

Health & Safety Procedure

[QP2.48]

Procedure Number:	QP2.48
Revision Number:	3
Date of issue:	August 2006
Status:	Approved
Date of approval:	October 2006
Responsibility for procedure:	Director of Corporate Services
Responsibility for implementation:	Health, Safety & Environment Manager
Responsibility for review:	Health, Safety & Environment Manager
Date of last review:	January 2010
Date of last revision:	January 2010
Date of next review:	August 2011

Organisational Arrangements

General Responsibilities

- In addition to the duty of care which is obligatory on all employees, clients or other members of the public having legal access to the College premises, the College Health and Safety Policy requires that certain responsibilities should be defined.
- The Principal is responsible to the Board of Governors for implementation of Health and Safety Policy but has the right to delegate authority for its effective operation, and to require that those to whom such authority is delegated are competent and accountable for the execution of the tasks necessary to the creation and maintenance of a safe and healthy environment.
- **Managerial and Supervisory Staff**
In this context the term Managerial and Supervisory Staff means **all** staff that have the authority to give operating instructions to others. Where appropriate, it is extended to all staff in their capacity as student or situation managers by virtue of the authority delegated to them within the organisational structure.

Specific Responsibilities

Responsibility for the implementation of the Health and Safety Policy is defined in Appendices A to H

Appendix:	A	Board of Governors
	B	Director of Corporate Services
	C	1) The Health, Safety and Environment Manager 2) The Health, Safety and Environment Officer
	D	Managerial and Supervisory Staff
	E	All Employees
	F	Students
	G	Contractors
	H	Visitors
	I	Health and Safety Committee Membership

Appendix A

Responsibilities of The Board of Governors

The Board of Governors assumes overall responsibility for the health and safety of the staff, students and of any members of the general public having access to College premises and will:

- Consider and address the Health and Safety implications of board decisions.
- Appoint a member of the senior management team to fulfil the role of "Health and Safety Director" for the institution, as envisaged by the Health and Safety Commission
- Ensure Management systems are maintained which provide for effective implementation of policy and procedures.
- Regularly review the College Health and Safety Policy and Performance.
- Identify and allocate the health and safety responsibilities of individual members of the College.
- Allocate sufficient resources for health and safety measures.

Appendix B

Responsibilities of The Director of Corporate Services

The Director of Corporate Services will:

1. Provide Leadership and Strategic Management of Health and Safety and facilitate the adoption of procedures and standards.
2. Chair the Health, Safety and Wellbeing Committee.
3. Ensure that the College's Health and Safety Policies are implemented.
4. Consult with, and be advised by, the Health, Safety and Environment Manager on matters which require executive decision.
5. Provide regular updates to the Principal's Group and, where appropriate, the Board on Health and Safety matters.
6. Ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, and training related to health and safety matters.
7. Develop policies and procedures for health and safety within the College in order to comply with current legislation and recognised Codes of Practice.
8. Maintain, through the Facilities Management function, a safe working environment.
9. Review the Health and Safety Policy on a regular basis.

Appendix C

Responsibilities of

- 1. The Health, Safety and Environment Manager &**
- 2. The Health, Safety and Environment Officer**

1. Health, Safety and Environment Manager

Lead in creation of a College ethos in which Health and Safety are effectively embedded in the culture through the development of Health and Safety management systems and implementation of best practice.

1. Assist Principals, Directors, Managers, Team leaders and other staff in the implementation of the Policy to maintain a safe working environment in all College work areas and offices and to advise them of the legal obligations under the Health and Safety at Work Act and all relevant legislation, policy, safety requirements and training needs.
2. Maintain an adequate and updated Health and Safety Policy for the College and to regularly monitor the implementation of that Policy.
3. Keep abreast of legislation relating to health and safety.
4. Control and co-ordinate the activities of consultants and external agencies.
5. Ensure that the College's obligations are met in respect of Management of Health and Safety, risk assessment, control of hazardous substances, the workplace, work equipment, manual handling operations, personal protective equipment, and display screen equipment.
6. Provide Health and Safety information and training appropriate to the needs of the staff.
7. Liaise with the Health and Safety Executive and Local Authority and other organisations involved in maintaining and improving health, safety and welfare.
8. To report as necessary to the Director responsible for Health and Safety highlighting problem areas and reporting on progress toward agreed Performance indicators.
9. Set a personal example and promote good practice in health and safety matters.

10. Ensure that a RIDDOR compliant system of accident reporting and recording is maintained and that the system is understood by those responsible for using it. Investigate serious accidents, incidents and near misses with the intention of preventing their recurrence and improving the safety performance within the College.
11. Audit and inspect College premises, plant and processes to ensure that the necessary safety measures are maintained, and recommend where additional safety measures are required. Provide management with feedback on completed audits / inspections and draw up action plans for remedial measures, and implement within agreed timescale.
12. Arrange induction for all staff and Students in accident prevention, health and safety measures, fire precaution and first aid.
13. Act as competent person and advisor to the Health and Safety committee. Ensure Health and Safety committee remains compliant with Safety Representative and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
14. Co-ordinate safety arrangements in relation to activities of Contractors and their sub-contractors or individuals operating on College premises or externally on behalf of the College.
15. Management of an agreed system of Health and Safety vetting and approval of student placement providers.

2. Health, Safety and Environment Officer

Working with, and reporting to, the Health Safety and Environment Manager, the Health, Safety and Environment officer has the following responsibilities.

1. Contribute to development and implementation of Health and Safety policies, procedures and systems.
2. Operational aspects of Appendix B items 1 to 15 as detailed above.
3. In the absence of the Health, Safety and Environment Manager, deputise and assume the role described above.

Appendix D

Responsibilities of Managerial and Supervisory Staff

In this context the term Managerial and Supervisory Staff means **all** staff that have the authority to give operating instructions to others. Where appropriate, it is extended to all staff in their capacity as student or situation managers by virtue of the authority delegated to them within the organisational structure.

Staff at this level will:

1. Ensure that general College procedures relating to the Health and Safety Policy, systems and procedures are communicated and implemented at all times and that duties are properly delegated with the object of creating a safe working environment for all personnel.
2. Ensure that each new student and employee receives induction training, including procedures for dealing with serious or imminent danger, first aid arrangements and emergency evacuation procedures.
3. Supply sufficient information, instructions, training and supervision to enable students and employees to avoid hazards specific to their area of learning or work and contribute positively to their own health and safety.
4. Keep up to date with Health and Safety matters applicable to the operations of their work activity.
5. Cooperate with the Health, Safety and Environment Manager / Officer, Academic and Support departments, in implementing action plans arising out of regular safety inspections, audits or investigation of accidents or incidents with the object of maintaining a safe workplace.
6. Provide and maintain, so far as is reasonably practicable, plant and equipment in a safe working condition and to report defects in plant and equipment immediately.
7. Ensure, so far, as is practicable, that the appropriate personal protective equipment is worn by all staff, students, sub-contractors and visitors at all times.
8. Set a personal example, promote good practice and encourage interest in Health and Safety amongst all staff and students.
9. Provide safe arrangements for the handling, storage and movement of materials, equipment and substances.

Appendix E

Responsibilities of all Employees

It is the policy of the College that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and in so doing to comply with the Health and Safety at Work etc Act 1974.

Under the Act, **all employees** have responsibilities and should:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. Co-operate with the College in the measures it takes to create a safe working environment.
3. in addition employees have a responsibility to:-
 - a) Read and, as necessary, seek clarification of the College Health and Safety Policy.
 - b) Observe all health and safety systems and procedures at all times and work in a safe manner.
 - c) Wear the appropriate Personal Protective Equipment provided and use the appropriate safety devices.
 - d) Use the correct tools and equipment for the job, and ensure they are kept in good condition.
 - e) Report all hazards to the Supervisor or person in charge immediately.
 - f) Report any incidents, which have or may have led to injury or damage.
 - g) Set a personal example and promote good practice on health and safety matters.

Appendix F

Responsibilities of all Contractors

It is the policy of the College that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and all persons likely to be affected by its operations, including contractors, sub-contractors, licensees and the public where appropriate. In so doing, to comply with the Health and Safety at Work etc Act 1974, and any other relevant legislation or regulation which may from time to time be introduced.

Any of the above entering upon College premises are therefore required to co-operate with the College in discharging its responsibilities, and hence: -

1. They shall observe the College health and safety rules and the instructions given by persons enforcing the College Health and Safety Policy.
2. They shall not work on College premises until the relevant safety rules are read, understood and accepted.
3. They shall not work on College premises until adequate insurances are affected, if necessary, and as confirmed by the Estates Manager or one of his/her Officers.

In accordance with the provisions of Section 3 of the Act, they shall notify the person enforcing the College Policy of any aspect whatsoever of their own planned operations which might affect the health and safety of the College's employees. Also they shall conduct their undertaking in such a way that College employees are not exposed to risks to their health and safety.

Appendix G

Responsibility of Students

It is College policy that, in the interests of maintaining, so far as is reasonably practicable, a safe work and learning environment. Students should:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions.
2. Co-operate with the College in the measures it takes to create a safe working environment.
3. Follow instructions, observe all health and safety rules and conduct themselves in a safe manner.
4. Wear the appropriate Personal Protective Equipment where provided and use the appropriate safety devices.
5. Report all hazards to their lecturer or other person in charge immediately.
6. Report any incidents, which have, or could lead to injury or damage.
7. Set a personal example and promote good practice on health and safety matters.

Appendix H

Responsibility of Visitors

It is the policy of the College that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and all persons likely to be affected by its operations, including contractors, sub-contractors, licensees and the public where appropriate. In so doing, to comply with the Health and Safety at Work etc Act 1974, and any other relevant legislation or regulations which may from time to time be introduced.

In the interest of the well being of visitors to the College premises and the College employees, all visitors must:

1. Observe the College Health & Safety rules and the instructions given by persons enforcing the College Health & Safety Policy.
2. Wear the appropriate Personal Protective Equipment provided, and use the appropriate safety devices as instructed.
3. Not enter any working areas unaccompanied.

Report to a member of College staff any accident or dangerous occurrence on College premises.

Appendix I

Health, Safety and Wellbeing Committee Membership as of January 2010.

Chairman: Director of Corporate Services: J. Keenlyside
Officer: Health Safety and Environment Manager: R. Grey

Safety representatives

Unison representatives: Karen Lowrie; Steve Appleton
EIS representatives: Jim Guyan; Eric Cochrane
Unite representative: Rab Page
Other Members: ASCSA: 1 Representative
Team Leader, HR: Pamela Young
Estates Manager: A. Robertson
HS&E Officer: A. Williamson

In addition to the above the Safety committee membership is flexible drawing from expertise available throughout the College as appropriate.

The work of Health and Safety Committee is also supported at campus level by three Campus Health and Safety Committees.

Composition of Campus committees

1 Director (Chair)
1 Manager
1 Janitor
1 Support staff representative
1 Lecturing staff representative
1 Student representative
1 Trade Union Health and Safety Representative
1 Health Safety and Environment Manager/Officer