

**1 Statement of Intent**

1.1 This College is committed to creating a safe and secure working and learning environment to support teaching and learning excellence. Our aim is not only to comply with best practice in Health and Safety legislation but also to create a positive environment and culture that promotes being healthy, safe and secure. The management of Health and Safety is therefore integral to achieving this aim. Our commitment to excellence shall apply to the manner in which the College discharges its responsibilities for the Health and Safety of its employees, students, visitors (including contractors) and all those who may be affected by its activities.

**2 Policy**

- 2.1 The Governing Body, as the employer, has the ultimate responsibility for Health and Safety. The Principal is responsible for the running of the College, which includes the management of Health and Safety. The Principal is the lead person for Health and Safety and will ensure that proper systems are in place to oversee Health and Safety at the College including a properly constituted Health and Safety Committee. Vice Principals and key functional cross-college managers have constituted the Health and Safety Committee to plan and implement this policy.
- 2.2 The College aims to ensure that a whole College approach to Health and Safety is embedded to ensure that all staff, students and College users work together to create a safe and secure environment. It will seek to promote being safe and making positive health choices.
- 2.3 The College undertakes to demonstrate its commitment to excellence through a process of continual improvement involving the incorporation of new legislative developments and best practice safety management into its systems and procedures and through incorporation of lessons learned from consultation, audit, inspection and review.
- 2.4 The College will include in its Annual Report an assessment of its Health and Safety performance.
- 2.5 This document represents the College's Statement of Health and Safety Policy as required under S 2 (3) of the Health and Safety at Work etc. Act 1974.
- 2.6 The various components of the College's Statement of Health and Safety Policy shall, from time to time, be revised as appropriate. However, in any event, this College Statement of Health and Safety Policy shall be subject to revision and re-authorised by the Governing Body every twelve months in consultation with the Principal and the College's Health and Safety Committee.
- 2.7 Each Directorate and Service Area must ensure that all persons who may be affected by its activities understand the nature of the arrangements for Health and Safety as outlined in this policy.
- 2.8 The attention of all College employees is drawn to their legal responsibilities under § 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to co-operate with the College policies and arrangements for safe working in order to enable the College to discharge its legal duties with regard to Health and Safety. It shall be a condition of registration of students and the terms of attendance of visitors that they also co-operate with the College in complying with this policy.
- 2.9 This policy also draws the attention of students and visitors to their legal responsibility, under § 8 of the Health and Safety at Work etc. Act 1974, not to interfere with or misuse anything, objects, structures or systems of work, provided by the College in the interests of Health and Safety.

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- 2.10 The College is committed to minimising the risks to Health and Safety through the process of risk assessment and risk control. Risk assessments identifying risks to Health and Safety and the corresponding control measures will receive immediate attention in accordance with the relevant College policies. Managers are responsible for ensuring that no work shall be permitted to start unless the risks from that work have been assessed and adequately controlled.
- 2.11 Competent people who have the authority commensurate with their management responsibilities must supervise all employee activities and work activities undertaken on behalf of the College. In particular managers are responsible for ensuring that all students and visitors to the College are adequately supervised to ensure the Health and Safety of themselves and others that might be affected by their acts and omissions.
- 2.12 The College is committed to ensuring that all work activities performed on its behalf will be performed by employees who are competent to undertake those activities. The College demonstrates this commitment by ensuring that all employees receive such training as is necessary for them to be able to discharge their duties in a competent manner.
- 2.13 The College shall exercise such control over its premises as required to reasonably ensure the Health and Safety of persons occupying or visiting them (including contractors).
- 2.14 The College shall consult with staff on matters pertaining to Health and Safety through its Health and Safety Committee.

**3 Organisation for Health and Safety at the College**

**3.1 Governing Body**

The Governing Body is the employer with whom rests the ultimate responsibility for Health and Safety. Current membership of the Governing Body is shown on the College website.

The Employment and Organisational Development Committee is responsible on behalf of the Governing Body to provide regular oversight of the College’s performance on Health and Safety. A termly report on Health and Safety will be provided setting out performance and action taken. The Chair of the Employment and Organisational Development Committee will be the nominated Governor responsible for safeguarding young people and vulnerable adults.

**3.2 The Principal and Chief Executive**

The Principal is responsible to the Governing Body for the running of the College in all its activities, including the management of Health and Safety. The Governing Body has authorised this College Statement of Health and Safety Policy and the arrangements made under it, and the Principal shall satisfy the Governing Body that the Policy has been adequately implemented.

**3.3 Health and Safety Committee**

The Health and Safety Committee is responsible to the Principal for the safe management of all work under their authority. Each member of the Health and Safety Committee has been designated to take a lead role on particular aspects of Health and Safety to ensure that appropriate action is taken to champion a whole College approach to developing a positive Health and Safety culture. The Health and Safety Committee meets termly to report on their work and monitor their performance. The membership is as follows:

- Vice-Principal (Finance and Corporate Services), Chair
- Vice-Principal (Curriculum and Quality)

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- Learning Directors
- Director of Quality and Assessment
- Client Services Manager
- Head of Estates and Facilities
- Head of Marketing
- Facilities and Events Officer
- Staff Development Officer and/or HR Officer (overseen by the Principal)
- Senior Technician representing Technicians
- Head of Information and Learning Technology
- PA to Vice Principals
- Executive Officer (Policy and Research), Clerk

The terms of reference of the Health & Safety Committee are as follows:

- To ensure a strong and positive Health and Safety culture that provides a safe and secure learning and working environment
- To ensure compliance with all relevant Health and Safety legislation and accepted good practice
- To ensure that every member of staff and student understands and carries out their role and responsibilities in promoting the College's Health and Safety Policy and Procedures
- To train and develop staff and students to undertake their roles effectively
- To monitor incidents, accidents and relevant monitoring data to constantly improve performance
- To ensure that Governors are advised on the College's performance on Health and Safety and Safeguarding of Young people and Vulnerable Adults

**Specific Duties of members of the Health and Safety Committee**

**3.4 Vice-Principal (Finance and Corporate Services)**

The Vice-Principal (Finance and Corporate Services) will chair the Health and Safety Committee on termly basis to ensure that there is an effective strategic overview and that implementation is properly monitored and evaluated. She will be responsible for coordinating monitoring information to ensure that all risk assessments, incidents, accidents and monitoring information is provided to inform the work of the Health and Safety Committee and compiling all reports to the Governing Body. She will compile on an annual basis a Health & Safety Manual to provide management guidance and information on Health and Safety procedures across all functions. The Vice-Principal (Finance and Corporate Services) is also responsible for ensuring that all risk assessment are completed and that personal data is protected and that the College complies with the Data Protection Act.

**3.5 Head of Estates and Facilities**

The Head of Estates and Facilities will ensure that all College buildings are safe, secure, warm and fit for purpose and that best practice in sustainability is implemented. He will ensure that all risk assessments on the buildings are completed and available for inspection. He will ensure that all contractors are properly approved and supervised and that any building works comply with safe working practices. As and when a risk assessment identifies hazards within the buildings and that require control in order to minimise the risk he is responsible for devising, disseminating and monitoring feasible and adequate arrangements necessary to control such risks. He is also responsible for stocking first aid boxes with exception of specialist rooms (these are stocked by Technicians).

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3.6 Vice Principal (Curriculum and Quality) , Learning Directors and Director of Quality and Assessment

The Vice-Principal (Curriculum and Quality), Learning Directors and Director of Quality and Assessment are responsible for ensuring that all teaching and learning activities are safe and that all students are properly inducted and that risk assessment for all learning activities has been conducted. They are also responsible for monitoring the adequacy of the implementations thereof. As and when a risk assessment identifies hazards within the learning area that require control in order to minimise the risk within their area they are responsible for devising, disseminating and monitoring feasible and adequate arrangements necessary to control such risks. In addition the Vice-Principal (Curriculum and Quality) will be responsible for championing safeguarding for vulnerable adults and young people and reporting any incidents to the Principal and the Governor responsible for Safeguarding.

3.7 Staff Development Officer (overseen by the Principal)

Staff Development Officer will ensure that Health and Safety is included in the College’s annual training plan and that all staff are trained to understand their Health and Safety roles and responsibilities including safeguarding duties. She is also responsible for training of first aiders.

3.8 Human Resources (overseen by the Principal)

Human Resources will ensure that the College discharges its duty of care to employees and that appropriate risk assessments are performed for staff affected by disability; returning to work after illness; suffering from stress; or work-related medical conditions. HR will also be responsible for ensuring that all employees and sub-contracting staff are CRB checked (Criminal Records Bureau). All necessary records will be kept in HR office.

3.9 Client Services Manager

The Client Services Manager will ensure that the College has appropriate signage and that appropriate systems have been put in place to ensure the safety of visitors. She will be responsible for providing a first point of contact for information on Health and Safety and coordinating management action on dealing with accidents and emergencies.

3.10 Head of Marketing, Facilities and Events Officer, Marketing, Events and Hire Committee (MEH Committee)

Head of Marketing will ensure that the College has in place a Disaster Recovery Plan to ensure business continuity and that this is disseminated so that the College can effectively respond and provide appropriate information and public relations in the event of a serious incident. Head of Marketing, Facilities and Events Officer and MEH Committee are also responsible for providing an annual series of enrichment events that promotes being healthy and being safe that is available to staff, learners and community users of the College.

Facilities and Events Officer is also responsible for providing a first point of contact for information on Health and Safety for external hire and events. She is also responsible for identifying activities which require risk assessments to be carried out prior to events/hires.

3.11 Head of Information and Learning Technology

Head of Information and Learning Technology will be responsible for ensuring that there is an appropriate IT and Internet Safety system in place to protect the College from user abuse and that all users are aware of their rights and responsibilities for using the College IT Systems through development of IT User Policy. He will also be responsible for ensuring the safety and security of all IT equipment at the College and that its usage is effectively monitored. As and when a risk assessment identifies hazards within IT systems area that require

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action to control in order to minimise the risk, Head of Information and Learning Technology is responsible for devising adequate arrangements necessary to control such risks.

3.12 Senior Technician and Technicians

Technicians are responsible for ensuring that all specialist equipment used in learning is fit for purpose, safe, well serviced and secure. As and when a risk assessment identifies hazards within the equipment that require action to control in order to minimise the risk they are responsible for devising adequate arrangements necessary to control such risks. They also need to ensure that the first aid boxes in specialist art area are filled with all necessary items at all times.

3.13 PA to Vice Principals

The PA to Vice Principals will be responsible for record keeping of incidents, accidents and near misses. She will also ensure that cases requiring investigation will be referred to the Chair of the Committee to appoint person responsible to carry out investigation.

3.14 Executive Officer (Policy and Research)

The Executive Officer will be responsible for record keeping of the Committee proceedings. She will also ensure that all Health & Safety Committee records will be available for internal and external inspections.

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4 Authorisation

This Statement of Health and Safety Policy and the organisation and arrangements for implementing it have the authority of the Governing Body who have delegated the responsibility for ensuring its implementation and monitoring thereof to the Principal and Chief Executive.

Signed *Louise Fluker* Date *15/12/11*

Name: *LOUISE FLUKER*  
Chair of the Governing Body

Signed *Christina Conroy* Date *15.12.11*

Christina Conroy OBE  
Principal and Chief Executive

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