

## HEALTH AND SAFETY PART 2: ORGANISATION

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**Policy area:** 7 – Health and Safety

**Date established:** October 2014

**Date last revised:** October 2016

**Date of next revision:** September 2017

This policy will be reviewed in full by the Board on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Board in October 2016. It is due for review in September 2017.

**Signed**

David Shandley

Date: 28/10/16

**Signed**

Ali Khan

Date: 28/10/16

Health and Safety will be managed by using Newland College's existing management systems where practicable. Details of the college's organisational arrangements for health and safety, including the responsibilities of particular posts, are given below.

### 1 Corporate leadership

#### 1.1 The Board

The Board is defined in law as the employer and therefore is the corporate body that has overall responsibility for the health and safety policy and its implementation.

The responsibility is discharged through the following organisational arrangements.

**The Board will:**

- Provide a named member to champion health and safety throughout the college
- Approve and sign the college's Health and Safety Policy Statement to demonstrate that commitment to it starts at the highest level
- Promote a positive health and safety culture throughout the college
- Receive an annual review of health and safety performance and agree the college health and safety action plan
- Receive any exceptional reports on urgent or critical health and safety issues requiring a corporate executive decision
- Support and attend relevant health and safety training in accordance with the current Health and Safety Training requirements.

**1.2 The Head of College will:**

- Have overall responsibility for the implementation of the college's policy
- Promote a positive health and safety culture throughout the college
- Ensure that adequate and competent health and safety advice and assistance is available to all managers and employees
- Ensure The Board is apprised of significant developments in health and safety management
- Approve budgets which include sufficient resources to enable health and safety risks to be controlled
- Support and attend relevant health and safety training in accordance with the current Health and Safety Training requirements.

**1.3 The Deputy Head (Pastoral) will:**

- Exercise overall control within their area of responsibility to ensure compliance with health and safety legislation and that of the college's policy
- Approve and regularly review a statement of health and safety organisation and arrangements for the college
- Organise the management of the college site to ensure the health and safety responsibilities are maintained
- Provide sufficient resources to fulfil the college's health and safety responsibilities
- Ensure that all employees under their control are given adequate information, instruction, training and supervision to carry out their duties safely and competently, paying particular attention to new/inexperienced employees and trainees
- Identify training needs and the planning and delivery of health and safety training
- Ensure that training needs identified in the current health and safety training matrix are met and maintain records of the training undertaken by their direct reports

- Arrange for a suitable and sufficient assessment to be made of the risks to the health and safety of employees, students and others who may be affected by the work of the college and ensure this is recorded
- Arrange for systems of work to be developed which are safe and which include a description of the task, safe working procedures, maintenance procedures, information on hazards and emergency procedures
- Ensure new installations, workstations, equipment and substances are assessed for health and safety compliance before they are purchased, installed or brought into use
- Approve a college health and safety action plan that sets targets for improving health and safety performance
- Ensure employees are consulted in good time on matters regarding their health and safety
- Promote the participation of employees and managers in improving our control of health and safety risks e.g. by establishing and supporting an effective health and safety consultation process and feed back to the Head of College
- Support and attend relevant health and safety training in accordance with the current Health and Safety Training requirements.

#### **1.4 Persons with Leadership responsibilities will:**

- Reporting to the Head of College, be responsible for staff and activities under their Leadership and will ensure that the requirements of the college's health and safety policy are complied with. In particular, they will, where appropriate, undertake suitable and sufficient risk assessments and ensure that adequate measures are taken to minimise the health and safety risks to the employees and students under their control and to any other persons who may be affected by curriculum activities and work carried out by these employees and students
- Develop safe systems of work and ensure that they are implemented
- Ensure action is taken to resolve any situations that may adversely affect the health and safety of employees, students or other persons. They will rectify any problem within their own resources or see it is raised with the Head of College without delay
- Ensure that activities under their leadership control are undertaken safely
- Ensure that training needs identified in the current health and safety training matrix are met and maintain records of the training undertaken by their direct reports
- Ensure that all plant and work equipment provided is suitable, properly maintained and necessary tests and examinations have been carried out
- Ensure accident/incident reports are completed, investigated and acted on without delay
- Support and attend relevant health and safety training in accordance with the current Health and Safety Training requirements.

### **1.5 Teachers will:**

- Take reasonable care for the health and safety of themselves, their students and for those other persons who may be affected by their acts or omissions
- Report accidents, incidents and near misses with the potential for injury or damage to their line manager without undue delay
- Report to their immediate supervisor, hazardous situations and defects found in work places, plant and equipment
- Report loss of, or damage to, their personal protective equipment
- Exercise reasonable standards of housekeeping and hygiene
- Co-operate with their managers and colleagues in matters relating to the college's Health and Safety policy and procedures
- Attend relevant health and safety training in accordance with the current Health and Safety Training requirements.

## **2 Officers with Health and Safety responsibilities**

The college has appointed a Security and Facilities Manager (who works with a college-appointed Health and Safety Consultant) to provide advice and competent assistance on health and safety.

### **2.1 The Security and Facilities Manager (in collaboration with the Health and Safety Consultant) will:**

- Develop health and safety policies for existing activities and new or proposed activities or processes and review periodically
- Carry out audits of the whole health and safety management system
- Promote a positive health and safety culture and effective implementation of the policy
- Plan for health and safety including the setting of objectives, and priorities and establishing adequate systems and performance standards
- Investigate accidents and incidents where specialist assistance is needed
- Ensure contractors are assessed for health and safety competence before being employed by the college and once employed, are made aware of their health and safety responsibilities, duties and liabilities
- Monitor contractors working in and for the college, in collaboration with the Deputy Head (Pastoral)
- Ensure that suitable and sufficient health and safety arrangements (e.g. control of asbestos, common notices, maintenance of means of escape etc.) are in place, working with the Health and Safety Consultant
- Liaise with enforcement authorities as required
- Ensure significant changes to statutes and guidance that may impact on the college or its operations, are communicated to The Board, Head of College and Deputy Head in a timely manner.
- Implement and monitor plans e.g. accident/incident investigation, reporting and analysis.

- Check risk assessments in collaboration with the Head of College to ensure that assessments are suitable and sufficient
- Ensure and arrange for all building statutory inspections and testing to be carried out by competent contractors, as they fall due
- Attend relevant health and safety training in accordance with the current Health and Safety Training requirements
- Any other matters as requested by the Head of College and Board.

### **2.3 Other staff with specific responsibilities**

The implementation of the college's health and safety policy depends on the contribution of many staff, managers and volunteers with various responsibilities that it would not be appropriate to attempt to list in this policy, for example:

- Staff appointed by the Board.
- Director of Education and Deputy Heads to advise and assist with implementation of the policy
- First-aiders
- Fire Wardens/Marshalls
- Designers of buildings, plant etc.
- The responsibilities of these post holders will be specified in specific college statements of organisation, job descriptions, etc.

## **3 Consultative Arrangements**

Staff meetings will have health and safety as a standing agenda item, allowing staff, managers and Senior Leadership the opportunity to raise concerns and discuss related matters.

## **4 Part 3 - Arrangements**

The delivery of the college's policies is primarily through the Head of College and the Deputy Head.

### **4.1 Implementation Strategy:**

The college has adopted the Health and Safety Executive's "Successful Health and Safety Management" (<http://www.hse.gov.uk/managing/index.htm>) approach to developing and implementing a robust health and safety system that controls risks and protects its employees and others from harm. The college will strive to:

- Integrate the management of health and safety into new and existing performance measurement and management systems.
- Gain increased participation of employees in raising workplace health and safety standards
- Improve the quality of information on health and safety to facilitate benchmarking and other performance measurement systems

- Improve the rigour of the college's annual reviews of health and safety performance.