



Health & Safety Policy

2017-2018

Part 1 – Health & Safety Policy Statement

Part 2 – The Organisation of Health & Safety

Part 3 – General Arrangements for Health & Safety

24th Edition

ENGAGEMENT, OWNERSHIP, ACCOUNTABILITY

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PART 1

HEALTH & SAFETY POLICY STATEMENT

The health, safety and wellbeing of learners, staff and its wider community is a fundamental value of LMC.

This policy is part of the College Health, Safety and Wellbeing Strategy. It seeks to provide the foundation for the College to establish and ensure a positive health and safety culture for all members of the College community, through coherent processes and compliance with all relevant standards, thus enabling staff and learners to achieve their potential in an environment where positive wellbeing is the expectation for all, producing learners and staff who flourish by being confident, healthy, safe, emotionally resilient, risk intelligent and personally fulfilled.

The Board of the Corporation of Lancaster and Morecambe College is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the College and to fully meet its legal obligations and corporate responsibilities.

The College considers health and safety to be an integral part of quality and will endeavour to have in place an effective health and safety management system and demonstrate continuous improvement in line with the HSE model HSG65.

Injuries and accidents can often be avoided. The College is determined to improve systems to reduce injuries and ill health.

There is a management structure in place to implement the Health and Safety Policy. This structure includes a competent person who will work closely with the Programme Area Managers, and Senior Management Team and report at least on an annual basis to the Corporation in order to achieve implementation of this Policy.

All employees of the College have responsibilities for their own health and safety and should co-operate with the College as their employer to achieve safe working practices. Managers will consult staff on matters which may affect their health and safety.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the College to achieve the aims of the policy statement.

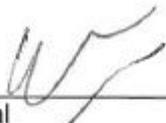
College managers have responsibility for health and safety within their Programme Areas. They will implement a system to ensure that the Policy, and the arrangements made within it, are carried out.

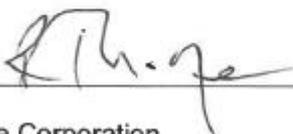
This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter. This Policy document will be the subject of an annual review and will be updated as circumstances and legislation change to ensure that the Policy remains relevant to College activities.

Specifically, the College undertakes:-

- i) To bring the Health & Safety Policy document to the attention of all employees and ensure they fully understand their responsibilities as described in this policy
- ii) To provide adequate resources to ensure that proper provision can be made for health and safety and include prime consideration of health & safety in all forward planning
- iii) To carry out risk assessments where necessary which will be periodically reviewed
- iv) To ensure that systems of work will be implemented to minimise risk to health
- v) To provide all employees with such information, instruction, training and supervision as is necessary to secure their health and safety at work, and the safety of others who may be affected by their actions

- vi) To provide, so far as is reasonably practicable, for all employees, students and site visitors, a safe place to work learn and visit with safe access and egress from it
- vii) To provide occupational health services for employees and support human resource development
- viii) To provide and maintain all plant, machinery and equipment to ensure that it involves minimal risk to health and safety
- ix) To provide adequate facilities and arrangements with regard to welfare for employees at work
- x) To report (where required) accidents and cases of ill health to the HSE and funding organisations
- xi) To monitor activities to ensure that procedures in place are being implemented and agreed standards are maintained
- xii) To maintain adequate control of employees from organisations contracted to work on College premises on behalf of the College
- xiii) To develop the 'safe learner' concept and embed it in the curriculum and College systems. Promoting risk education awareness and intelligence as an integral part of learning
- xiv) To embed the themes of Health, Safety & Wellbeing in all areas of the College
- xv) To encourage and support the raising of standards and 'best practice' approaches, and to work in partnership with key stakeholders
- xvi) To review the Health and Safety Policy at least annually and update it as and when necessary. Communication of any such changes will be made to all employees.

Signed:  _____ Date: 12/3/18
 Chief Executive/Principal
 Lancaster & Morecambe College

Signed:  _____ Date: 15/03/18
 Chairman
 Board of the Corporation
 Lancaster & Morecambe College

PART 2

THE ORGANISATION OF HEALTH & SAFETY

2.1 RESPONSIBILITIES FOR IMPLEMENTING THE POLICY

2.1.1. Management Structure

(Appendix A) outlines the management structure at Lancaster and Morecambe College. As members of staff leave, join, or roles change, then the structure should be altered accordingly and staff updated with the new structure.

2.1.2 Management Responsibilities

The Management of Health and Safety at Work Regulations 1999, place specific duties on management to ensure that health and safety is managed correctly in terms of assessment, monitoring, planning, reviewing and training.

Health and Safety should be incorporated into the current management structure. The following paragraphs outline the responsibilities placed on the College management.

(i) Risk Assessment (Regulation 3)

Risk assessment is required under Regulation 3 and should be carried out for activities and work areas. A “suitable and sufficient” assessment should be made of risks to College employees and of risk to people not in the College’s employment, for example; learners and visitors. Programme Area Managers are responsible for ensuring that all activities and work areas are covered by suitable and sufficient risk assessments and documented where significant hazards/risk are identified.

(ii) Health Surveillance (Regulation 5)

In addition to health surveillance required under the Control of Substances Hazardous to Health Regulations 2002, there may be other work activities which may give rise to adverse health conditions or identifiable diseases, health surveillance is designed to detect these as early as possible so as to prevent risks to College employees. Individual records will be kept regarding health surveillance.

(iii) Health & Safety Assistance (Regulation 6)

The College management must appoint one or more competent person(s) to assist in meeting the requirement of health and safety legislation. This (these) person(s) need not be qualified but sufficient training, experience and knowledge is required. Management must ensure that those they appoint to assist them with health and safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support. The College’s competent person is the Head of Estates, Safety and Wellbeing. College senior management will be responsible for ensuring that the correct expertise exists within the current staff, and managers must make themselves aware of where expertise is available in the College, so that they may draw on their assistance effectively and efficiently.

(iv) Procedures for Serious and Imminent Danger (Regulation 7)

The College management is responsible for providing suitable procedures in respect of cases of serious and imminent danger for those employed in using the College or it’s services. There must be sufficient numbers of competent persons nominated to implement the emergency procedures - where these involve evacuation from a building or buildings.

Where it is necessary to restrict access to an area on health and safety grounds, College management must ensure that employees may not have access unless suitably trained for the prevailing circumstances. Procedures must allow for those exposed to serious or imminent danger to stop working and reach a place of safety and prevent them from returning whilst such a situation exists.

(v) Information for Employees (Regulation 8)

Managers must provide employees with appropriate information on the risks to their health and safety as identified by risk assessments and the measures which have been taken to control these risks. Managers must also provide information to employees on serious and imminent danger procedures. Managers must inform employees of the competent persons who will assist the College in such circumstances.

The above information must also be made available to learners, part-time lecturers, casual staff, fixed term contract staff and employees of other employers sharing the same premises. Where language problems exist, the use of translation facilities and/or pictographic signs should be considered.

(vi) Co-operation and Co-ordination between Employers (Regulation 9)

Where two or more employers share a work-space within the College, they should co-operate on health and safety issues, College management needs to inform other employers in the College of any risk to their employees arising from College activities.

A contractor or delivering supplier is regarded as sharing a workplace, even if only for a short time, for the purpose of this Regulation.

(vii) Employees from an outside organisation undertaking working on Host's Premises (Regulation 10)

College management must provide appropriate information on health and safety issues to the employees of other employers working within the College. These may be contract cleaners, maintenance staff, electricians etc.

(viii) Capability and Training (Regulation 11)

College management will provide suitable health and safety training for College staff. When management entrust tasks to an employee, they must take into account his/her capabilities with regard to health and safety.

The College will provide health and safety training:-

- a) Upon recruitment (for example, health and safety induction training);
- b) When employees change their job or responsibilities within the organisation;
- c) When new equipment or technology is introduced;
- d) When systems of work change.

Refresher training must be provided where appropriate, taking account of any changes in circumstances. Training should normally be carried out during working hours and managers must release employees from normal College duties to undertake training.

(ix) Temporary Workers (Regulation 13)

Temporary workers (and their employers) must be informed of any special skills, qualifications or requirements that are needed to enable them to carry out their tasks safely and with minimal risk to health and safety. The responsibility for providing this information falls to the Programme Area Manager.

(x) Record Keeping

Where records are required to be kept by College management, these may be held in either written or electronic form but must be readily available for inspection.

Assessments carried out which refer to other assessments (for example; COSHH), must be clearly identified cross-referenced to enable easy and efficient use of information.

2.1.3. Employee Responsibilities

Both the Health & Safety at Work etc Act 1974 and The Management of Health & Safety at Work Regulations 1999 place certain duties on College employees. Employees shall take reasonable care for their own health and safety and that of others who may be affected by their work activity. Employees should use correctly all work items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the items safely.

All College employees have a strict responsibility to co-operate with the College in the fulfilment of any duty which the College may have as an employer.

Employees must notify any shortcomings in the health and safety arrangements even when no immediate danger exists. Employees have a legal duty to report defects in procedures, defects in Personal Protective Equipment (PPE) and to store and inspect PPE as instructed.

No employee of the College shall intentionally or recklessly misuse or interfere with any provision made by the College for the purpose of improving health and safety. Health and safety duties are included in job descriptions which form part of contracts of employment.

2.1.4. Responsibilities of people not in the college's employment

People not in the College's employment, for example; learners or visitors, who use College facilities, also have a duty to co-operate with management with regard to health and safety matters and to take reasonable care of themselves and others. The College shall ensure that they are provided with sufficient information and training as appropriate to perform activities with minimal risk to their health and safety.

2.1.5. Policy on Smoking & E-cigarettes & Shisha Pens & use of Chargers

The College, in consideration of people's health is a non-smoking College, with the exception of designated areas for smoking and vaping. E-cigarettes and Shisha Pens must be used in these designated areas only. Chargers for E Cigarettes are not allowed to be used on any of the college sites.

2.1.6. Health & Safety Monitoring & Auditing

The College recognises its statutory duty to effectively monitor and review its health and safety provision and management systems. On a day to day basis, all managers and supervisors monitor health and safety and safe practice, and where necessary take/ensure remedial actions. Formal review is undertaken via performance monitoring.

2.2 INDIVIDUAL MANAGEMENT RESPONSIBILITIES FOR ACTION AND MONITORING

2.2.1. The Corporation

Governors

The Governors have overall responsibility for setting the strategic targets and direction of the College in relation to the health, safety, wellbeing and safeguarding of all employees, volunteers, learners, contractors and visitors to the College. These responsibilities will include ensuring:

A positive health, safety and wellbeing culture is promoted to stakeholders. The effective and efficient use of resources to meet the College legislative and stakeholder requirements.
That College strategies provide for a healthy and safe working and learning environment.
Regular reports received on the management of health, safety and wellbeing within the College.
Any reasonable training that assists in maintaining required competency levels is undertaken.

The Principal/Chief Executive has ultimate responsibility for management of health, safety and wellbeing for all College work activities and assisted by the Senior Management Team (SMT) and College Management Team (CMT).

The Senior Management Team and College Management Team are supported by the Head of Estates, Safety and Wellbeing.

2.2.2. The Principal/Chief Executive

The Principal/Chief Executive holds the following responsibilities:-

- a) To ensure that The Health and Safety Policy document is implemented within the College;
- b) To ensure that The Health and Safety Policy document is reviewed at least annually and updated from time to time, as necessary, to ensure compliance with current legislation, recognition of good working practice and to keep the policy document in-line with changing circumstances;
- c) To ensure that members of the Senior Management Team (SMT) fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document;
- d) To ensure that adequate human resources are available to allow staff safely to undertake any training which is necessary under this policy;
- e) To monitor the overall effectiveness of The Health & Safety Policy document;
- f) To monitor the effectiveness of the SMT in their health and safety roles;
- g) Approve the cessation of unsafe operations, where deemed necessary;
- h) Ensure adequate communication channels exist and a free flow of communications between all elements of the College community on health and safety matters exist
- i) Notify the Corporation and designated member of changes to health, safety or environmental corporation legislation or practice which will impact on health, safety and environmental requirements within the College.
- j) Instigate and implement disciplinary procedures against any member of staff who breaches health and safety rules.

2.2.3. Vice Principal of Finance and Resources

- a) Act as the Senior Management Team member with responsibility for overseeing the College's compliance with current health, safety and environmental law and the College health, safety and environmental policies.
- b) Act as chairperson of the College Health Safety & Wellbeing Committee.
- c) Authorise central health and safety expenditure.
- d) Liaise with the Head of Estates, Safety and Wellbeing (ESW) in the preparation of health and safety reports when required for the Principal/Chief Executive and Corporation.
- e) Monitor the effectiveness of the College health and safety provision, through liaison with the Head of ESW, who in turn will liaise with union safety representatives.

2.2.4. The Head of Estates, Safety and Wellbeing shall:

- a) Act as a focal point for day-to-day references on health and safety issues and give advice, or indicate sources of advice.
- b) Oversee compliance with the College's Health and Safety Policy, legal requirements and the College's general health safety and wellbeing provision on behalf of the Principal/Chief Executive.
- c) Bring to the notice of the health safety and wellbeing committee matters calling for a policy recommendation.
- d) Liaise with outside agencies able to offer expert advice on health safety and wellbeing matters.
- e) Assist as required with faculties and sections to prepare/review Health and Safety Statements and Procedures.
- f) Ensure, in collaboration with the Student and Learning Services staff, that up-to-date health safety and wellbeing resources are available in the College and are brought to the attention of staff and learners.
- g) Maintain adequate records of accidents, industrial disease and near-misses in the College. Additionally act as the Reporting Officer for the College in the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- h) Investigate and report upon all serious and/or reportable accidents and near misses in collaboration with staff from the relevant faculty or section.
- i) Co-ordinate and assist in the development and reviews of the College Critical Incident Management Plan.

2.2.5. Director or Curriculum & Innovation, Director of Apprenticeships & Employer Engagement and Director of Personal Development & Welfare

- a) Ensure Heads of Programme Area Managers provide and maintain plant and systems of work that are safe and without risk.
- b) Support the Head of Estates, Safety and Wellbeing and HSW Co-ordinator in all action taken to ensure health safety and wellbeing procedures are followed.
- c) Work with Programme Area Managers to ensure that all accidents and near misses and cases of work related ill health are reported to the Health Safety & Wellbeing Manager and participate in accident investigations.
- d) Instigate on behalf of their staff and participate in health & safety training programmes. Inform the Head of Estates, Safety and Wellbeing of all such programmes.
- e) Stop unsafe operations and procedures and notify the Health Safety & Wellbeing Manager of such matters.
- f) Liaise with the Head of Estates, Safety and Wellbeing on health and safety matters affecting the Programme Area.

2.2.6. Programme Area Managers shall:

- a) Be responsible for compliance with the College Health Safety and Wellbeing Policy and Procedures and arrangements contained within it and associated documents, within their area.
- b) Ensure that health safety and wellbeing is a standing item at faculty meetings.
- c) Include, health safety and wellbeing as part of the Programme Area Self Assessment Report and Development Plan for their area.
- d) Ensure that risk, and other necessary assessments as required under health and safety law, are carried out and documented as necessary within their area.
- e) Report any serious accidents, near misses or health, safety or environmental incidents, and/or related or other contact with external health, safety or environmental agencies to the Head of Estates, Safety and Wellbeing, the Principal/Chief Executive, Vice Principal and Directors as soon as possible.
- f) Provide and maintain plant and systems of work that are safe and without risks to the health of learners, staff or others who may be affected.
- g) Instigate a preventative maintenance system inclusive of regular inspection of plant and equipment within their programme area; such maintenance inspections to be at regular intervals and documented.
- h) Ensure clear health and safety management structure and procedures exist within the faculty that are known and understood by all staff.
- i) Be responsible for the purchase of health and safety materials and equipment used within their programme area.
- j) Allow relevant staff time to participate in accident and incident investigations as necessary.
- k) Encourage and participate in health and safety training programmes for their staff.
- l) Stop unsafe operations and procedures within their programme area and inform the Principal, Vice Principal, Director of Programme Area and the Head of Estates, Safety and Wellbeing of such matters.
- m) Liaise with the Head of Estates, Safety and Wellbeing on health, safety, wellbeing and environmental matters affecting the Programme Area or that might adversely affect the College.
- n) Monitor the effectiveness of the College and Programme Area safety provision within their area by undertaking in liaison with the Head of Estates, Safety and Wellbeing, Health Safety & Wellbeing Co-ordinator, performance monitoring.

2.2.7. Programme Area Managers

- a) Be responsible for the health and safety provision as documented within the College and their programme area documentation and procedures.
- b) Aim to create a health and safety awareness amongst their staff.
- c) Ensure that necessary risk and other assessments as required by law, are undertaken and recorded as necessary within their programme area.
- d) Arrange for the ordering and purchase of health and safety equipment and materials.
- e) Report all accidents and incidents and participate in accident investigations as necessary.
- f) Have authority to stop unsafe practices and report to their Head of Faculty, Head of Estates, Safety and Wellbeing and Vice Principals.
- g) Liaise with the Health, Safety and Wellbeing Co-ordinator, Head of Estates, Safety and Wellbeing on health, safety and wellbeing issues.
- h) Report all contacts with external agencies responsible for health and safety to the Health Safety and Wellbeing Team and Senior Management Team as soon as possible.
- i) Include, in conjunction with their Head of Faculty, health safety & wellbeing as part of the Faculty Self Assessment Report and Development Plan for the Faculty.

2.2.8. Occupational Health Adviser shall:

- a) Provide specialist occupational health advice and services to staff and managers.
- b) Assist in the prevention of ill health in the workplace.
- c) Devise strategies for and promote good health and well being in the workplace.

2.2.9. Teaching Staff shall:

- a) Comply with the College Health Safety and Wellbeing Policies and Procedures.
- b) Provide clear instructions and warnings on health and safety and check to ensure that they are understood, to students.
- c) Give adequate and accurate health and safety instructions within the context of the course syllabus.
- d) Personally follow safe working procedures at all times, wearing the correct protective clothing and equipment when necessary.
- e) Ensure suitable and sufficient risk assessments have been undertaken for College activities.
- f) Insist on the use of Personal Protective Equipment, guards and safe-working procedures at all times when necessary.
- g) Encourage a positive health safety and wellbeing culture and hazard reporting by learners.
- h) Ensure that all equipment or material used, which requires repair or replacement is taken out of use and is brought to the attention of their Programme Area Manager.
- i) Report all accidents and incidents and participate in accident investigations as necessary.
- j) Have authority to stop unsafe practices and report them to the Head of Estates, Safety and Wellbeing and Director of Programme Area.
- k) Report all contacts with external agencies responsible for health and safety to the Health Safety & Wellbeing Team and Senior Management Team as soon as possible.

2.2.10. Teaching Support Staff shall:

- a) Comply with College, health and safety policies and procedures and ensure that real work environments, laboratories and workshops are left in a clean and safe condition at all times, isolating all services as required.
- b) Undertake those duties as required by the Programme Area Manager and the teaching staff, in order to secure the day-to-day safety of workplaces, machinery and equipment.
- c) Assist in running equipment preventative maintenance programmes as directed by their Programme Area Manager.
- d) Complete a practical task method statement for any task that has the potential to cause serious injury to persons or damage to equipment.
- e) Ensure that damaged equipment or tools are repaired or replaced.
- f) Keep a written record of harmful substances and their storage location, used within their area of responsibility.

2.2.11. Heads of Section shall:

- a) Be responsible for health and safety provision within their management area.
- b) Aim to create a health and safety awareness amongst their staff.
- c) Ensure that necessary risk and other assessments as required by law, are undertaken and recorded within their section.
- d) Arrange for the ordering and purchase of health and safety equipment and materials.
- e) Report all accidents and incidents and participate in accident investigations as necessary.
- f) Have authority to stop unsafe practices and report them to the Head of Estates, Safety and Wellbeing, Vice Principal, & Director of Programme Area.
- g) Liaise with the Head of Estates, Safety and Wellbeing and Health Safety and Wellbeing Team on health and safety issues.

- h) Report all contacts with external agencies responsible for health and safety to the Health Safety & Wellbeing Team and Senior Management Team as soon as possible.

2.2.12. Support Staff shall:

- a) Comply with the College, Health and Safety Procedures.
- b) Report all accidents and participate in accident investigation as required.
- c) Undertake those duties as required by the Head of Section in order to secure the day-to-day safety of workplaces, machinery and equipment.
- d) Personally follow safe working procedures.
- e) Ensure, where necessary, that protective equipment is used or worn as necessary.
- f) Report all health and safety issues to their line manager.

2.2.13. Estates and Security Staff shall:

- a) Carry out such duties as are required.
- b) Be designated as Fire Marshals within the context of College procedures.
- c) Ensure, when carrying out maintenance tasks, that they have, and use when necessary, the correct Personal Protective Equipment (PPE).
- d) Carry out their duties in a manner that addresses their own and others health and safety.

2.2.14. Whilst the College recognises that it has the main responsibility for the health and safety of learners and others visiting College premises;

Learners, Visitors or others shall assist by:-

- a) Remembering that they are personally responsible for their own health and safety and for that of others with whom they are working.
- b) Complying with College Health Safety and Wellbeing Procedures and Guidance.
- c) Observing safe standards of behaviour, dress and protective clothing as required by College, faculty or section rules.
- d) Using and not wilfully misusing, neglect, damage or interfere with devices and equipment provided to ensure their health and safety.
- e) Assisting in achieving a safe environment by reporting to staff, any hazards, defects, inadequacies or dangers considered to exist in the workplace or with equipment.
- f) Observe all signs, restrictions and speed limits on the College site and its roads and car parks.
- g) Deposit all litter in the waste bins provided.

The above will be highlighted through a variety of methods for example, the Student Handbook, the College Lettings Policy, visitor information and induction.

2.3 PENALTIES

2.3.1. Employees

The Board of the Corporation, whilst seeking to persuade all its employees to recognise the importance of a safe and healthy working environment, understands that it is necessary to maintain a penalties procedure for blatant and reckless breaches of this Policy by its employees. Blatant and reckless disregard for health and safety in the College may be considered as gross misconduct and the College, as employer, may consider that dismissal of the employee is appropriate.

The College will abide by its Disciplinary Procedure in cases of disregard for health and safety.

2.3.2. Enforcement of Health & Safety by the Health and Safety Executive

The Health and Safety Executive (HSE) are responsible for the enforcement of health and safety legislation in the College.

HSE Inspectors have a number of powers. Full details of inspector's powers, Improvement Notices, Prohibition Notices, Prosecution and Penalties are available from the Head of Estates, Safety and Wellbeing.

It should be noted that employees may be prosecuted together with the College, if they have been involved in an offence. An act or omission by an employee which is apparently condoned by line managers, Programme Area Managers or the Senior Management Team (for example; failure to take corrective action) will make the College and/or line managers, Programme Area Managers, SMT members, liable for prosecution. Individual staff can also be liable for prosecution in the event of the College being prosecuted, the Board of the Corporation would be named on the summons.

2.4 COMMUNICATION AND CONSULTATION

2.4.1. Policy on Communication

Such channels will exist within Lancaster and Morecambe College to enable effective communication regarding issues of health and safety to be conveyed to all College staff. Health Safety and Wellbeing is a standing agenda item at key Programme Area meetings. The Senior Management Team will receive a regular report of health and safety issues within the College. An annual Health Safety and Wellbeing Report will be made to the College Corporation.

All members of College staff will be made aware of their lines of communication. The College will ensure that the channels are available and adequate.

2.4.2. The Safety Representatives and Safety Committee Regulations 1977

The Safety Representatives and Safety Committee Regulations 1977 concern safety representatives appointed in accordance with Section 2(4) of the 1974 Act and covers:-

- a) described cases in which recognised Trade Unions may appoint safety representatives from amongst the employees;
- b) prescribed functions of safety representatives.

Section 2(b) of the above Act requires employers to consult with safety reps with a view to the making and maintenance of arrangements which will enable them and their employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees and in checking the effectiveness of such measures.

2.4.3. The Consultation with Employees Regulations 1996

These Regulations require employers to consult with employees on all matters which may affect their health and safety. The employer must ensure that all employees are represented.

A decision involving work equipment, processes or organisation could have health and safety consequences for employees. Before making that decision employers must allow time:-

- a) to provide the employees, or their elected representatives, with information about what is proposed;
- b) to give employees, or their elected representatives, an opportunity to express their views about the matter in the light of that information; and then
- c) for the employer to take account of any response from employees or their elected representatives.

PART 3

ARRANGEMENTS FOR HEALTH & SAFETY

3.1 HSW & SAFEGUARDING COMMITTEE

- a) The Chair of the committee shall be the Vice Principal of Finance and Resources.
- b) Membership of the HSW & Safeguarding Committee shall be approved by the Corporation and must include any trade union nominated safety representatives. It must also include representatives from the Curriculum, Business support and learners. The membership of the Committee shall provide a balanced representation.
- c) Agreed minutes of the College HSW & Safeguarding Committee shall be made available to College staff, learners and corporation representative, via The Hex and the College Hub.
- d) The Committee shall meet as required and at least twice per academic year.

3.1.1 Terms of Reference

The functions of the Committee shall be:-

- a) Recommendation of approved health, safety and wellbeing procedures throughout College.
- b) Consideration, where necessary, of any new safety and safeguarding measures or strategies and advising the Principal/Chief Executive and Corporation accordingly.
- c) Dissemination of information on health, safety, wellbeing and safeguarding to staff, learners and visitors to the College's sites/facilities.
- d) Arrangements for the integration of health, safety, wellbeing and safeguarding into the curriculum.
- e) Consideration of reports of visits to the College by Inspectors of the Health and Safety Executive, Officers of the Fire and Rescue Service and any other health and safety specialists, Ofsted and external safeguarding agencies resulting in the submission of observations to the Principal and Corporation.
- f) To assist in promoting the implementation of the College Health Safety and Wellbeing Policy and Safeguarding Policy
- g) Consideration of reports which union appointed safety representatives may wish to submit.
- h) Relevant statistics including accident and safeguarding statistics and trends so that reports can be made to the Board on unsafe and unhealthy conditions and practices together with recommendations for corrective action.

3.1.2 HSW & Safeguarding Committee Constitution –

- ◆ **Vice Principal of Finance and Resources – Chair**
- ◆ Principal/Chief Executive
- ◆ Head of Estates, Safety and Wellbeing
- ◆ Representative from the Corporation
- ◆ Director of Apprenticeships & Employer Engagement
- ◆ Director Personal Development & Welfare
- ◆ Director of Curriculum & Innovation
- ◆ Designated Safeguarding Lead (DSL)
- ◆ Personnel & Professional Development Manager
- ◆ Computer Services Manager (or representative)
- ◆ Health Safety and Wellbeing Co-ordinator
- ◆ Formally appointed safety representative(s) from the Union(s) (if applicable)
- ◆ Learning Support Representative/Assistant Designated Safeguarding Lead (ADSL)
- ◆ One Student representative (to be nominated by the Learner Union on an annual basis or a volunteer from the learner body)
- ◆ Student Liaison Officer

- ◆ Head of Finance and Computer Services
- ◆ Nursery Manager

In attendance: members of the College staff responsible for specialist areas can be required to attend meetings of the Committee when deemed appropriate.

3.2 ARRANGEMENTS FOR HEALTH AND SAFETY

3.2.1 Statement of Health and Safety Policy

The Health and Safety Policy Statement (*this document*) outlines the general arrangements in force throughout the College for ensuring a safe and healthy working environment. It will be made available to every employee (both permanent & temporary) and outside contractors.

3.2.2 Health and Safety Resources

Health and safety is a priority consideration during budget and resource bid allocation. A cross-college budget is provided for items such as statutory servicing e.g. COSHH LEV testing and items such as First Aid and emergency equipment. The Resource/Capital Bid process requires Programme Area Managers/ Section Heads to identify their health and safety resource needs and prioritise them. The SMT in liaison with the Head of Estates, Safety and Wellbeing will allocate resources so far as reasonably practicable after completing an analysis of need.

If all allocated health and safety funds have been spent and health and safety resources are required urgently, the Principal's Fund will be used and/or a proposal/notification of virement will be put to the Corporation.

3.2.3. Arrangements for ensuring the effectiveness of The College Health and Safety Policy

To ensure that the College Health and Safety Policy is effective in achieving its aims the following arrangements will be implemented:-

1. The College acknowledges its responsibilities under current health and safety legislation and will carry out all necessary actions, as far as is reasonably practicable, to fulfil them.
2. All staff will undergo an induction programme, including health and safety, as soon as practicable after commencing employment at the College.
3. Health and safety training for managers will be made available, and College managers, including senior managers will be encouraged to participate
4. Where health surveillance of College staff is required under statutory provision, the College undertakes to ensure that this is carried out.
5. Programme Area Managers/Section Heads have full responsibility for health and safety within their area and departments.
6. To assist in compliance with statutory requirements, the College will co-operate in supplying relevant information, control systems and assistance to outside contractors employed by the College. Equally, the College will expect that such contractors will carry out their operations in compliance with relevant statutory requirements and College procedures.
7. The College in acknowledging the requirement, under current Legislation, will provide sufficient information, supervision and training for it's employees, as far as is reasonably practicable.
8. In acknowledging its responsibilities under relevant legislation, the College undertakes to provide staff, trained to the required level, in first aid. First aid-trained staff will be

sufficient in number to ensure that the College has adequate cover in comparison to the level of risk and staffing.

9. To assist in achieving its stated health and safety aims, the College shall, via its Programme Area Managers and Section Heads, establish procedures for monitoring and reviewing its health and safety performance.
10. In acknowledging its responsibilities to learners, the College undertakes to provide a positive healthy and safe environment and develop their risk intelligence.
11. In acknowledging its responsibilities to its staff, the College undertakes, as far as is reasonably practicable, to provide an environment that reduces staff fears as to their personal security.
12. In acknowledging its responsibilities to its visitors, the College undertakes as far as is reasonably practicable, to provide a healthy and safe environment for them to visit and to have appropriate procedures in place to reasonably ensure this e.g. The College's Letting Procedure, Sports Centre and LMC Business protocols.
13. Special attention will be given to the health and safety of people with disabilities and, in particular, suitable and sufficient access and egress will be provided and maintained.
14. The college is dedicated to protecting the health, safety and wellbeing of its community in a positive, proactive and sensible way and to treat people with fairness dignity and respect.

4. Health and Safety Contact Numbers

Head of Estates, Safety & Wellbeing:

Louise Evans
Tel: 01524 521417 (ext 417)
E-mail: L.Evans@lmc.ac.uk

Health Safety & Wellbeing Co-ordinator:

Gillian Briggs (part-time)
Tel: 01524 521307 (ext 307)
E-mail: G.Briggs@lmc.ac.uk

Vice Principal of Finance & Resources:

Peter France
Tel: 01524 521355
E-mail: P.France@lmc.ac.uk

Occupational Health & Wellbeing Adviser:

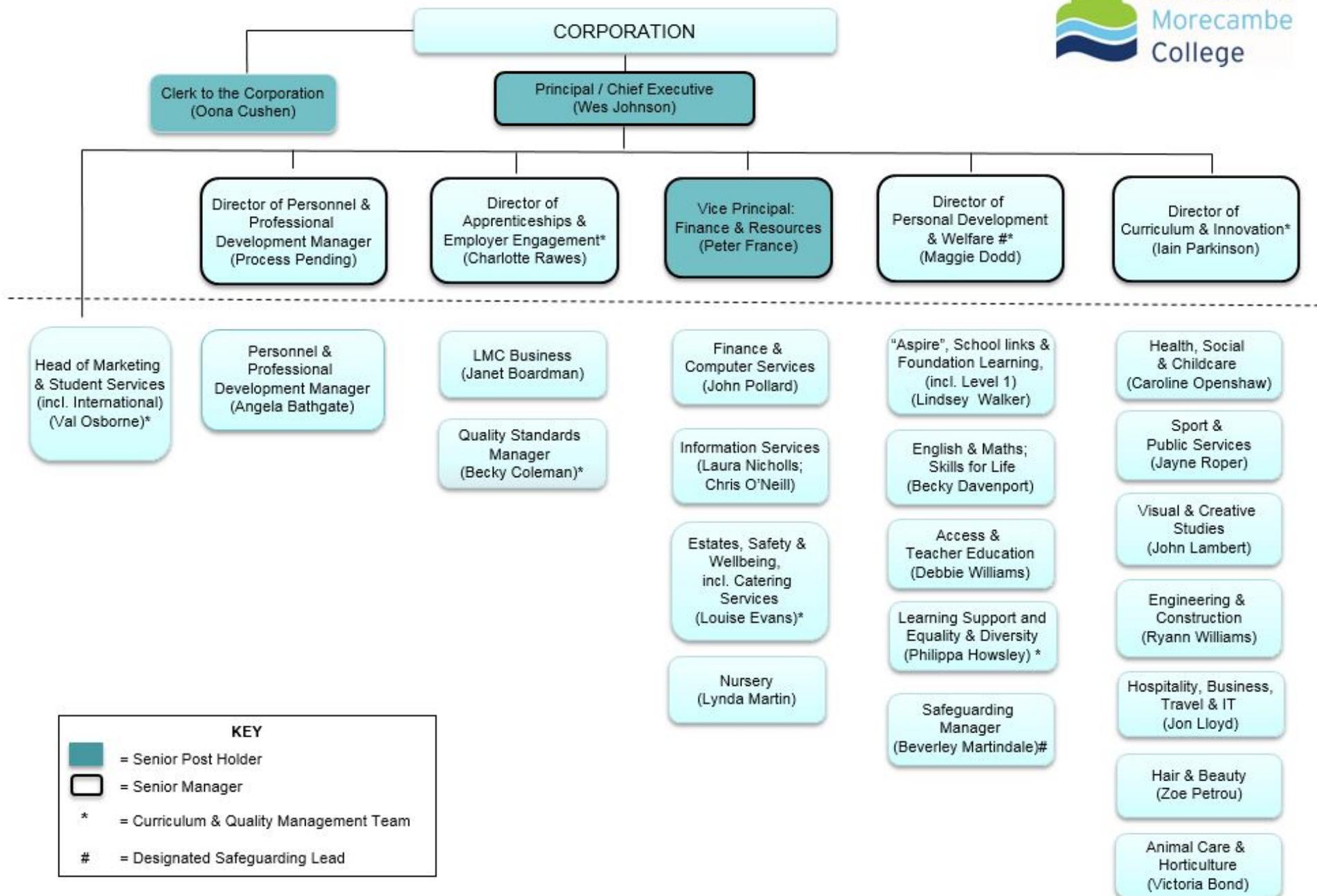
Marianne Williams (part-time)
Tel: 01524 521409
Email: M.Williams2@lmc.ac.uk

Addaction (for tutorials on legal highs,
Substance mis-use etc)

Val Osborne
Tel: 01524 521312
Email: V.Osborne@lmc.ac.uk

**The Counsellors work to the BACP Code of Ethics and Practice. For anyone wanting to see a copy of the BACP Code of Ethics and Practice there is one available in Student & Learning Services.*

COLLEGE ORGANISATION CHART – February 2018



KEY

- = Senior Post Holder
- = Senior Manager
- * = Curriculum & Quality Management Team
- # = Designated Safeguarding Lead