



## HEALTH AND SAFETY POLICY

POLICY OWNER:	Estates
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## 2. STATEMENT OF INTENT

The Corporation recognises and accepts its responsibilities under the Health and Safety at Work Act 1974, its Regulations and other relevant legislation. BMet will take all reasonably practicable steps to ensure the health, safety and welfare of its staff<sup>1</sup>, students<sup>2</sup>, and visitors while undertaking college activities.

BMet recognises the potential threat posed by respiratory infections such as COVID-19 and will take all reasonably practicable steps to help reduce the spread of any respiratory infections. Any advice given will be based on guidance from the UK Health Security Agency

### **It is the policy of BMet to ensure:**

- The promotion of standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations and Approved Codes of Practice.
- Proper consideration and resourcing of health and safety issues in the business planning and implementation processes.
- The establishment of a culture which supports risk management and the prevention of incidents and ill health.
- The implementation of a systematic approach to the identification of risks and the measures required to manage them.
- Adequate arrangements within the organisation to review performance and learn from experience.
- Staff receive adequate information, training and supervision.
- Individuals are aware of their legal obligations:
  - (a) to co-operate and communicate fully with management.
  - (b) to follow health and safety policies and procedures laid down by BMet and to take reasonable care of their own health and safety and the safety of others who may be affected by their work activities.
  - (c) to undertake any training in health and safety matters as appropriate
  - (d) to report any hazardous conditions to their line manager and health and safety manager
  - (e) promote the concept of Ready, Respectful, Safe to ensure learner health, safety, welfare and a supportive environment.

Signed.....  
Pat Carvalho – Principal and CEO

Date 27 January 2023.....

<sup>1</sup> Throughout this document the term 'staff' includes salaried employees, hourly paid associates and agency workers.

<sup>2</sup> Throughout this document the term 'student' includes anyone engaging in a programme of learning at the college including those on apprenticeships.

### 3. **RESPONSIBILITIES AND OBLIGATIONS**

This Policy will apply to all staff, students, contractors, members of public and others who use/visit BMet premises to ensure a safe working environment.

#### 3.1 The Corporation

- (a) The Corporation accept full responsibility for health and safety within the College as detailed in the Policy Statement of Intent.

#### 3.2 College Principal

The College Principal will be responsible to the Corporation for achieving the objectives of the College Health and Safety Policy, namely to:

- (a) Ensure that Vice Principals, Directors and all Managers know and undertake their individual responsibilities regarding health and safety management, and that the requirements of health and safety legislation and College policy are met.
- (b) Advise the Corporation of the resources required to comply with statutory requirements and to make adequate arrangements to affect such requirements.
- (c) Ensure adequate consultations between management, specialist advisors and staff representatives prior to the introduction of any change which may affect the health, safety and welfare of staff.
- (d) Ensure the establishment and maintenance of a suitable health and safety strategic plan to:
  - (i) Eliminate accident potential as far as is reasonably practicable
  - (ii) Conform to statutory duties and College policies and procedures.
  - (iii) Monitor the effectiveness of the Policy and apprise the Corporation of the College's safety performance as appropriate.

#### 3.3 The Senior Leadership Team

Under the direction of the Principal, the Senior Leadership Team are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, they will:

- (a) Receive regular monitoring and audit reports on the suitability and effectiveness of health and safety management performance in their area.
- (b) Ensure adequate follow-up procedures are in place to address any departmental areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.

- (c) Ensure that they and all personnel for whom they are responsible know and undertake their managerial responsibilities regarding health and safety, and that all personnel are adequately trained and competent to discharge those responsibilities.
- (d) Promote the implementation of the College Health and Safety Policy by establishing an adequate programme to:
  - (i) Ensure that risk assessments are conducted and that adequate control measures are introduced and maintained.
  - (ii) Conform to statutory duties, the College Health and Safety Policy and supporting procedures.
  - (iii) Ensure that staff to whom they have a responsibility for, are communicated with and understand the practical aspects of the Policy and the various legal requirements that apply to them within their areas of responsibility.
- (e) Ensure the health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regards to:
  - (i) The current health and safety strategic plan;
  - (ii) Planning new operations or methods of work; and
  - (iii) Designing or acquiring new plant or equipment.
- (f) Arrange consultations with staff and their representatives in the workplace to ensure that progressive and positive methods are adopted to promote health and safety and to give effect to arrangements for the participation of staff representatives in the development of such measures.
- (g) Identify and provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under their control.
- (h) Ensure that where appropriate they would be provided with the time, resources, training and the encouragement for complying with the Policy.

#### 3.4 Chief Financial Officer

The Chief Financial Officer is responsible to the Principal on a delegated basis for the general oversight and development of the Health and Safety Policy and the Health and Safety Strategic Plan, and for ensuring co-ordination of such policies and practices across the College. The chief Finance Officer has responsibility for ensuring that the arrangements to manage health and safety in accordance with college policy are effective.

### 3.5 Vice Principals

The Vice Principals are responsible for achieving the objectives of the Health and Safety Policy within their college or area of responsibility. As an integral part of their management responsibilities they will:

- (a) Gain assurances from the Director of Estates, in order to satisfy themselves that buildings, fixed plant and equipment are, so far as is reasonably practicable, maintained in a safe condition.
- (b) Ensure that personnel, for whom they have a responsibility for, undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and college policy are met.
- (c) Actively monitor health and safety performance in college site(s) under their control through the receipt of audit/inspection reports and accident/incident/ill-health reports.
- (d) Gain assurances from the relevant Departmental Directors that adequate follow-up procedures are in place to address any areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.
- (e) Ensure that College policy is implemented and adhered to as far as is reasonably practicable for activities taking place on college sites under their direct control.
- (f) Act, and discharge the responsibilities of the 'Responsible Person' for day-to-day fire safety management at college sites under their control.
- (g) Ensure that fire drills take place at their respective college sites at least twice per year and that any issues arising from these drills are attended to as soon as is practicable.

### 3.6 Departmental Directors

Under the direction of their respective Vice Principal or Senior Leader, Departmental Directors are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, they will:

- (a) Ensure that departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory health and safety requirements.
- (b) Ensure that personnel to whom they have a responsibility for, undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and college policy are met.
- (c) Ensure that departments within their area of responsibility have adequate arrangements in place for the routine service and

maintenance of work equipment and that adequate and documented safe system of work for such equipment is in place.

- (d) Ensure that adequate arrangements are in place, so far as is reasonably practicable, for the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- (e) Actively monitor health and safety performance in areas under their control through audit/inspection reports, accident/incident/ill-health reports.
- (f) Ensure adequate follow-up procedures are in place to address any departmental areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.
- (g) Promote the implementation of the college Health and Safety Policy by establishing an adequate programme to:
  - Ensure that risk assessments are conducted and that adequate control measures are introduced and maintained.
  - Conform to statutory duties and the college Health and Safety Policy and procedures.
- (h) Ensure that health and safety training needs are identified, and that suitable training is provided.
- (i) Ensure that health and safety is promoted as a core element of departmental teaching at all levels.
- (j) Ensure that College policy is always implemented and adhered to for activities taking place off college sites.
- (k) Encourage and support the discussion and sharing of information relating to health and safety matters at staff meetings.

### 3.7 Departmental Managers

Under the direction of their respective Departmental Director, Departmental Managers, are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, they will:

- (a) Ensure that departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.
- (b) Ensure that personnel for whom they have a responsibility, undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and college policy are met.
- (c) Ensure the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risks to health.



- (d) Ensure that adequate arrangements are in place, so far as is reasonably practicable, for the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- (e) Actively monitor health and safety performance in areas under their control through audit/inspection reports, accident/incident/ill-health reports.
- (f) Ensure adequate follow-up procedures are in place to address any departmental areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.
- (g) Promote the implementation of the college Health and Safety Policy by establishing an adequate programme to:
  - Ensure that risk assessments are conducted and that adequate control measures are introduced and maintained.
  - Conform with statutory duties and the college Health and Safety Policy and procedures.
- (h) Ensure that health and safety training needs are identified, and that suitable training is provided.
- (i) Ensure that health and safety is promoted as a core element of departmental teaching at all levels.
- (j) Ensure that College policy is always implemented and adhered to for activities taking place off college sites.
- (k) Encourage and support the discussion and sharing of information relating to health and safety matters at staff meetings.
- (l) Ensure that regular departmental inspections are carried out by competent staff.
- (m) Communicate risk assessments to the relevant staff.
- (n) Monitor the effectiveness of the control measures and take actions/review accordingly.
- (o) Fully co-operate with staff and Health and Safety Union Representatives.

### 3.8 Director of Estates

The Director of Estates, reporting to the Chief Financial Officer, has day to day responsibility and oversight of the Health and Safety Policy and the Health and Safety Strategic Plan. The Director of Estates line manages the Health and Safety Manager.

The Director of Estates has a vital role of ensuring that the college Estate along with certain plant, fixtures and fittings is maintained in a safe condition and will also be responsible for:

- (a) Arranging and monitoring routine maintenance/service and repair of all buildings, equipment, machinery and systems to ensure health and safety.
- (b) Ensuring the integrity of the fire safety systems and firefighting equipment by establishing and arranging procedures for servicing/repairs by a competent contractor.
- (c) Ensuring that appropriate regular fire safety checks e.g. fire alarm and emergency lighting tests etc. are carried out and recorded at the prescribed intervals.
- (d) Implementing the Construction, Design and Management Regulations 2015 as appropriate and ensuring the competency of contractors employed to carry out any building projects, maintenance and repair jobs as appropriate.
- (e) Planning, co-ordinating, controlling and monitoring the activities of all contractors according to the college's Contractor's Health and Safety Policy, method statement, etc. at the tender stages. Ensuring the competency of contractors employed to carry out maintenance jobs.
- (f) Ensuring that the Environmental Policy standards set out in the Health and Safety Policy are adhered to and the duty of care with regard to special waste disposal etc. is complied with according to the Environmental Protection Act.
- (g) Ensuring that systems for testing fixed installations and portable appliances testing are implemented and tested at the prescribed intervals.

### 3.9 Health and Safety Manager

The Health and Safety Manager has a central co-ordinating role in relation to health and safety matters and acts as an advisor to the college on health and safety strategy and the requirements and interpretation of relevant legislation. The Health and Safety Manager will:

- (a) Act as the nominated 'competent person' on behalf of the college as required under the Management of Health and Safety at Work Regulations 1999.
- (b) Develop a health and safety strategic plan for the college and implement an annual action plan to deliver these strategic aims.
- (c) Ensure the effectiveness of the college health and safety management systems and arrangements through planned audits/inspections.

- (d) Advise all levels of management on health and safety issues.
- (e) Ensure that the Health and Safety Policy is kept up to date in the light of changing working practices, activities and legislation. Developing and formulating health and safety procedures where necessary.
- (f) Interpret and disseminate all relevant health and safety information to the College via the normal management communication structure.
- (g) Establishing a system for the reporting of, and the subsequent investigation of, all accidents, incidents, near-misses and dangerous occurrences.
- (h) Report accidents, diseases and dangerous occurrences to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- (i) Maintain a register of sufficient specialist staff that have particular health and safety responsibilities within the college, e.g. first aiders, Fire Marshals etc.
- (j) Ensure such members of staff are adequately trained and competent to carry out such duties.
- (k) Investigating any health and safety complaints from Environment Health Officers, the Health and Safety Executive, staff, students and members of the public.
- (l) Responding to the requirements of the College Insurers in connection with personal injuries claims.
- (m) Present to the Health and Safety Committee and to the Board of Governors, an annual report on the status of the college health and safety management systems and procedures.
- (n) Ensure that fire drills are carried out at least twice per year and to monitor the effectiveness of the fire emergency evacuation arrangements.
- (o) The development and maintenance of effective fire prevention strategies.
- (p) Monitoring the College's fire safety arrangements and making recommendations as necessary.
- (q) Act as the 'Competent Person' on behalf of the college under the Regulatory Reform (Fire Safety) Order 2005.
- (r) Arrange for fire risk assessments to be conducted and/or reviewed for all college buildings as required under the RRFSO.

### 3.10 Radiological Protection Supervisor (RPS)

- (a) The RPS provides advice on all aspects of radiological protection in the college, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 1999, together with other various Codes of Practice.

- (b) The RPS will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.
- (c) The RPS will act as a link to the contracted services of the Radiological Protection Advisor and will report any concerns to the Health and Safety Manager.

#### 3.11 Director of Human Resources

- (a) The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Health and Safety Manager.

#### 3.12 Technicians:

Technicians are responsible for:

- (a) Ensuring that suitable and sufficient risk assessments are carried out for all work activities and that adequate control measures are introduced and maintained.
- (b) Carrying out regular departmental health and safety inspections and forwarding reports to their relevant line manager and the Health and Safety Manager.
- (c) Attending relevant health and safety meetings and training sessions.
- (d) Familiarising themselves with, and acting in accordance to the college Health and Safety Policy and local health and safety arrangements.
- (e) Ensuring that adequate arrangements are in place, so far as is reasonably practicable, for the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- (f) Complying with their individual responsibilities for health and safety under health and safety legislation and college policy.

#### 3.13 Staff

The Health and Safety at Work etc Act 1974 states that EVERYONE has a responsibility for health and safety. It is important that everyone appreciates and recognises the extent of their individual responsibilities, namely that they:

- (a) Shall make themselves familiar, and comply with, the Health and Safety Policy and all related procedures, in particular to any policy/procedure which directly affects their own work activities.
- (b) Shall accept individual responsibility:
  - To take all reasonable care for the health and safety of themselves and of any other person who might be affected by their actions or omissions.

- To co-operate with the college so far as is necessary to enable it to comply with its legal duties.
- To undertake as required, all health and safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their staff or anyone else affected by their actions at work.
- (c) Shall always make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.
- (d) Familiarise themselves with the location of first aiders, local health and safety arrangements with regard to processes/materials, emergency procedure, nearest fire exits and assembly points.
- (e) Report any hazards and all accidents, near misses, incidents and damage to their immediate line manager and participate in near miss reporting arrangements.
- (f) Shall not intentionally or recklessly, interfere with or misuse anything provided by the College in the interests of health, safety and welfare.
- (g) Be responsible for the health and safety of students/or persons in their care as far as is reasonably practicable.
- (h) Always set a good personal example by following safe working practices.

#### 3.14 Health and Safety Representatives

Health and Safety Representatives will be responsible to all members they represent for:

- (a) Investigating complaints by any members of staff they represent relating to health, safety or welfare at work.
- (b) Making representation to college management on general matters affecting the health, safety or welfare at work of members of staff at the college.
- (c) Carrying out inspections of the workplace provided they have given the college reasonable notice.
- (d) Attending meetings of the Health and Safety Committee in capacity of a safety representative.
- (e) Representing the staff, he/she was appointed to represent in consultation with HSE inspectors and any other enforcing agency.

#### 3.15 All Students

- (a) Shall always, whilst they are on college premises or taking part in college activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them.

- (b) Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on college premises, alter any fixed installation, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or staff of the college.
- (c) Shall always, whilst they are on college premises, comply with all fire, safety and security procedures as detailed in the Health and Safety Policy.
- (d) Shall not intentionally or recklessly, interfere with or misuse anything provided by the college in the interests of health, safety and welfare.
- (e) Shall comply with all instructions, written or oral, given to ensure personal safety and the safety of others.
- (f) Shall use protective or specialist clothing as required and shall use all safety equipment available.

### 3.16 The Health and Safety Committee

The Health and Safety Committee will:

- (a) Act as a consultative forum for the consideration and discussion of draft health and safety policies and procedures.
- (b) Act on behalf of, and advise the Senior Leadership Team on matters of health and safety policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to the college)
- (c) Keep under review the college's legal obligations with regard to health, and safety statutory requirements through regular monitoring and bring to the attention of the Senior Leadership team, areas where statutory compliance is not being met.
- (d) Receive reports on health and safety audits, accident statistics, communications with enforcing authorities and from other relevant groups, and to make recommendations to the Senior Leadership team of any corrective actions required.
- (e) Receive updates on changes to legislation and to review and assist in the development of policies and procedures to enable the college to meet all its statutory requirements.
- (f) Consider reports which safety representatives or management wish to submit.
- (g) Monitor staff training and development programmes as they relate to health and safety issues to ensure appropriate training is provided to enable all members of staff to safely discharge their duties.

- (h) Receive and comment on an annual report to the Corporation which covers health and safety activities and provides the information required to discharge the duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- (i) Contribute to the development of a strategic health and safety plan, that identifies and prioritises areas of work, which will deliver improvements to the college's health and safety management system.
- (j) Contribute to the development of an annual health and safety action plan that identifies and prioritises work to be carried out in that year, which will deliver the improvements identified in the strategic plan.

The composition of the Health and Safety Committee is shown in Appendix 1

#### **4. PROCEDURE/COMPLIANCE OBLIGATIONS**

##### **4.1 Health and Safety Leadership**

Strong leadership on health and safety will be provided by the Corporation, the Principal, the Vice Principals, Directors and Departmental Managers and the Health and Safety Committee to establish a vision of successful health and safety management. This leadership and vision will generate clarity about health and safety strategy, management objectives, health and safety roles and responsibilities and foster professional relationships.

##### **4.2 Health and Safety of Apprentices**

The health and safety of apprentices as with all BMet students is of the utmost importance. Employers have the primary responsibility of ensuring the safety of the apprentice and should be managing any significant risks. Prior to the apprenticeship, H&S assessments will be completed with the employer to ensure the apprentice is in a safe working environment and subsequent checks should be done to ensure nothing has changed. These assessment and subsequent checks are carried out by the Health & Safety team within the External Development Directorate.

Apprentices have a responsibility to inform their tutor of any H&S concerns, and the tutor has a responsibility to inform the H&S Manager and Business Development team of any H&S concerns regarding apprentices/employers. In addition, all staff who have apprentices in their group should familiarize themselves with the college's H&S policy and understand their responsibilities and the responsibilities of the apprentices and the wider teams.

#### 4.3 Health and Safety Culture

A positive health and safety culture based on openness and honesty in which decisions are based on the principles of sensible risk management, lessons are learnt from mistakes and accountability is clear.

#### 4.4 Health and Safety Systems and Processes

Health and safety systems and processes must support accountability and will include risk management and performance management information and health and safety inspections, audits and monitoring. These systems and processes must be robust, produce reliable information that is reported to the Senior Leadership team to enable informed decisions to be made and to achieve objectives.

#### 4.5 Setting Health and Safety Objectives

The Senior Leadership team will review progress of health and safety objectives at their regular meetings to determine if the college's health and safety objectives and action plan are being achieved and if necessary, ensure that the outstanding issues are being prioritised and addressed via a risk-based approach.

The Health and Safety Manager will provide professional advice, guidance and support together with audit and monitoring reports to support the Senior Leadership team in these assessments.

The Senior Leadership team will require Departmental Directors to submit progress reports on the achievements and outcomes of their respective health and safety action plans. The Senior Leadership team will use these reports together with those of internal audit and inspections by the Health & Safety Manager to assess how the college is progressing against its health and safety action plans and general obligations.

#### 4.6 Corporate Monitoring of Faculty Areas

The Health and Safety Manager will measure the health and safety performance of individual faculty areas via planned audits and inspections, monitoring of accident reports and completion of planned training.

Assessment of performance will be against the criteria set in the health and safety audit plan and the college's health and safety policy, procedures and guidance. The results will be reported periodically to the Senior Leadership Team and Health and Safety Committee who will consider and act on the findings.



#### 4.7 Provision of an effective Joint Consultative Process

A health and safety committee will be established and maintained and will meet once every half term to discuss all matters relating to the management of health and safety within the College. The composition of the committee will be such as to ensure an adequate representation between management and staff representatives with emphasis on representation from managers and staff in high-risk work areas.

#### 4.8 Establishing Adequate Health and Safety Communication Channels

In addition to the College's established health and safety committee structure, communication channels for the exchange of health and safety knowledge and information already exist through the day-to-day supervisory channels. These channels may need to be formalised by managers/supervisors and regularly evaluated by the health and safety team. They include, for example:

- line supervision
- safe systems of work/risk assessments
- health and safety discussion groups
- management teams
- 'on the job' health and safety training
- issuing and exchange of health and safety procedures

At departmental level the results of the risk assessment process are key elements of the communication process. On-site safety systems rely extensively on the exchange of information. It is essential that local risk assessments are undertaken to ensure that procedures and systems are correctly documented, legible and readily available.

Although it is primarily the responsibility of Directors and Departmental Managers to initiate such information, the value of 'bottom up' feedback is important. Staff must always have opportunity and be encouraged to contribute to this process without fear of penalty

#### 4.9 Measurement of Health and Safety Performance

In order to substantiate that health and safety standards are being achieved, it is necessary to measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The types of systems that will be used to measure health and safety performance include:

- (a) Active monitoring systems:
  - That measure health and safety performance on a routine basis; audit and inspections

(b) Reactive monitoring systems:

Identify where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

#### 4.10 Auditing

Auditing in simple terms is the structural process of collecting information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for any corrective action.

The aims of the audit should be to establish that:

- Appropriate management arrangements are in place
- Adequate risk controls systems exist, are implemented, and reflect the hazards the organisation needs to confront
- That appropriate workplace precautions are in place

Auditing will be used to examine compliance, effectiveness/weaknesses and adequacy of the College's policies, procedures and annual health and safety action plan and will help to ensure that:

- Information about the college's health and safety management system is collected in a coordinated and consistent manner
- Make sound judgments about its adequacy and performance
- Health and safety responsibilities are being properly identified and discharged correctly
- Management teams are accepting and dealing effectively with their devolved health and safety obligations
- College procedures and policies are being applied and adhered to
- Staff are aware of, and complying with, health and safety rules and are health and safety conscious
- Accidents and ill health are reducing, and trends are showing improvements
- Staff are receiving appropriate health and safety training.
- Statutory requirements are being met

The Health and Safety annual audit programme will contribute to corporate governance arrangements and assist in service delivery within acceptable levels of risk and legislative compliance.

## 5. COMPLIANCE

### 5.1 Reviewing Performance

The Corporation understands the importance of making judgments about the adequacy of its health and safety performance and making decisions about the nature and timing of the actions required to resolve any deficiencies.

Feeding information on both success and failure back into the system is an essential element in motivating and stimulating staff to maintain and improve health and safety performance. Reviewing health and safety should be a continuous process undertaken at different levels within the college. It will include responses:

- By Managers to remedy failures to implement workplace precautions which they identify during 'day to day' operations
- To remedy sub-standard performance identified by active and reactive monitoring
- To the assessment of plans at individual, Department, Directorate and corporate level
- To the results of audits both directorate and corporately

Key performance indicators for reviewing overall health and safety performance will include:

- Assessment of the degree of compliance with health and safety system requirements
- Identification of areas where the health and safety system are failing or absent
- Assessment of the achievement of specific objectives and plans
- Accident, assault, ill health and incident data, which analyses both the immediate and underlying, causes, trends and common features.

### 5.2 Health and Safety Procedures

The College maintains documented procedures that provide guidance and instruction to staff and others on subject specific areas; these include, but are not limited to:

- Accidents and accident reporting
- Control of asbestos
- Control of legionella
- Control of substances hazardous to health
- Display screen equipment
- Driving and the use of vehicles for work
- Electricity at work & Portable Appliance Testing
- Environmental and sustainability
- Fire safety
- First aid

- Infection control
- Lone working
- Manual handling
- Out of College visits and activities
- No smoking
- Noise at work
- Personal protective equipment
- Prevention of work-related violence and aggression
- Risk assessment
- Work at height
- Workplace, health, safety and welfare
- Work experience/placement

### 5.3 Commitment and Review

The college's Health and Safety Policy and subsequent procedures are reviewed annually at the start of each academic year. The Health and Safety policy is reviewed and approved by the college's Senior Leadership Team and signed by the Principal/CEO.

The Health and Safety Policy and procedures are stored centrally on the health and safety page of the college's SharePoint site. The policy is also published on the college's external website. Changes to the policy or procedures are communicated to all staff using the appropriate internal channels.

## **Appendix 1**

### **Composition of the College Health and Safety Committee**

1. Director of Estates (Chair)
2. Health & Safety Manager (Deputy Chair)
3. 1 nominated representative from each recognised Trade Unions: UCU, UNISON and NEU
4. Estates & Security Manager
5. Vice Principals
6. Director – Construction
7. Director – Engineering
8. Science representative
9. Medical representative
10. Art and Design representative
11. Business Development
12. Director - Student Experience
13. Administration support