Health and Safety Policy

Departments	All	Bournemouth & Poole College
	Poole Campus - Bournemouth Campus - Fulcrum	

Monitoring & Review:	
Reasons for Review:	This policy will undergo an annual review; however, the policy may require further review due to the following: • After change of key staff • After an accident or incident • After audit • After enforcement action • Change in Process or Technology • Change in Legislation
Policy Date:	22/04/26
Policy Review:	22/04/27

Policy Sections	
This policy is made up of 3 sections	**Part 1** – The Statement of Intent, covering the aims and objectives of The Board of The Corporation. signed by the principal. **Part 2** - The organisation in place, for implementing the aims and objectives. **Part 3** - The arrangements: these guide the Executive, management, staff, students, and visitors alike in their actions to ensure a safe, healthy, and supportive learning and working environment.

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Statement of Intent:

The Bournemouth and Poole College (the College) recognises and accepts its legal responsibilities for health and safety. It is the Policy of the Corporation to develop and ensure that adequate health and safety conditions are in place and maintained for all employees, students, visitors, volunteers, and contractors. The College is committed to the continual improvement in standards of health and safety.

The objectives of the Health and Safety Policy are to:

- Maintain and adhere to a successful health and safety management system.
- Ensure the Safeguarding and Prevent Policies and associated procedures are in place and followed.
- Promote standards of health and safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act 1974, all other relevant statutory provisions, and Approved Codes of Practice.
- Provide and maintain safe, healthy, and supportive working and learning environments, safe systems and methods of work and to protect employees, students and others, including members of the public who come into contact with foreseeable work and site hazards.
- Manage health and safety by a process of assessment of risk and have in place appropriate control measures to reduce the risks to an acceptable level.
- Provide all employees with the information, instruction, training, and supervision they need to work safely and efficiently.
- To develop safety awareness among employees and students and to ensure appropriate competence of staff who deliver training to students.
- Make employees aware of their individual responsibility to take all reasonable care for their own safety and that of others and to co-operate with The College in matters of health and safety.
- Engage in full and effective consultation with Union Appointed Safety Representatives and all staff representatives on health and safety matters.
- Encourage students to contribute to ensuring a safe and healthy learning environment.
- Ensure that health and safety is part of every staff and students' induction and part of the curriculum delivery to help ensure that students are equipped with the appropriate health and safety knowledge to take forward into their working lives.
- To comply with the protected characteristics of the Equality Act 2010 and that no person(s) shall be disadvantaged or discriminated against.

General Responsibilities:

1. The day-to-day responsibility for health and safety rests with line management. The Executive will accept its collective role in providing health and safety leadership at the College. The Chief People Officer will have special responsibility for health and safety. The Executive will ensure that all their decisions reflect the health and safety intentions as articulated in this Statement of Intent.
2. Safety and occupational health are important management responsibilities and support, training and advisory services to assist Managers in the implementation of this will be provided.
3. Resources will be built into directorate budgets and made available based on the reasonably practicable approach. Line Managers will be expected to identify high risk activities which require extra resourcing for consideration by the College Executive and/or the various Boards. It is expected that routine health and safety issues can be dealt with at a local departmental level within their agreed and allocated budgets.
4. Methods of monitoring the implementation of the Policy, measuring performance, and reviewing health and safety will be devised and be based on the Health and Safety Executive model HSG 65 'Managing for Health and Safety'.
5. The Board of The Corporation will review health and safety performance annually and ensure that health and safety matters are considered at appropriate board meetings held throughout each year.

Insert Signature 

Terminology:	
Below is a list of Terminology used within the Health and Safety Policy and Management System.	
The College	means The Corporation of The Bournemouth and Poole College.
The Board of The Corporation (The Board)	means the body ultimately responsible for the affairs of the College.
Principal	means the Principal and Chief Executive Officer with overall responsibility for the management of the College.
The Executive	means the team consisting of the Principal, Chief Operating Officer, Vice Principal Curriculum and Quality, Chief People Officer and Executive Director HE and Skills with responsibilities for managing the operation of the College.
Senior Leadership Team (SLT)	means the Directors and Heads of Service who form the Senior Leadership Team in the College They have direct responsibilities for Curriculum and Business Support and other nominated functions.
Staff	means every employee of the College.
Managers	means Professional Services Managers, Learning Managers at all levels who manage either a function or staff or both.
Students	means any person enrolled on any learning programme.
Safeguarding Board	means the College's (independently chaired) Board which oversees all matters relating to the Prevent Duty and safeguarding children and vulnerable adults.
Funding Agency (FA)	means The Education and Skills Funding agency.
Equality and Diversity	Equality is the framework which enables opportunity, access, participation, and contribution that is fair and inclusive whilst diversity is the recognition, respect and celebration within and between different groups of people.
Contractors	Any person(s), organisation, company or self-employed person that is engaged to undertake work who is not an employee of the College.
Volunteer	A person who performs or offers to perform a service voluntarily for the College.
Visitor	any persons attending College premises, this includes Community Pass Holders.

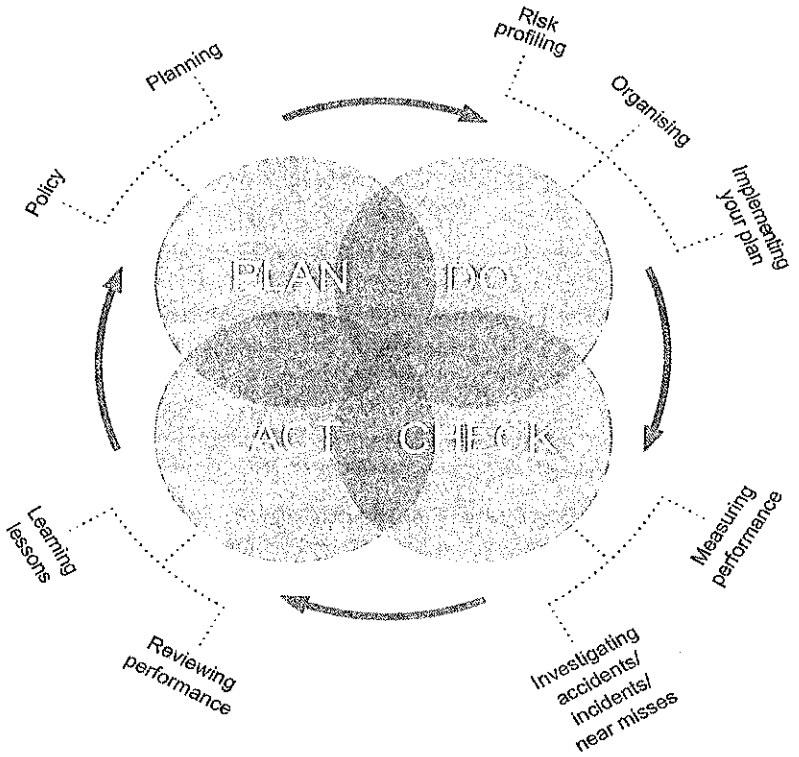
Health and Safety Management System (HSG65):

The framework for managing health and safety in The College follows the guidance laid down in the HSE publication HSG65 – 'Managing for Health and Safety'. *Fig1.0*

PDCA	Description
Plan	Determine and assess H&S risks and opportunities, alongside other risks and opportunities
	Establish H&S objectives and processes that support the organisation's H&S policy
	Implement the relevant H&S processes as planned, organise for Health and Safety
Do	Eliminate hazards and reduce H&S risks
	Prepare for and respond to potential emergency situations
	Monitor and measure activities and processes against the H&S policy and report the results
Check	Evaluate compliance
	Review the organization's Safety management system
Act	Take actions to continually improve the H&S performance to achieve the intended outcomes
	Report, investigate and act, to determine and manage incidents and non-conformities

PCA Model (HSG65):

Fig1.0



Plan: Managing for Health and Safety

Policy:

The College has a range of procedures and other policies which complement the aims and objectives of the Health and Safety Policy. These can be found on the College Intranet.

The Health and Safety Policy is the foundation in establishing and maintaining an effective health and safety management model that is proportionate to the risks at the College

Planning:

The varied nature of the College premises and areas of learning creates specific issues in respect of health and safety. The distribution of responsibilities and the management structure has been designed to manage and control these varied health and safety aspects at the College. The health and safety organisation chart shown in Appendix 1 and operating cycle in Appendix 2, alongside the detailed responsibilities, provide the framework within which health and safety is managed at the College.

Do: Implement the relevant H&S processes as planned, organise for Health and Safety

Risk Profiling:

The aim is to minimise health and safety risks, in accordance with the College's sensible risk management approach, which is supported by clear lines of roles and responsibility. Risk assessments are used to decide on priorities and to set out objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated or engineered out by selection and design of facilities, equipment, and processes. If risks cannot be eliminated, they are minimised using physical controls or, as a last resort, through systems of work and personal protective equipment.
Health and Safety is the owned responsibility of all College employees. Everyone must work towards creating an ever improving safe, healthy, and supportive working and learning environment. Staff must not disregard hazards which they come across but are to actively seek rectification by raising the issue through the correct channels and/or temporarily make safe those situations until a proper solution is found.
Should any employee be found to be negligent and/or in any serious or repeated breaches of their health and safety duty, disciplinary action may be taken against them.

Business Planning

All Directors/Managers must ensure that their risk assessments are up to date and cover all the activities in their areas and that their budgets include required resources for dealing with any high-risk activities identified that are not already adequately controlled. Consequences of failure to resource this must be made clear to the Executive through the business planning cycle and Exec review process.

Risk Assessing:

Each Manager must contribute to the creation, review, and implementation of risk assessments for their specific areas. The Health and Safety Department provide guidance, support, and training. The risk assessment process is the primary way in which the College manages health and safety risks.

Where an area has been considered sufficiently low risk by the Managers, such that documented risk assessments are not required, evidence of reasoning for this decision must be retained.

Performance Indicators

Key performance indicators are established for curriculum/business support areas, these are documented and set by the Directors/Managers in various documents such as Self-Assessment Reports. The key performance indicators are used to monitor, measure, and evaluate performance incorporating health and safety compliance.

Defects Reporting System – The College have a defect reporting system in place; the 'Helpdesk' is a method by which staff can report identified defects within the fabric of buildings, external areas or to items of equipment and machinery.

Insurance:

The College's legal liabilities to third parties, including students, are covered by The College's Public Liability' insurance Policy. Policies are in place to cover the College's liability to its employees and limited personal accident; travel and motor vehicle cover is also provided. The College adequately insures against risks to its premises and provides indemnity cover for products, staff and Governors. The certificate of insurance is displayed prominently throughout all College sites and is available on the collaborative shared drive.

Risk Assessment for students and staff with medical, physical, or learning impairments:

Students and staff with disclosed disabilities who learn or work at the College must be assessed by the Manager of that area to ensure that they can do so without putting themselves or others at risk. This assessment process will be fair and meet the requirements of the Equality Act 2010. In support of the Managers there are several specialist staff employed to offer specific and competent advice, these include Student Services, Learner Support, Health Officer and outsourced occupation health service, Head of Health and Safety.

Health Surveillance:

A schedule of required health surveillance checks has been devised based on assessment of risk and exposure to substances. All health surveillance checks are completed by an external Occupational Health Specialist.

Organising:

Competence -Competence is about more than training and qualifications; it is the experience of applying skills and knowledge. Managers need to be aware of the relevant legislation and how to manage health and safety effectively in their areas of control. All employees need to be able to work in a safe manner, staff recruited must be vocationally competent and able to best train and educate our students.

Co-operation:

Participation by employees supports risk control by encouraging ownership of health and safety arrangements and procedures. Pooling knowledge and experience through participation, commitment and involvement helps ensure the whole organisation has the right approach to health and safety.

The College will endeavour to encourage co-operation by all staff, contractors, and students to help ensure a positive health and safety culture exists and develops within the College.

Communication:

Communication is the key to achieving success in health and safety management and the effective implementation of the Health and Safety Policy at the College. Information in a variety of formats will be made available to staff and students for help and guidance on any health and safety matters.

Managers need to communicate information to their staff and students on the risks to their health and safety as identified by the area risk assessments, and the preventative and protective measures in place necessary to control risks. Managers are to act upon any feedback that may arise from communications.

Health and safety is communicated by a range of methods which include:

- Union Safety Representatives
- Staff and student inductions
- Cross College development days
- Internal College briefings
- Principals Termly address and Team Hub
- Staff emails
- Senior Leadership Team Briefings/meetings
- Curriculum Leadership Group meetings
- Central Management Team meetings
- Management Planning days
- Monthly Department team meetings
- College intranet

Formal consultation regarding the Health and Safety Policy and supporting procedures is completed initially through the Health and Safety Committee. Staff and students are consulted and informed of local changes that will directly affect them prior to the changes being implemented; this is communicated by the appropriate Departmental Managers

Information, Instruction and Training:

Information, Instruction and Training

The provision of information, instruction and training is a necessity to ensure the health, safety and welfare of staff.

Health and Safety Training

There are training plans in place which cover all essential and recommended health and safety training for College staff. Specific Health and Safety training for tasks and equipment at a local curriculum/business support level is the responsibility of the appropriate Manager to arrange and monitor. All training is to be logged and recorded for staff Continual Professional Development.

Staff Induction

All employees receive an induction that incorporates health and safety.

Student Induction

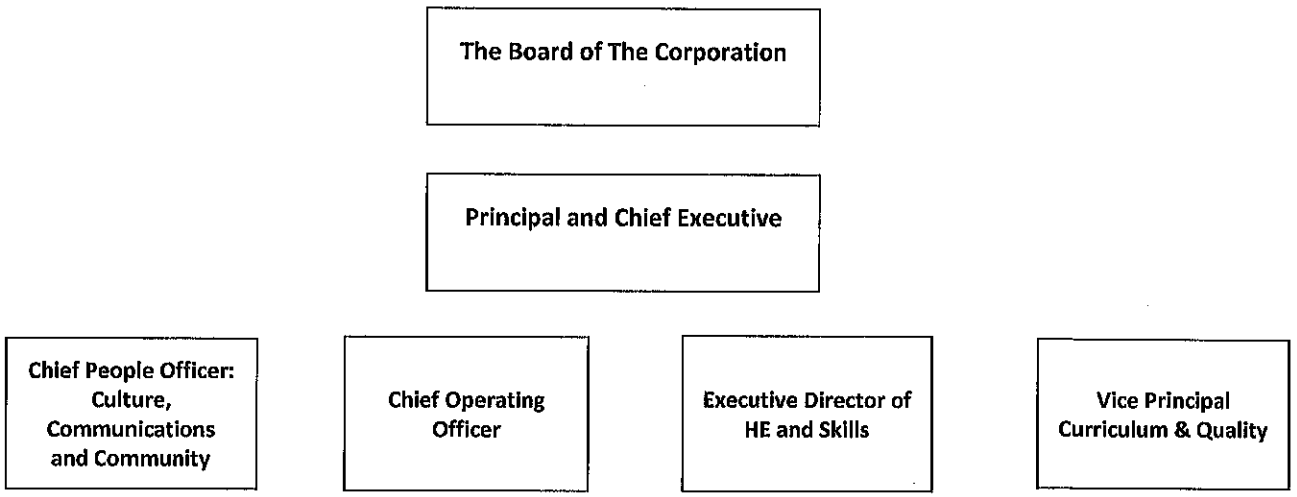
College students attend a central induction talk within their first two weeks of starting College. These induction talks include the importance of feeling safe inside and outside of the College environment, the arrangements, and provisions of safeguarding. The College code of conduct and College Values is brought to the attention of students at central induction with further information being supplied at their localised curriculum inductions. A health and safety power point presentation is issued to academic staff on an annual basis, which is to be used at the beginning of each course and covers College emergency procedures and site safety rules. Curriculum areas introduce health and safety at appropriate points in the students training, particularly before using equipment and tools for the first time. This is set in conjunction with the awarding bodies criteria for course delivery and covered by mandatory safety units on courses.

Emergency Evacuation

Fire emergency evacuation is covered within staff and student's induction information. Appropriate staff are identified and trained in the use of evacuation chairs, fire extinguishers, fire zone tags and Personal Emergency Evacuation Plans (PEEPS). PEEPS are in place to ensure that any persons with impairment needs can be continuously and safely evacuated from The College buildings in the event of an emergency.

Do: Organisational Structure and Roles and Responsibilities
Implementing Your Plan – Responsibilities BPC structure and Roles and responsibilities for The College.

Fig2.0



Do: Roles & Responsibilities

Roles and responsibilities in relation to Health and Safety

The Board of The Corporation

Members of the Board must ensure there are appropriate aims and objectives for the College to manage health and safety. They must ensure that health and safety matters are considered at board meetings.

The Board will ensure that: -

- The College has a Health and Safety Policy in which management responsibility for health and safety is clearly designated; including details of the College and arrangements for implementing the Policy.
- There is an appropriate Safeguarding Board set up and a Safeguarding and Child Protection Policy implemented.
- Those with designated responsibility are aware of, and have access to, relevant regulations, advice and training.
- Employees are consulted about health and safety matters.
- The College implements its Policy and sets health and safety standards which are maintained and appropriate to the level of risk.
- The College has structures and arrangements for implementing its Health and Safety Policy, including dedicated health and safety staff and appropriate committees.
- The College monitors its activities to ensure that the agreed standards are being met.
- All health and safety procedures are reviewed with equality and diversity in mind, appropriate action is taken to eliminate any potential adverse impact and promote equality of opportunity wherever possible.

The Principal

The Principal has overall responsibility for health and safety within the College. All Executive members must consider the health and safety implications of all aspects of their work and be responsible to the Principal for the effective health and safety performance of their stated roles and areas of responsibility.

Chief People Officer: Culture, Communications and Community

The Executive responsibility for health and safety rests with the the Chief People Officer: Culture, Communications and Community.

Chief People Officer: Culture, Communications and Community is responsible for: -

- Promoting and championing high standards of health and safety throughout the College.
- Ensuring that the College Health and Safety policy, procedures and practice meet legal requirements.
- Arranging for an annual external review of Health and Safety practice.
- With the Health and Safety Manager, advising the Principal on health and safety matters.
- Ensuring effective reporting and communication on health and safety throughout the College.
- Ensuring that appropriate inspection, monitoring, auditing systems and risk assessment management processes take place through the Health and Safety Manager.
- Representing the College Executive at meetings relating to health and safety matters as required.
- The provision of an occupational health service that provides the relevant competence and medical knowledge to meet the medical requirements of health and safety legislation.
- Providing appropriate access to medical advice, guidance and information to Managers and staff.
- Providing an Employee Advisory Programme.

- Providing a sickness absence scheme which supports staff during their sickness and provides back to work support which meets both the individual needs of the staff and the College.
- Ensuring all job descriptions have clear health and safety responsibilities defined within them.
- Organising and providing training and support for College Managers and staff on occupational health issues.
- Providing support for staff with disabilities, to ensure that they have every opportunity to remain in employment.
- Providing advice to the College Executive and Managers on employee work related stress related issues.

Health and Safety Manager:

Is responsible for:

- The management of all health and safety matters for Bournemouth and Poole College, including subsidiary organisations.
- Developing, planning, maintaining and monitoring of the College Health and Safety Policy and its associated procedures and practices.
- Advising the Chief People Officer: Culture, Communications and Community on the health and safety implications resulting from any situation likely to require change in the Health and Safety Policy, procedures or provision.
- Providing advice for identifying, eliminating or controlling health risks in the workplace.
- Ensuring that members of the College are fully informed on all significant developments in health and safety matters.
- Liaising with the Senior Leadership Team and Health and Safety Committee members in the development, implementation and evaluation of the risk assessment process in the College.
- Ensuring the access needs of all are met, making reasonable adjustments where appropriate.
- Providing appropriate information/reports in respect of health surveillance and other occupational health activities.
- Ensuring compliance with fire safety legislation and that Fire strategies and Fire Risk assessments are current and that actions are effectively implemented.
- Ensuring annual health and safety inspections are conducted throughout all College premises.
- Managing the College Health and Safety budget, including first aid.
- Planning, developing, implementing, evaluating, reviewing and training in emergency procedures for the College, together with the organisation and management of practice emergency evacuations.
- Planning, management and operational implementation of first aid provisions and health surveillance.
- Providing a system which enables people with particular disability needs to safely evacuate buildings in an emergency e.g. Personal Emergency Evacuation Plans (PEEPS).
- Ensuring a Health and Safety Committee is set up and chairing termly meetings.
- Monitoring and authorising appropriate action on notified hazards in conjunction with the Estates Department and other appropriate Managers, ensuring proper records are maintained.
- Ensuring all the College Health and Safety procedures and recording systems are regularly reviewed.
- Keeping abreast of all new health and safety legislation and ensure up-to-date information is made.
- Ensuring in conjunction with the Estates Department that warning notices, escape routes signage and posters are maintained and appropriate.
- Completing accident investigations and reporting to the relevant enforcing authority.
- Maintaining appropriate health and safety records/databases including records of accidents.
- Ensuring that all the College student accidents which are reported under Funding Agency guidelines are thoroughly investigated and appropriate improvements are made to reduce possibility of future accidents occurring.
- Providing support for the procedures and activities relating to the College consultative arrangements for health and safety.
- The retention of appropriate documentation as required by Regulations and ACOPs.
- Arrangement of Electrical testing on all portable appliances and maintain records of testing.
- Monitoring that all apprenticeship and work experience providers are checked for health and safety in accordance with the Funding agency requirements and relevant standards are maintained.
- Providing support and guidance to curriculum/business support areas and Directors/Managers.
- Planning, operating and monitoring first aid provisions and other related activities which form part of the emergency procedures.

- Evaluating first aid requirements and developing and implementing procedures for occupational health surveillance including arranging and maintain records of staff Health Surveillance checks.
- Ensuring suitable levels of first aid stock are readily available.
- Organising first aid rota and covers for all College sites.
- Co-ordinating access to specialised medical expertise and associated health professionals when required.
- Supporting and advising on first aid matters.
- Ensuring mechanisms are in place to maintain first aid records of incidents, ensuring data is made available for reporting purposes.

Director of Estates & Facilities:

Is responsible for:

- The on-going condition of all the College buildings, grounds, security, maintenance, caretaking and cleaning.
- Determining priorities for repair and maintenance and minor works as required.
- Raising tender documents and specifications for contracted work which complies with relevant health and safety legislation; BS/EN standards.
- Supervising the work of contractors and, where appropriate, controlling high risk activities through 'permits to work'.
- Ensuring suitable and comprehensive Employers and Public Liabilities' insurance are in place.
- Ensuring provision of health and safety and communication of the College Buildings Standards advice to curriculum/business support areas.
- Determining policy and procedures for site security, site safety, evacuation arrangements and access for emergency services etc. (in conjunction with the Head of Health and Safety and emergency services).
- Ensuring that emergency callout procedures are maintained for estates management staff.
- Ensuring that the College buildings and grounds are safe and free from hazards and dangers to staff, student, contractors and visitors etc. including traffic management.
- Implementing relevant Acts, Regulations and Approved Codes of Practice (ACOP) which relate to College buildings fabric and support systems.
- The maintenance of all fixed fire related systems and servicing of fire extinguishers.
- The retention of appropriate documentation as required by Regulations and ACOPs.
- Introducing and maintaining a planned preventative maintenance and a reactive maintenance system for defects found in fabric of buildings and associated systems, which prioritises hazardous defects for early action.
- Ensuring, in conjunction with the Health and Safety Department that warning notices, escape routes signs and posters are maintained and appropriate.
- Ensuring health and safety competent contractors are appointed.
- Organising and monitoring all statutory testing and inspections of plant, machinery and equipment.
- Ensuring asbestos management is in place with the College buildings, including monitoring any deterioration.

Any environmental reasonable adjustments that may be required by any staff or student to carry out their work or education programme safely

Senior Leadership Team

SLT is responsible for:

- Allocating appropriate resources to ensure effective health and safety measures are introduced and maintained.
- Bringing to the attention of the Executive any high-risk activity which cannot be effectively controlled by use of curriculum/business support resources.
- Setting and monitoring health and safety objectives and performance for their managers.

Director of Governance

is responsible for:

- Taking direct legal and other professional advice for and on behalf of The Board.

Managers:

Are responsible for:

- All health and safety matters within their area.
- Co-operating in the risk assessment process within their area of responsibility.
- Making and organising adjustments for individual's requirements in line with the Equality Act 2010.
- Ensuring all their staff fully understand their duties and responsibilities, as outlined in the Health and Safety Policy, associated procedures and localised safe systems of work.
- Ensuring that all students, for whom they are responsible, are inducted effectively in the College's emergency procedures and the vocational hazards they will encounter as part of their training.
- Having an operational plan to manage the risk assessment process within their curriculum/business support area.
- Ensuring health and safety procedures are implemented and adhered to.
- Ensuring that all apprenticeship/work experience employers are checked for health and safety purposes in accordance with the requirements of the Funding Agency.
- Setting standards for their area in the monitoring and improvement of health and safety.
- Ensuring the progress of plans and standards are recorded at team meetings or in other appropriate forums.
- Ensuring there is an up-to-date health and safety training for all staff in their area.
- Ensuring local safe working practices are devised, implemented, and reviewed regularly or when there has been a significant change.
- Communicating health and safety matters to staff and students.
- Keeping themselves aware of any legal and technical developments relevant to risk controls of the activities they have responsibility for and where applicable make arrangements to maintain/introduce them.
- Conducting minimum termly health and safety checks of their areas, where obvious examples of good or bad performance are noted, actioned appropriately and in accordance with the College health and safety procedures.
- Carrying out initial investigation of all accidents in their area, referring to the College Health and Safety Department as appropriate, and completing the incident report form.

Student Therapy and Health Practitioner:

is responsible for:

- Providing health advice for all students.
- Supporting lecturers and tutors in student health issues and specific conditions.
- Providing evaluation of student's health conditions and assessing student's fitness for courses.
- Completing risk assessments/care/emergency care plans for students with health-related issues.

Employees:

are responsible for:

- Taking reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Co-operating with the College to enable compliance with statutory duties for health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
- Being familiar with and conforming to, so far, as they are able, any statement of health and safety, policies, procedures and safe working practices appertaining to them.
- informing the College management of:
- Any work situation that a person would reasonably consider represented a serious or immediate danger to health and safety.
- Any matters which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the College's protection against arrangements for health and safety.

Staff with Teaching Responsibilities:

The health, safety and wellbeing of students are the responsibility of the staff member teaching them whilst in the training environment. They must ensure students are given an appropriate induction including fire and emergency at the beginning of each course which is repeated, as appropriate, throughout their time in the College.

Where students are introduced to new hazards, they must be made fully aware of the health and safety risks associated and the control measures needed to be in place to minimise the risk to them and others. All staff taking a lesson, class or sessions must maintain an up-to-date attendance register.

Student Responsibilities:

The College will exercise its responsibility for all students under the Health and Safety at Work etc Act 1974. It is essential that students understand their individual responsibilities in relation to health and safety. The College expects all students to abide by the rules, regulations and responsibilities set out in the student agreement signed on enrolment or induction, student handbook, college regulations and codes of practice. The College will provide an appropriate health and safety induction for all students. This will emphasise the student's responsibility to comply with the rules and regulations by which the College fulfils its duty of care towards students.

Functions of Union Safety Representatives:

The functions of the safety representative are set out in the Safety Representatives and Safety Committees Regulations 1977 and as laid down by locally negotiated agreements. These functions include:

- represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- represent employees when Health and Safety Inspectors from HSE or local authorities consult them.
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace.
- present the findings of investigations to you.
- inspect the workplace.
- with at least one other appointed representative, request in writing that you set up a health and safety committee; and
- attend Health and Safety Committee meetings as a representative of your employees.

Because of their knowledge and experience in health and safety matters, Union Representatives are encouraged to be involved with and/or assist colleagues in conducting risk assessments. The college will inform union reps of any visits conducted by the enforcing authorities.

The nomination, election, and role of non-union Safety Representatives (Representatives of Employee Safety) will be based on the Health and Safety (Consultation with Employees) Regulations.

Health and Safety Committee:

The Health and Safety Committee is the main basis for formal consultation on health and safety matters, with staff and student representatives. Membership of the Committee will consist of management, employees and student representatives, in proportion as agreed in the Terms of Reference of the Committee.

The main responsibilities of the Committee are as follows: -

- The formal consultative mechanism for health and safety matters associated with The College activities.
- Consulting primarily on Health and Safety Policy and associated procedures.

- Monitoring the College health and safety performance by considering health and safety reports as presented to the Committee.
- Considering health and safety inspection reports both internal and from external authorities.
- Considering and publishing notifiable RIDDOR events and accident statistics and making recommendations for improvement where appropriate.
- Assisting in the development and promotion of health and safety.
- Monitoring the adequacy of health and safety communication and publicity in the workplace.
- Encouraging maximum student participation in the development, implementation and monitoring of health and safety procedures, practices, and activities.
- Monitoring the effectiveness of the health and safety content of employee and student training.

Check: Measuring Performance

The health and safety performance of each Department needs to be measured, to identify the health and safety level of compliance. The two key components of a monitoring system are active monitoring and reactive monitoring.

Active Monitoring –
is monitoring the design, development, installation, and operation of management arrangements to actively check that the Department is achieving the objectives and standards it has set for itself and that they are effective.

Reactive Monitoring –
is the monitoring evidence of poor health and safety practice, to identify in each case why performance was substandard.

Annual Health and Safety Inspections:

The Health and Safety dept. will conduct health and safety inspections of all College sites once per month. These inspections will be organised jointly with the Unions Safety Representatives and the Managers of the areas to be inspected. A report will be produced at the end of each inspection and Managers and staff must action the points raised. All identified actions to be recorded and communicated to Directors/Managers, these actions are then actively monitored through Exec Review process to ensure completion.

Plant and Equipment Schedule:

The Estates Department have in place a schedule of testing and inspection which covers all plant and machinery on the College premises.

Termly Activity Report:

A report is produced on the College health and safety performance. The report is communicated to the Executive and subsequently is discussed at the Health and Safety Committee meetings. A programme of report periods and dates for submission of reports is produced and monitored.

Reports to The Board:

Annual reports to the Board are produced on the College's health and safety performance.

Benchmarking:

Whenever possible a benchmark will be made with other organisations to compare performance in such areas as accident / ill health statistics. This will be reflected in the performance indicators. Curriculum/business support areas are to use benchmarking to share best practice.

Accident and Incidents:

There is an accident/incident reporting and investigation procedure in place. Accidents are investigated to identify the underlying causes and root factors to improve health and safety within the College and prevent re-occurrence.

All near miss accidents/incidents which could have caused serious injury are investigated in the first instance by the line Manager, making appropriate reports to Health and Safety Department.

All accidents/incidents of a serious or potentially serious nature must be reported to the Health and Safety Department.

The Health and Safety Manager is responsible for full investigation and reporting all notifiable accidents, disease and dangerous occurrence to the relevant enforcing authority and Funding Agency.

Act: Reviewing Performance

External auditing will be carried out by the Funding agency, CQC and OFSTED, Environmental Health Practitioner visits to catering areas, Fire Officer inspections, insurance company inspections, TIAA external audits, other providers of work-based learning where we are the employers and visits from HSE.

Risk Assessment Review and Audit:

The management of risk assessments is to be reviewed at least annually by Managers, in accordance with the College health and safety risk assessment procedures.

The Health and Safety Manager will undertake an annual audit of the risk assessments and report findings to the Chief People Officer: Culture, Communications and Community.

Radiation Protection Advisor Audit and Inspection:

On an annual basis, Dorset County Council Radiation Protection Advisor service complete a documented audit of the sources of radiation held by the College, with a formal report and recommendations being drawn up. The inspections are completed as required by the Ionising Radiation Regulations and CLEAPS guidance L93 'Managing Ionising Radiation and Radioactive Substances in Schools and Colleges'.

Self-Assessment Report (SAR)

The College complete a Self-Assessment Report sub report on health and safety. This SAR process reviews health and safety performance of the previous academic year, checks and monitors outlined performance standards and progress on development plans.

Student Feedback:

Student forum meetings are held termly, by curriculum areas, where student's views on the College are considered and any complaints and issues are responded to. Reports are produced and actions allocated to members of staff as appropriate. Any health and safety issues raised at these meetings are actioned accordingly. Students complete an annual survey where they are directly asked if they 'feel safe at the College', any views and comments are assessed, and actions taken as appropriate.

Learning Lessons:

Health and Safety is a core value of the College and embedded in effective teaching, learning and working practices. Identifying underlying causes to cultural and organisational issues forms an important aspect of successful change and safety development. The College values have been developed and implemented to focus and drive the organisation.

Index of Operational Procedures

All procedures can be found on college intranet.

I&T	**Information and Training**	I&T1	Health and Safety Induction Training - Staff
		I&T2	Health and Safety Induction Training - Students
		I&T3	Student Supervision
		I&T4	Educational Visits
		I&T5	Visitor Health and Safety Information
RA	**Risk Assessment Procedures**	RA1	Risk Management
		RA2	New and Expectant Mothers at Work
		RA3	Young Person's
		RA4	Control of Substances Hazardous to Health (COSHH)
		RA5	Display Screen Equipment
		RA6	Manual Handling Operations
		RA7	Personal Protective Equipment (PPE)
		RA8	Noise at Work
		RA9	Asbestos Management Plan
OH	**Occupational Health Procedures**	OH1	Access to Medical Records and Reports
		OH2	Dermatitis
		OH3	Eyesight Testing
		OH4	Food Handlers
		OH5	Health Surveillance
		OH6	Infection Control
		OH7	Meningitis
		OH8	Employment Screening
		OH9	Respiratory Screening
		OH11	Travellers Health Overseas
		OH12	Tuberculosis
		OH13	Pregnancy of students
		OH14	Administration and Storing Medications
		OH15	Personal Care
		OH16	Blood Borne Viruses
		OH17	Food Handlers Agreement
CEP	**College Emergency Procedures**	CEP1	Duty Managers Roles and Responsibilities
		CEP2	First Aid Arrangements
		CEP3	Personal Emergency Evacuation Procedures (PEEPS)
		CEP4	Evac-U-Safe Chair Procedure
		CEP5	Critical Incident Management Plan
		CEP6	Fire emergency evacuation
		CEP7	Lockdown
WBL	**Work Based Learning**	WBL1	Work Experience
		WBL2	Work Experience Medical
		WBL3	Apprenticeships

IN	**Incidents**	IN1	Accident, Incident Reporting Procedures
AIR	**Audits, Inspections and Reports**	AIR1	Health and Safety Activities
F	**Fire Safety**	F1	Fire Safety Management
WLE	**Working and Learning Environment**	WLE1 WLE2 WLE3 WLE4 WLE5 WLE6	Working at Heights Lone Working Provision and Use of Working Environment Permit to Work Portable Electrical Equipment Contractor Safety Procedure
S	**Security**	S1 S2 S3 S4 S5 S6 S7 S8	Security Policy Crime Prevention Access Control Security and Individual responsibilities Use of Closed-Circuit Television Security Risk Analysis Physical Restraint Policy Body Worn Cameras

Approval & Review:

Regularly review and update the procedure in light of new legislation, experiences, and feedback from stakeholders.

Document Management:

Compiled by:	Klaudia Braithwaite, Health and Safety Manager / Tim Greaves, H&S Consultant	Issue Date:	22/04/26
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