

SOUTH THAMES COLLEGES GROUP HEALTH & SAFETY POLICY**PART 1 – HEALTH AND SAFETY POLICY STATEMENT****1. Policy Schedule**

Date of last review: May 2023

Date of next review: May 2024

Policy Statement

The Governors and the Group Principal / CEO of South Thames Colleges Group are committed to ensuring that all staff, learners and visitors enjoy a safe and healthy environment whilst at the College. To enable this, all relevant legislation, regulations and codes of practice are observed.

The Governors and Group Principal / CEO intend through this Policy to ensure that Health and Safety is promoted within all learning programmes.

The Policy will be made available to all staff. It will be annually reviewed and updated to reflect any changed circumstances. Any revision will be brought to the attention of employees.

This Policy recognises that responsibility for Health and Safety not only rests on the employer but also lies with the employee. Constant attention to matters of safety will be emphasised not only by staff who are working in practical situations but also to those who are in supervisory or managerial positions. All staff should take reasonable care of their own Health and Safety and that of others who may be affected by their own acts or omissions, and must co-operate with their employers on Health and Safety matters.

The Governors and the Group Principal / CEO endorse the need for consultation between themselves and safety representatives in order to provide and maintain good Health and Safety at work practices. This is chiefly through the Safety Committee that meets once each term and as required.

Advice, training and facilities will be provided to ensure the safe use of premises, equipment and substances, in order to avoid risks to employees and other persons.

Signed

Rob Foulston

Chair of the Corporation

Peter Mayhew-Smith

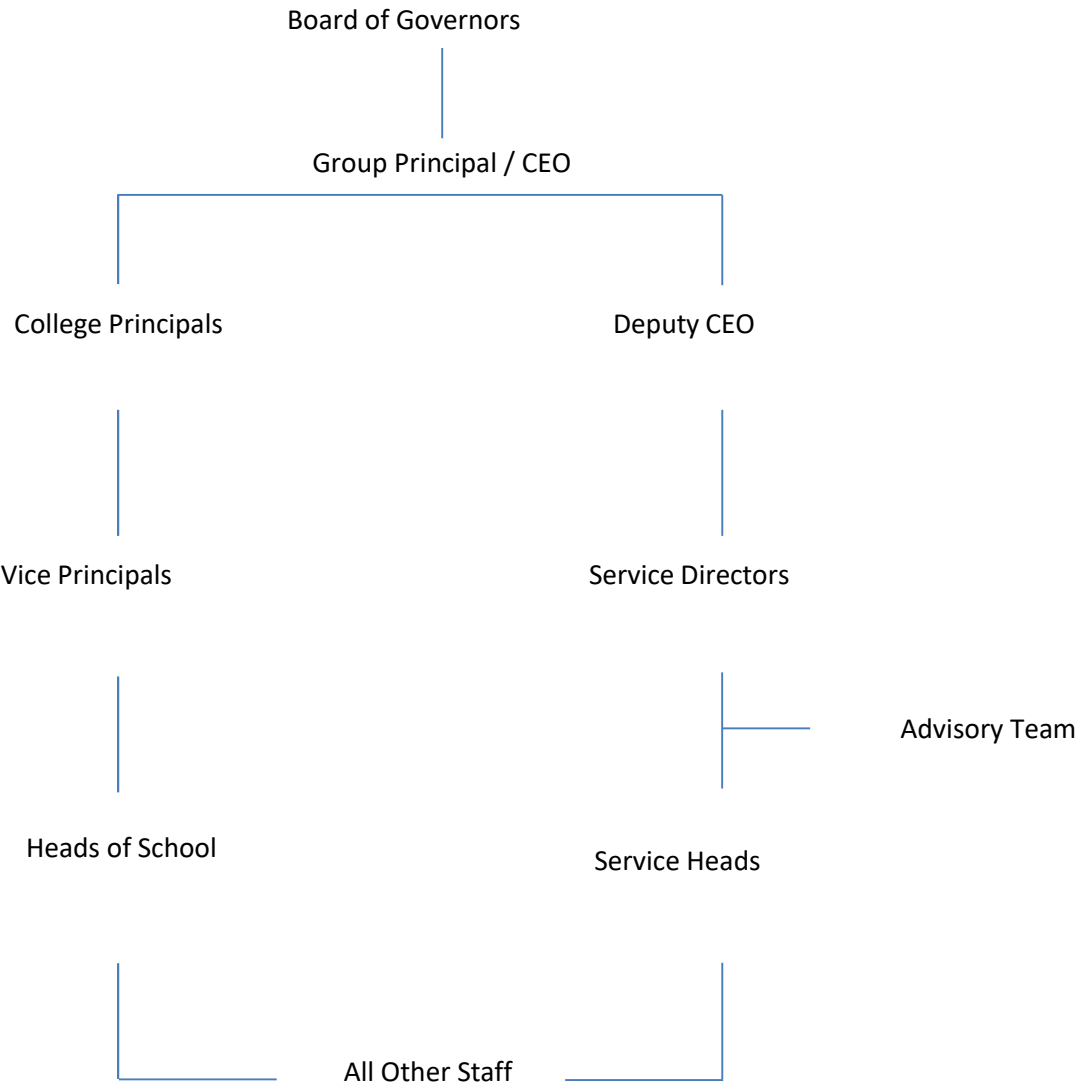
Chief Group Principal / CEO

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

PART 2 – ROLES AND RESPONSIBILITIES

2. Responsibility for Health & Safety

- Overall responsibility for Health and Safety in College is that of the South Thames Colleges Group Board of Governors
- The day-to-day responsibility for ensuring this policy is implemented is delegated to the Chief Executive Officer / Group Principal.



Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

3. Introduction

All employees have individual legal responsibilities to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions.

To implement with the Group Board of Governors Policy Statement, responsibilities are assigned as follows:

3.1. Governing Body

The Governing Body have responsibility to ensure that:

- A clear written Policy Statement is developed which promotes the correct attitude/behaviours to support a positive safety culture within the Group.
- Responsibilities for Health, Safety and Welfare are allocated to individuals and that they are informed of these responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Procedures are developed which comply with legislative requirements, identify the hazards and assess the risk that staff and students may be exposed to.
- Suitable control measures to control risks are implemented.
- Allocation of suitable resources to develop and implement safe systems of work.
- Health and Safety performance of the Group is monitored by the Group Health, Safety, and Safeguarding Committee.
- The Health and Safety Policy and performance is reviewed annually.

3.2. Group Principal / CEO

The Group Principal / CEO is responsible for:

- Showing commitment to the Governing Body's Policy Statement.
- Promoting the Health and Safety Policy.
- Ensuring appropriate consultation arrangements are in place for staff, students and their Trade Union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy.
- Reporting on Health and Safety matters to the Governing Body.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

3.3. Deputy CEO and College Principals

The Deputy CEOs will implement this Policy across the Group. College Principals will implement this Policy in their College, and all shall be responsible at their designated level for:

- Ensuring that all staff are provided with adequate information, instruction and training on Health and Safety issues.
- Ensuring safe systems of work are in place to protect staff, students and others affected by their actions.
- Ensuring that emergency procedures are in place and are tested on a regular basis.
- Ensuring arrangements are in place to monitor Health and Safety performance.
- Reporting to the Group Principal / CEO on the Health and Safety performance of the Group and College.

3.4. Director Facilities

The Director of Facilities is responsible for:

- Leading the Health and Safety Advisory Team ensuring effective health and safety advice is provided to the Group and College centres.
- Ensuring the safety, security and maintenance of the premises occupied by the Group.
- Ensuring that a current fire risk assessment is in place and that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation).
- Ensuring the adequate provision of appropriately trained staff to support emergency evacuations.
- Ensuring that fire safety equipment is adequately maintained and tested.
- Ensuring compliance with legislation for the management of asbestos containing material at all Group premises.
- Ensuring compliance with the management of legionella controls at all Group premises.
- Ensuring full COVID compliance across the Group premises.
- Acting as the main point of contact for all Facilities Management Health and Safety issues and provide suitable resources where appropriate.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

- Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Group Policy
- Ensuring that competent contractors are appointed for work on Group premises
- Monitoring contractors whilst on Group premises

3.5. Health and Safety Advisory Team

The Health and Safety Advisory team is led by the Director of Facilities and is supported by the Head of Facilities (Services and Health and Safety) and a Health and Safety Advisor. They have responsibility for;

- Advising on methods of resolving Health and Safety issues
- Supporting all staff and students in the implementation of the Health and Safety Policy
- Advising the Group Principal / CEO on updates in Health and Safety legislation
- Providing Health and Safety advice which is specific to the Group's needs
- Ensuring that accidents are investigated and that remedial action is completed
- Ensuring records are kept of all relevant Health and Safety activities, for example, assessments, inspections, accidents, etc.
- Providing practical support by responding to incidents, monitoring data, reviewing risk assessments, auditing systems / processes and premises

3.6. Assistant Principals and Service Directors

The Assistant Principals and Service Directors have responsibility for:

- Ensuring that all staff under their control are familiar with the Health and Safety Policy and procedures
- Ensure that responsibilities for undertaking suitable and sufficient risk assessments are clearly defined.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

- Ensuring accidents and incidents are reported immediately using the correct procedures that such accidents and incidents that occur within their area of responsibility are investigated.

3.7. Heads of Schools / Service Heads

Heads of Schools / Service Heads have responsibility for:

- Promoting the implementation of the Group's Health and Safety Policy to their own department and ensuring that teaching staff are aware of their Health and Safety responsibilities.
- Maintaining within their School or Service there are effective arrangements in place to carry out risk assessments for all operations that are wholly their responsibility. Where a significant risk is identified this will be recorded and the risk reduced to the lowest practicable level by implementing and maintaining suitable controls.
- Reviewing risk assessments at least annually or when it is suspected the risk assessment may no longer be valid. Maintaining risk assessments in electronic format in a shared location on the Group network.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensuring accidents and incidents are reported immediately using the correct procedures.
- Preparing reports on the Health and Safety performance of his/her department or area of responsibility.
- Ensuring compliance with arrangements in place for the Management of Health and Safety.

3.8. All Other Staff

Where this is relevant to the role:

- Exercising effective supervision of their students.
- Ensuring that students are aware of the procedures for fire, first aid and other emergencies.
- Following the Health and Safety procedures to be adopted in their own teaching areas and ensuring that they are applied.
- Giving clear Health and Safety instructions and warnings to students when necessary.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

- Ensuring the use of protective clothing and guards where applicable.
- Integrating all relevant aspects of safety into the teaching process and, where necessary, give additional lessons on Health and Safety.
- Reporting all accidents, near misses/dangerous occurrences, incidents and defects in accordance with Group procedures.
- Complying with the Group's Health and Safety Policy and procedures at all times.
- Co-operating with the Group's management in complying with relevant Health and Safety law.
- Using all work equipment and substances in accordance with instruction, training and information received.
- Reporting to their immediate Line Manager any hazardous situations and defects in equipment found in their work places.
- Informing their Line Manager of what they consider to be shortcomings in an area's Health and Safety arrangements.
- Encouraging good standards of housekeeping and cleanliness.

3.9. Contractors

Any College Manager inviting Contractors or Suppliers onto Group premises will be responsible for informing the Contractor and their employees of any risks and instructions relevant to their Health and Safety.

3.10. College Health and Safety Representatives

Workplace Health and Safety Representatives have functions rather than duties. South Thames Colleges Group will support Health and Safety representatives in carrying out their functions.

Their functions include;

- Investigating accidents and potential hazards.
- Pursuing employee complaints.
- Carrying out College inspections within directed time but, wherever practicable, outside teaching time.
- Consultation with management on Health and Safety matters affecting all staff.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

4. Group Health and Safety Committee

4.1. Terms of Reference

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

The Committee will meet each term or more frequently on reasonable request.

4.2. Committee Functions

The functions of the Committee are:

- To discuss safety related matters.
- To study accident and other safety related statistics and trends, in order that corrective action may be recommended.
- The examination of safety audits on a similar basis.
- Consideration of reports and factual information provided by inspectors appointed under the Health and Safety at Work Act 1974.
- Consideration of reports that safety representatives may wish to submit.
- To assist in the development of safe systems of work.
- To monitor the effectiveness of the content of safety training.
- To consider the adequacy of safety, health, communication and publicity in the workplace.
- The provision of a link with the enforcing authority.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

4.3. Membership

<u>Title</u>	<u>Type of Membership</u>
Deputy CEO (Finance and Resources)	Standing
Director of Facilities	Standing
Director of HR	Standing
Health and Safety Advisor	Standing
Safety Representatives	Nominated
	1 trade union representative from each of the College centre Health and Safety groups. 5 in total.

4.4. College Centre Health and Safety Groups

The Principal of each College centre at Carshalton, Kingston, Merton, South Thames (Wandsworth and Tooting), will convene a Health and Safety group that will meet each term or more frequently on reasonable request.

4.5 Membership

<u>Title</u>	<u>Type of Membership</u>
College Principal	Standing
Facilities Manager	Standing
HR Manager	Standing
Health and Safety Advisor	Standing
Safety Representatives	Nominated
	1 trade union representative from each recognised trade union

5. Students

5.1 Expectations

All students are expected to:

- Understand their responsibilities within the Health and Safety Policy.
- Exercise personal responsibility for the Health and Safety of themselves and others.
- Report all accidents / incidents to staff immediately.
- Observe all Health and Safety rules of the Group and in particular the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with things provided for their Health and Safety.
- Receive general Health and Safety information as part of their induction process and program specific advice during their attendance at College.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

6. Measuring and Reviewing Performance

This section outlines the measuring and reviewing process the Group will adopt to monitor Health and Safety performance, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact.

The focus on being proactive is vitally important to identify issues before they impact on staff, learners or visitors to our premises. Likewise the reactive monitoring and or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

PART 3 - ARRANGEMENTS FOR IMPLEMENTATION

3.1 Introduction to the Arrangements

The Groups arrangements for ensuring the implementation of good health and safety practice are contained within this section of the Policy. Associated guidance documents support this policy and outline important health and safety matters and actions that managers and employees must take in order to ensure statutory compliance. These guidance documents are available on the College Intranet (STCG Online) Health and Safety Section.

Further HSE guidance relating to each area of risk can be found on the [HSE website](#).

3.2 Accident Reporting

Accident: an event that results in injury or ill health

Incident: all other events or dangerous occurrence that takes place that do not cause injury or ill health to a person (including fire, building/structural collapse or disturbance of asbestos).

Near Miss: an event not causing harm, but has the potential to cause injury or ill health

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Group aim is to reduce accidents to a minimum, and will carry out detailed analysis of the number and type of accidents, incidents and near misses occurring within the College's area of responsibility to ensure trends are identified and remedial steps are put in place to prevent reoccurrence.

All accidents, incidents and near misses will be investigated in line with procedures to prevent recurrence. Where an accident, incident or near miss requires reporting to the Health and Safety Executive (HSE) under RIDDOR, this report must only be submitted by the Health & Safety Advisor or Director of Facilities.

The Accident Procedure can be found on STCG Online

3.3 Asbestos Control

The Group recognises the significant hazards posed by asbestos containing materials and will comply fully with The Control of Asbestos Regulations 2012.

The Group holds an up to date Asbestos Management Plan (AMP) for its buildings. All refurbishment programmes at the Colleges will take into account the AMP and any potential

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

asbestos removal or containment. Where areas of asbestos have been identified they will be managed in accordance with the AMP.

Where contractors are appointed to carry out works in areas that may contain asbestos, they will be provided with a copy of the AMP and will be required to work under the Groups permit to work system.

The Group will ensure all employees and others that face the potential risks of working in areas containing asbestos have received the appropriate level of asbestos awareness training and/or hold the relevant competencies.

3.4 Business Continuity Plan (BCP) and Lockdown Procedure

The Group BCP establishes Emergency Response Teams that manage appropriate response strategies and allocate resources to ensure a major incident has minimal impact on the College's business operation.

The emergency responses are guided by Group's overriding emergency goals of protecting life, securing the critical infrastructure and facilities and resuming the teaching programme.

This plan links with each College's specific emergency procedures relating to emergency evacuation, dealing with bomb threats, and building closure/lockdown procedures, in addition to departmental BCP's.

Dynamic Lockdown procedures aim to quickly restrict any entrance or exit to a site or building in response to a threat, either external or internal. The aim of Lockdown is to keep people safe, prevent people moving into danger areas and stopping attackers accessing the College building.

Procedures are in place to minimise the disruption to the teaching whilst ensuring the safety of the college community.

3.5 Contractor Management:

The Group will be required to engage with competent contractors to carry out specialist works. Prior to a contractor being appointed the person responsible for appointment of the specific contractor will undertake Health and Safety assessments in proportion to the risks posed by the works. Contractor monitoring will take place during works on site, where relevant. Contractors carrying out certain types of work such as work with asbestos, hot works etc. will be required to work under the College or main appointed contractor permit to work system.

The Group will work in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015).

3.6 Control of Hazardous Substances

The handling, use, storage and disposal of hazardous substances is covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and where items that are flammable are used the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) additionally apply. The Group will fully comply with the requirements set out in both pieces of legislation.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

Hazardous substances may be physical (dust, fumes, vapors) or chemical (cleaning materials, glue, lubricant, beauty products).

Dangerous substances may include solvents, paints, dust from sanding, pressurized gases.

Risk assessments with strict controls and safety data sheets (SDS) are required where individuals may be at risk from exposure to hazardous substances or dangerous substances.

COSHH Risk Assessment form can be found on the STCG Online.

3.7 Educational Trips and Visits

The Group takes the health, safety and welfare of its students and staff very seriously and the required risk assessment process must have been followed in advance of any trip or visit taking place, including providing details to parents or guardians for relevant students and obtaining consent.

The Group's guidance on Educational Trips and Visits can be found on the STCG Online.

3.8 Electrical Safety

The Group has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances. Employees must take all necessary precautions to avoid working with or coming into contact with live electricity.

Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety measures including working under the College permit to work system.

Fixed electrical systems and portable appliances will be maintained and tested at the recommended intervals.

3.9 Fire Safety

The Group recognises that fire is probably the foremost risk to both persons and property and will therefore comply in full with the Regulatory Reform (Fire Safety) Order 2005.

The College buildings have fully maintained and monitored fire detection and alarm systems, portable firefighting equipment and personnel trained in fire prevention and fire evacuation. Trained fire wardens are in place to assist during evacuation.

Fire Risk Assessments will be maintained and reviewed periodically by a competent person and all control measures identified will be put in place to ensure the risk can be reduced to an acceptable level. Practice evacuations will be held at least termly.

Further guidance can be found on can be found on the STCG Online.

3.10 First Aid Arrangements

The Health and Safety Advisor will ensure that the appropriate arrangements are made for first aid provision in line with The Health and Safety (First Aid) Regulations 1981. The number of trained

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

personnel and first aid equipment will be determined after having conducted risk assessments of the areas of activity within the College.

Further guidance can be found on can be found on the STCG Online.

3.11 Health and Safety Inspections and Audit

In order to satisfy the requirement to monitor that health and safety procedures are being correctly applied the Health & Safety Advisor will arrange regular inspection visits to all areas of the College, prioritised by the degree of risk in each area.

3.12 Manual Handling

The Group recognises that musculo-skeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Where possible manual handling will be avoided and mechanical aids such as trolleys will be provided. Training will be given to those required to complete manual handling tasks.

A Manual Handling Guidance Note can be found on the STCG Online.

3.13 New and Expectant Mothers

To protect the health and safety of new and expectant mothers, the Group has a process in place where by the Health and Safety Advisor will assist the line manager in completion of a risk assessment.

The supporting forms for staff and students are available on the STCG Online

3.14 Personal Protective Equipment (PPE)

PPE is equipment which is intended to be worn by a person at work to protect the individual against risks to their health. PPE should always be considered as a last resort. Where health and safety risks cannot be controlled by other means, the College will ensure appropriate PPE is identified through risk assessment and will provide it free of charge, in line with The Personal Protective Equipment Regulations 2002.

PPE may include hard hats, safety footwear, eye protection, gloves etc.

Suitable training and information in PPE use storage care and defect reporting will be given to employees and students where it is issued. Records of the issue of PPE must always be maintained and monitoring of its use will take place.

3.15 Plant and Equipment

All items of fixed plant i.e. boilers, fixed wiring, fire alarm systems, lifts, emergency lighting systems, water systems etc. will be subject to strict maintenance regimes and statutory inspections carried out by a competent person. Any additions or changes to such systems will only be carried out by competent persons and be subject to relevant legislation requirements.

All equipment provided for the use of employees and students will be suitable for its purpose, safe

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

to use and inspected and tested in accordance with manufacturer instructions.

Equipment may include the forklift truck, ladders, mechanical and electrical items within workshops.

Training on the use of equipment will be provided to the relevant standard and competency established before an individual is allowed to use that equipment. Appropriate PPE will be provided for use with plant and equipment.

The Group will comply in full with The Workplace (Health, Safety and Welfare) Regulations 1992, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Pressure Systems Safety Regulations 2000.

3.16 Risk Assessments

The Group recognises that risk assessment is central to the management of health and safety and the role it plays in reducing accidents, near misses etc. It allows the identification of hazards and risks associated with the premises, area of work/study, specific individuals and sensible measures to put in place to ensure these risks are removed or controlled, thus ensuring a safe working and learning environment for all.

Risk assessments are required for all work activities proportionate to the degree of risk as detailed within The Management of Health and Safety at Work Regulations 1999. Specific risks assessments are also required by other regulations e.g. Manual Handling Regulations, Use of Display Screen Equipment Regulations and the Control of Substances Hazardous to Health Regulations.

Specific risk assessments are also conducted for staff members working both on and off site and for those individuals with additional needs and criminal records.

This links with the relevant College Code of Conduct (staff), Code of Conduct (students), the Admissions, the Safeguarding Children, Student Disciplinary Policy & Procedure.

The Risk Assessment Guidance and forms can be found on on the STCG Online.

When completing a Risk Assessment any residual risk calculation that is greater than **9 (High Risk)** must be escalated to the Health & Safety Advisor for review and advice. All risk assessments are reviewed annually as a minimum or if any significant changes occur.

Where new teaching provisions, such as new buildings/facilities, training or equipment are introduced additional risk assessments will be completed a minimum of 4-6 weeks prior to the commencement of teaching.

For work based learning provision including Apprenticeships and student work placements, annual Health & Safety Plans (HASPS) are completed by competent Assessors and the forms are signed off by the Head of School.

3.17 Stress Management

The Group are committed to identifying and reducing stressors in the workplace.

Line managers are responsible for ensuring that work-related stress is assessed and managed using

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

by following Group's stress management policy, guidance and procedure.

3.18 Violence to Staff

The Group believes that no employee or worker should be faced with violence in the workplace either from fellow employees, students or members of the public. Where a concern is identified risk assessments will be carried out to identify the likelihood of violence occurring and suitable control measures introduced.

This links with the relevant College Code of Conduct (staff), Code of Conduct (students) and Student Disciplinary Policy & Procedure.

3.19 Work at Height

Where work at height cannot be avoided, the Group will ensure works are controlled so far as is reasonable, to prevent the risk of falling from height. The Work at Height Regulations 2005 will be complied with at all times.

Work at height may include use of scaffold towers, ladders, stepladders through to the use of small 'kick stools' in offices. The College will provide suitable training and equipment that is fit for purpose to all those who may be at risk from falls from height.

3.20 Workplace Safety Arrangements and Display Screen Equipment (DSE)

The Group recognises that the workplace has an impact upon the health and wellbeing of all those within it. As a result, it is committed to providing a safe workplace, without risks to health and appropriate welfare facilities in line with The Workplace (Health, Safety and Welfare) Regulations 1992. Measures will be applied to protect employees, students and all others from risks associated with the working environment.

Health and wellbeing reports are provided to the H&S Committee on a regular basis.

All enclosed, substantially enclosed or open parts of the College site including the car park are designated as smoke-free and all staff are expected to comply with and enforce this Policy which is set out in the relevant Code of Conduct (Staff).

The Group has in place a process to ensure all staff Access to Work requirements are addressed. The procedure falls in line with the Governments Access to Work scheme guidelines.

The College aims to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc and includes the work environment.

Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day.

A workstation self-assessment form should be completed, actions followed up with direct line

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

manager and passed to the Health and Safety Advisor should additional advice be required.

3.21 Workplace Transport and Driving for Work

The Group has in place systems to manage the operation of College vehicles and the competency of drivers, including casual car use. All Group'd vehicles will be maintained to an appropriate standard and regularly checked prior to use. Appropriate documentation checks will be carried out to ensure competency and training will be provided where required.

Checks are undertaken by the HR department where staff drive their own personal vehicle for business purposes to ensure compliance with The Road Traffic Act.

3.22 Commercial Lettings

Where individual College provides a facility for Commercial Lettings the College Lettings procedure will be followed with appropriate documentation completed by both the client and the Lettings Organiser.

3.23 Covid-19/Epidemic/Pandemic Management

The Group will follow all Government guidance and subsequent advice issued by the Department of Education, the Health and Safety Executive, the Association of Colleges and its insurance company in relation to all College activities during a declared epidemic or pandemic outbreak.

A high level risk assessment will be undertaken by the Health & Safety Advisor, taking into consideration all premises, activities, students, staff and visitors. This will be approved by the Executive Group and by the Board of Governors in consultation with relevant trade unions and senior College staff. This will be regularly reviewed in line with the current Government advice.

Specific risk assessments will be completed for all individual activities by the Head of School or divisional heads and will be signed off by the College's Health & Safety Advisor prior to commencing activities. Only planned activities in specified locations with specified staff and students, which have been risk assessed, may be undertaken.

The management of staff related health issues will be undertaken by the Head of Human Resources.

PART 4 – COMMUNICATION OF THE HEALTH AND SAFETY POLICY

6.1. Proactive Monitoring

6.1.1. Health and Safety Awareness

All managers and staff are encouraged to be alert to health, safety and welfare issues on a daily basis and take action immediately when hazards are identified. Normally this will be by reporting to Helpline.

6.1.2. College Inspections

An area or activity within the College Group will be inspected each term. The arrangements for these visits will be made in advance by the H&S Advisory Team. Trade union representatives will be encouraged to attend.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

The outcome of formal inspections will be reported to the Group Health and Safety Committee. Follow up safety tours may be undertaken to ensure actions have been closed off.

Additional inspections may be arranged if requested by union representatives.

The above arrangements are in addition to the rights of trade union health and safety representatives to inspect.

6.2. Reactive Monitoring

6.2.1. Recording and reporting of accident, incidents and near misses

The Group will ensure that an effective accident / incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies.

6.2.2. Occupational Health Advice

The Group will provide an occupational health advisory service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by HR in order to identify and control contributory factors so far as is reasonably practicable.

6.2.3. Accident Incident Investigations

The Group will ensure by implementing effective procedures and training of appropriate managers that all accidents and incidents are properly investigated without delay.

All accidents and incidents will be reported. For serious accidents and incidents, the Health and Safety Advisor will carry out an investigation. The objective of this investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken.

7. Reporting Performance

The Group recognises its statutory duty to provide effective reviewing of its Health and Safety performance. This is achieved through a number of informal and formal processes using the Health and Safety management structure of the Group:

- Through feedback from staff and students.
- Ineffective practices or procedures may become known during formal inspections or audits.
- Concerns may be brought to the Health and Safety Committee through workplace Health and Safety representatives.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

- Through management reporting and audit.
- The Corporation will receive minutes of all Health and Safety Committee meetings.

7.1. Annual Report to the Health & Safety and Safeguarding Committee

The Health and Safety and Safeguarding Committee will receive and consider an annual report on health and safety performance compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- Summary of significant matters raised at the Health and Safety Committee together with the action taken to address these matters.
- Statement regarding policy implications and any suggested changes to the Health and Safety Policy.
- Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year.
- Summary report covering accidents, incidents and matters reported to the relevant authorities.
- Statement regarding Health and Safety inspections, audit reports and other monitoring activities.
- Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received.
- Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

8. Annual Audit

There will be an annual audit of Health and Safety performance carried out under the Group Monitoring and Review of H&S Performance procedure.

9. Arrangements for Health and Safety Management

The arrangements for managing specific Health and Safety issues are detailed in procedures. This forms an integral part of the Health and Safety management system.

10. Access to H&S Policies and Procedures

The H&S Policy will be published on the Group's website.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

11. Communication Arrangements

Copies of the Health and Safety Policy are circulated to all employees on its revision and provided to all new employees on commencement. Health and safety information will be cascaded through the normal line management chain as and when required.

This Policy is published on the STCG Online.

12. Health and Safety Training

Health and safety training is provided to all new employees and must be completed within the first six weeks of the probationary period.

Those employees with a particular role to play, for example conducting risk assessments, fire marshals, first aiders, will receive additional specific training.

Training requirements are identified between employees, line managers, senior managers and the Health & Safety Advisor.

13. Consultation Arrangements

The College's Local and Groupwise Health and Safety Committees meet regularly throughout the year to enable governor, management and employee representatives to discuss health and safety matters, monitor compliance and performance and set priorities.

14. Contractors and Partners

All contractors undertaking work at the STCG Colleges and partners delivering services on behalf of the College will be made aware of this Health and Safety Policy through the relevant procurement and/or contractual arrangements.

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024

PART 5 – REVIEW OF THE HEALTH AND SAFETY POLICY

This Policy will be reviewed annually or wherever a significant change to either legislation or procedures occurs which is liable to affect the health and safety of employees, students, contractors, or visitors to the College's premises.

Table 1. Amendments and Version Control

Version Control				
Version	Amendments applied	Author	Date	Changes
V.1.0	Original Documentation			
V.2.0	Section 2 - Replacement of the Health and Safety Advisor role with the Advisory Team Section 2 and 3.6 - Inclusion of the Service Directors role	Director of Facilities	February 2019	Approved by Board
V.2.1	Minor Change - Amendments and Version Control table added	H&S Advisor	October 2019	Approved by Board
V.3.0	Minor Change - Typo corrected in sect. 6 Top & Tailed with new version dates	Facilities Admin Manager	January 2020	Approved by Board
V.4.0	Minor Change - Director of Facilities - Covid Responsibilities added	H&S Advisor	February 2021	Approved by Board
V.5.0	Section 2 - Responsibility for Health and Safety - Title amendment - Assistant Principal role altered to Vice Principal	H&S Advisor	March 2022	Approved by Board
V.5.0	Section 1 - Policy Schedule - Rob Foulston - new appointed Chair of the Corporation	H&S Advisor	June 2022	Approved by Board
V.6.0	Document has been divided into 5 Parts: Part 1 - Health and Safety Policy Statement Part 2 - Roles and Responsibilities Part 3 - Arrangements for Implementation - New Section added Part 4 - Communication of The Health and Safety Policy Part 5 - Review of the Health and Safety Policy Details of specific arrangements have been added to formalise management of health safety across the Group.	H&S Advisor	May 2023	Approved by Board

Policy Title: Health & Safety Policy	Staff Member Responsible: Director of Facilities
Version: V6 May 2023	Review Date: May 2024