be beneficial. Where the employee believes significant risk to be present those tasks will not be carried out and the H&S Manager should be informed.

4.9.6 Staff will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and are to actively implement any control measures identified to them as being required.

4.9.7 Staff will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

4.10. Responsibilities – Health & Safety (H&S) Committee

4.10.2. The H&S Committee will provide an open forum for the discussion of all health & safety related issues raised by members of the Committee and by any other relevant sources. The Committee allows representation from health & safety Representatives appointed by recognised trades unions and individual employees, thus allowing access to all employees and employee groups.

4.10.3. The Committee will meet at regular intervals (a minimum of six times) throughout the academic year with meeting dates published at the commencement of each academic year.

4.10.4. Other than the absence of the H&S Manager, a meeting should not be cancelled or postponed except in exceptional circumstances with the rearranged date being announced as soon as is practicable.

4.10.5. If a member of the Committee is unable to attend a meeting, the member should nominate a named substitute.

4.10.6. The quorum for the Health & Safety Committee will be eight members.

4.10.7. All Committee members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole.

4.10.8. The H&S Manager will present a Health & Safety update report to the Committee **at each** meeting. The Committee will review routinely health & safety performance, analyse accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Principal without undue delay.

4.10.9. The Committee will propose via meeting minutes and subject to the Principal's approval, members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements, and any other initiatives.

4.10.10. The Committee will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Risk Management Committee and SMT following each meeting, without undue delay. Where appropriate, the Committee will propose policy revisions, procedures, and arrangements, for ultimate approval by the Board of Management.

4.10.11. The Chair of the H&S Committee will be rotated on an annual basis between a member of the College management (as nominated by the Vice Principal (Human resources and Organisational Development)) and a representative from a recognised Trade Union. Membership should

include staff representation from all Faculties and Support areas. If the chair is unavailable, the H&S Manager will deputise.

Health and Safety Committee			
Signature		Date	
Chair of Health and Safety Committee			
Signature		Date	

4.11. Responsibilities – Learners

4.11.2. Safety is an integrated function of College management and each manager is responsible for safety performance in his/her sphere of operation. The active co-operation and understanding of safety procedures by learners is a vital element of the College's safety effort. The avoidance of accidents is a common interest of all employees and learners.

4.11.3. The Board of Management requires all learners to:

- Comply with the letter and spirit of current Health & Safety legislation, Approved Codes of Practice, authoritative guidance, and College Health
  & Safety Rules.
- Recognise that each person is responsible not only for his or her own safety but also for the safety of anyone else who could be affected by his or her acts or omissions.
- Support actively and co-operate with the pursuit and maintenance of standards of health, safety and welfare that are exemplary to the education sector.
- Not interfere with or misuse anything which has been provided by the
- College in the interest of health, safety or welfare.
- Use any safety equipment and safe systems of works as instructed by teaching and management staff; and
- Not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals, and / or result in situations with the potential to cause harm.

4.12. Responsibilities – Contractors

4.12.2. A contractor is an individual or company that the College does not employ but who is commissioned/contracted, to carry out a set task or tasks during the duration of contract, whether or not this is on a formal contract basis.

4.12.3. Contractors shall:

- Always comply with the Health & Safety at Work etc. Act 1974 (HSAWA) and all subordinate legislation
- Adhere to the Construction (Design & Management) Regulations 2015 (CDM)
- At all times, whilst engaged on a contract, ensure that their operations are executed under the controlled supervision of a named individual on site
- Inform the Head of Facilities and Environmental Sustainability of the named individuals on site
- Prior to commencing work undertake appropriate risk assessments and provide the Head of Facilities and Environmental Sustainability with both completed risk assessments and method statements for the work to be carried out

- Inform the Head of Facilities and Environmental Sustainability of any changes to the method statements or risk assessments provided
- Comply with all safety instructions issued by the College
- Work to a permit-to-work system for certain operations indicated or arising from the initial method statement and risk assessment stage which are considered to pose high risks
- At all times use their own equipment and tools unless it has been pre-arranged with the Head of Facilities and Environmental Sustainability.

4.13. Accidents, First Aid and Work-related ill Health

4.13.2. The Health and Safety Manager in co-operation with the Human Resources Team will be responsible for:

- Maintaining an Occupational Health provision with suitable external consultancy
- Maintaining a recording keeping system for all Health & Safety surveillance records which relate to individual employees
- Assisting Managers conduct Individual Stress Risk Assessments
- Maintaining records of work-related ill health.

4.13.3. The College has undertaken a risk assessment related to the provision First Aid and First Aiders. This will be reviewed on an annual basis. The risk assessment has identified the number and spread of First Aiders required by the College.

4.13.4. A list of appointed First Aiders will be maintained by the H&S Manager and will be displayed at appropriate places in the College estate

4.13.5. First-aiders will be responsible for:

- Administering first-aid in line with their training, competence, and confidence where situations dictate
- Recording all accidents, hazards and near misses on the College Incident report form
- The Incident report forms are available on the College intranet and hard copies will be kept at the reception areas in each Campus
- All incidents reported which are accidents resulting in injury will be entered onto the college Accident Management System by the H&S Manager.

4.13.6. Responsibility for reporting all RIDDOR-reportable occurrences to the enforcing Authority lies with:

- H&S Manager
- Director of Human Resources

4.13.7. First Aid boxes are kept at:

- Various (limited) locations throughout all the College buildings.

Signage in rooms identifies the nearest one to that location; and/or
- Carried by the duty first-aider.

4.13.8. The contents of First Aid boxes will be checked monthly by Estates staff.

5. Distribution of the Health & Safety Policy

5.1 The College Health & Safety Policy will be available as follows:

- College Website
- Staff Intranet