



East Coast College

Health, Safety and Wellbeing Policy

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Health, Safety and Wellbeing Policy

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1. Introduction and Purpose

The Health and Safety Policy is a legal requirement outlining our statement of intent, roles and responsibilities and arrangements for health and safety in compliance with the Health and Safety at Work Act 1974.

1.1 Policy Statement

The Board of the Corporation and Management Team of East Coast College comprising Lowestoft Campus, Lowestoft Sixth Form and Great Yarmouth Campus will, as far as is reasonably practical, safeguard the health, safety and wellbeing of children, young people, vulnerable groups, students, staff, visitors, contractors and others who may be affected by the activities of the College. Reasonable adjustments will also be considered for disability.

To achieve this duty the Board and Management Team will:

- Encourage sensible risk management to be undertaken
- Provide a healthy environment in accordance with various Acts, Regulations Standards, and Guidance
- Ensure that sufficient information, instruction and training for employees is provided in relation to risks to health and safety
- Ensure employer/employee consultation on health and safety matters and consultation with individuals before allocating particular health and safety functions
- Recognise Trade Unions in accordance with the Safety Representatives and Safety Committee Regulations and consult with employees as required under the Health and Safety (Consultation with Employees) Regulations

Signed: Paul Padda, CEO & Principal



Date 13 June 2024

2. Scope

Policy

It is the College's policy to comply with all relevant statutory and regulatory provisions and to take such additional measures as it considers necessary. To achieve this, the College will, as a minimum, operate to legal requirements, establish good practice and will as far as is reasonably practical:

1. Create and maintain an organisational structure and promote a positive health and safety culture which supports risk control at all levels throughout the College.
2. Manage its activities in such a way as to ensure that the health, safety and wellbeing of all employees, students and any other persons on its premises are not put at risk.
3. Systematically identify and control risk as an effective approach to injury, work related ill-health (including stress) and loss prevention.
4. Maintain safe and healthy working places and systems of work and to protect all employees, students and others including the public in so far as they come into contact with foreseeable work hazards.
5. Provide and maintain suitable and adequate facilities and arrangements for the wellbeing of employees and students whilst at work.
6. Provide and maintain plant and equipment that is suitable for their intended use, safe and without risk to health.
7. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
8. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, students and any other persons on College premises.
9. As regards any place of work under the College's control, maintain it in a condition that is safe and without risk to health and provide and maintain means of safe access and egress.
10. Consider reasonable adjustments for disability.
11. Promote through consultation and other means, the active involvement of all staff and students in the development, promotion, implementation and monitoring of measures provided for health, safety and wellbeing.
12. To develop an understanding of risk control and ensure that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations (1999) and other regulations.
13. To develop an understanding of risk control and safety awareness amongst all employees and students and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.

14. To control effectively the activities of all outside contractors when on College premises. It is the intention of the College that, in addition to routine inspection, supervision and control of contractors, this aim will be achieved in part by demanding and approving copies of the Contractor's Safety Policy and other relevant documents.
15. Appoint competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations (1999).
16. Seek specialist advice on health and safety matters as and when necessary.
17. Investigate thoroughly all accidents, near misses and unusual occurrences affecting health and safety with the view of preventing re-occurrence.
18. Seek to make progressive improvements in health and safety
19. Provide a set of standards and guidance to assist those responsible for implementing this policy.
20. The College is committed to providing adequate resources to ensure its health and safety objectives are met, and considers that this Health and Safety Policy is an integral element of the overall College Strategic Business Plan.

This Policy will be brought to the attention of all employees and students and will be reviewed annually and revised as necessary.

This policy also connects explicitly to the following documents:

- Wellbeing Strategy
- Sickness absence policy
- Occupational Health Policy
- Educational Visits Policy

And all other relevant HR policies.

3. Definitions

COSHH – Control of Substances Hazardous to Health

HSE – Health and Safety Executive

DBS – Disclosure and Barring Service

ESFA – Education & Skills Funding Agency

PL –Professional Learning

HR – Human Resources

SPOC – Student Perception of College Survey

4. Roles and Responsibilities

All Staff

All staff are responsible for:

- a) Ensuring that in planning and delivering activities, programmes and work, they assess and monitor the learning environment, identify hazards and give consideration to the health, safety, wellbeing and safeguarding of those who may be affected by their work and activities – on site, off site and virtually.
- b) Their own and others occupational health, safety, wellbeing and safeguarding.
- c) Liaising with line managers and technical staff to ensure there are adequate occupational health, safety, wellbeing and safeguarding arrangements in the area.
- d) Ensuring the environment that they are working in has undergone regular safety inspections.
- e) Possessing the relevant competencies required for assessing, monitoring and supervising the environment.
- f) Reporting all hazards, untoward incidents, accidents and dangerous occurrences whether an injury has been sustained or not.
- g) Reporting any interference with or misuse of anything provided, by the College for health and safety purposes, in particular fire doors and fire-fighting equipment.
- h) Complying with the contents and spirit of the various College Occupational Health, Safety, Wellbeing and Safeguarding procedures.
- i) Conducting themselves and encouraging others to act in a manner conducive to safety and the safety of others.
- j) Co-operating with the College Management and others in meeting any statutory requirements and approved codes of practice.
- k) Using equipment, plant and materials in a safe manner and for the purpose for which it was intended.
- l) Using and ensuring safety equipment, protective clothing and materials are used when and where required.

Managers/Supervisors

Managers/Supervisors are to ensure that learning and working take place in a safe, healthy and supportive environment and are accountable to the Assistant Principals for the implementation of all relevant policies and procedures within their areas.

Managers/Supervisors will additionally:

- a) Manage the day to day implementation of the College Health, Safety, Wellbeing and Safeguarding policies, procedures and plans.
- b) Coordinate, monitor and lead a prioritised risk profiling process within their area, ensuring suitable and sufficient risk assessments are in place. Action plans will be devised to rectify any deficiencies highlighted during risk profiling and will ensure that action is taken to rectify issues raised.

- c) Monitor that students, employees, visitors and contractors are provided with comprehensive and relevant information on:
 - The risks to health and safety as identified by risk assessment.
 - The preventative measures to minimise risk.
 - Procedures relating to matters of serious and imminent danger.
- d) Identify and apply for appropriate training of employees in health and safety issues as identified through risk assessments and the appraisal process ensuring that employees with specific health, safety and safeguarding roles are provided with appropriate training.
- e) Ensure themselves, and all persons reporting to them, know and accept their responsibilities under the College's Health, Safety and Wellbeing and Safeguarding policies and procedures.
- f) Take prompt action to correct any unsafe condition, practice or system.
- g) Ensure that personal protective equipment is provided, worn, maintained, kept in good condition and used where appropriate.
- h) Ensure that tools and equipment are suitable for purpose and are maintained in an efficient state, efficient working order, in good repair and are not misused.
- i) Ensure that any unsafe equipment is adequately isolated and identified when alerted to it.
- j) Ensure adequate supervision of students, staff and contractors is available at all times, paying particular attention to evening and out-of-hours working.
- k) Ensure a suitable and sufficient induction for the specific area of work is carried out and recorded for all students and staff, visitors and contractors.
- l) Ensure all untoward incidents and "near miss" incidents occurring within their sphere of control are reported and follow-up action (in conjunction with Safety Representatives and the College Health and Safety Officer) is taken after serious accidents or incidents.
- m) Assist with accident investigation.
- n) Undertake regular health and safety tours and ensure that actions are completed within agreed timescales.
- o) Ensure their areas of responsibility are maintained to a high standard, are kept safe, clean and tidy and in an environmentally friendly condition.
- p) Ensure that all risk assessments and safe systems of work are carried out within their areas of responsibility by a competent person and reviewed as necessary.
- q) Ensure that any member of staff who is in control of a group of students, adheres to the following:
 - 1) Students are advised of the risks to their health and safety and if necessary liaise with the relevant manager whenever students, employees or others are subject to unacceptable risk.
 - 2) Effective supervision is maintained when in control of students and others.
- r) Ensure that all lesson plans include any health and safety considerations and any risk associated with the lesson.

- s) Where appropriate, identify a Safety Representative, and that the nominated person is given the appropriate training, and subsequently kept fully informed of all health and safety aspects affecting their area.
- t) Seek the advice of the College Health and Safety Officer on any health and safety matter for which clarification or assistance is required.
- u) Ensure that health and safety is raised as an item on all meetings.
- v) Ensure a culture of zero tolerance to non-compliance of health and safety issues.

Safety Representatives

Each area will endeavour to appoint one person to be the Representative for Employee Safety that will represent that area and that part of the College and its' work. The Representatives will additionally:

- a) Advise the Assistant Principal/Manager/Supervisor on aspects of safety within the area for which they are responsible.
- b) Encourage safety awareness.
- c) Act as a point of contact with the College Health and Safety Officer on safety matters in the absence of the Manager.
- d) Assist their Manager in preparing and revising, where necessary, any safety procedures for the area.
- e) Assist the College Health and Safety Officer to analyse and investigate all serious accidents and incidents which occur within their area and initiate action to prevent re-occurrence.
- f) Draw up a risk assessment of all hazards within their team, in conjunction with the Manager.
- g) Monitor the effectiveness of the safety procedures within the team, by periodic inspections, and advise the Manager of any breach which cannot be satisfactorily dealt with by them.

First Aiders

First Aiders will be appointed and trained as required by risk assessment to provide cover for the College. They will additionally:

- a) Maintain first aid provision.
- b) Assist casualties on the College grounds in accordance with the training provided.
- c) Assist with any audit of first aid provision.

Fire Marshals

Fire Marshals will be appointed and trained as detailed in the Fire Policy.

Health and Safety Officer

The College Health and Safety Officer will work across the College with the support of the Chief Executive, Deputy Chief Executive, Assistant Principals and Managers to ensure that the College fully implements and monitors the requirements of health and safety legislation.

The College Health and Safety Officer will:

Give advice:

- a) Identify any legislative changes that may be imposed on the College and ensure the College Senior Leadership Team are fully briefed.
- b) Make recommendations to management for new policies, changes to existing policies and safety systems that are required.
- c) Develop policies and plans for the health and safety provision within the College and work with the College Senior Leadership Team in managing their implementation.
- d) Advise management on the implementation of safe working systems.
- e) Provide College staff and students with comprehensive and relevant information as requested on:
 1. Changes in health and safety legislation.
 2. Technical data requirements pertinent to their area of activity.
 3. Examples of good practice.
 4. Risks identified through assessments.
 5. Preventative and protective measures related to risk assessments.
 6. The procedures relating to serious danger and danger areas, together with the identity of staff nominated (as advised by Head of Area) to implement them.
 7. Risks relating to other employers using the site.
 8. On machinery and equipment purchased by the College both prior to usage and where problems are identified.

Give Assistance:

- a) Carry out accident investigations with assistance from relevant members of staff.
- b) Maintain accident records and statistics, ensure accident reports are prepared, analysed and where appropriate, notified to the Health and Safety Executive (HSE) and other accounting bodies.
- c) Draw to the attention of the College's Health and Safety Committee and the Senior Leadership Team of any significant accident trends and recommend appropriate action.
- d) Provide reports to the Board of Governors, Senior Leadership Team and College Management Group on health and safety issues across the College as required.
- e) Liaise with Human Resources where appropriate in carrying out risk assessments to be provided to the College's occupational health supplier to ensure that any

necessary health surveillance activities or services are provided where the risk assessment has identified a need.

- f) Resolve/prohibit activities which contravene legislation or involve a risk of personal injury found during monitoring duties, where necessary seek additional professional advice to support the assessment process.
- g) Manage the planning and implementation of evacuation procedures. Identify and rectify deficiencies. Keep the Chief Executive, Deputy Chief Executive, Deputy Principal and Assistant Principals and Principal at Lowestoft Sixth Form informed of their responsibilities and monitor accordingly.
- h) Manage the first aid arrangements to ensure they are effectively co-ordinated, including the provision and upkeep of first aid boxes and the display of notices.
- l) Assist with technical risk assessments e.g. CoSHH.
- m) Manage the Health and Safety Committee agenda and attend meetings.
- n) Contribute to and manage the annual Health and Safety report.
- o) Positively promote health and safety at every opportunity.

Undertake Audit:

- a) Monitor the effectiveness of the implementation of the College's Health and Safety Policy and Procedures to ensure that all employees fully understand their contribution to and responsibilities for health and safety and are appropriately trained to ensure they ensure that employees comply with the Health and Safety Policies.
- b) Monitor current risk assessment processes and plans to ensure that records of the risk assessment process are maintained for teaching and service teams and maintain a central record of risk assessments.

Estates Manager

- a) Provide the Health and Safety Officer with support and representation during the implementation of new ideas and policies.
- b) Chair the Health and Safety Committee meetings.
- c) Ensure that the College has the best health and safety standards in place to meet the needs of students and staff.
- d) Manage and have oversight of the College's First Aiders and Fire Marshalls and ensure that clear processes are in place, practised and followed.
- e) Advise and put forward recommendations to the College's Senior Leadership Team on any changes to key Health and Safety, Environmental or Equalities legislation (including Disability Discrimination) which may affect the College's activities.

Director of People and Wellbeing

The Director of People and Wellbeing will:

- a) Ensure that the College PL Strategy and plan addresses health, safety and safeguarding training requirements of staff as identified through risk assessment

and the appraisal process. This policy will also include the implementation of refresher programs and the continued development of staff.

- b) Manage the contract with the external occupational health provider.
- c) Ensure individual health and safety duties are included within job descriptions.
- d) Training needs will be identified from interview, incident investigations, incident reports, appraisal and risk assessments, and training provided to meet the identified needs. All Governors and Staff are DBS checked at commencement of employment and placement providers checked in accordance with Ofsted/SFA/EFA requirements.

Safety Representatives, Senior Manager, Heads and Managers will be trained adequately to include online use of SMARTLOG for health and safety awareness.

Ensure all staff undertake:

- 1) A local area safety induction
- 2) A comprehensive central college induction
- 3) An annual safeguarding and prevent training session
- 4) Annual online fire awareness training session
- 5) Annual online equality and diversity training
- 6) Annual online E safety training

Senior Managers, Assistant Principals, Managers

The Deputy Chief Executive will delegate the Senior Managers, Assistant Principals, Managers to be responsible for ensuring that the contents of the Health, Safety, Wellbeing and Safeguarding Procedures are achieved in practice.

The Senior Managers, Assistant Principals, Department Heads and Managers will:

- a) Ensure that they are fully aware of their duties under Health and Safety Legislation and with College's Health and Safety policy and associated procedures.
- b) Enable a culture of zero tolerance to non-compliance of health and safety issues.
- c) Work with manager/supervisors to ensure a prioritised risk profiling process within their area, ensuring suitable and sufficient risk assessments takes place. Ensure plans are devised to rectify any deficiencies highlighted during risk profiling and will ensure that action is taken to rectify issues raised.
- d) Ensure that Supervisors / Coordinators are aware of their responsibilities for health and safety and that the necessary training, information and resources are made available so that they can fulfil these requirements.
- e) Review the Health and Safety Officer's summary reports which will include accident statistics, investigation reports, and Health and Safety Committee minutes and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.

- f) Conduct environmental safety inspections of the areas in their control to ensure that the Health and Safety Policy and Procedures are being implemented and that the area is safe.
- g) Allocate sufficient resources to ensure that regulations and College policies and procedures can be complied with and ensure that appropriate priority is given to health and safety matters, including new projects, plant and equipment.
- h) On invitation, attend the Health and Safety Committee meeting.
- i) Ensure that the environment and safety checks are being carried out and that maintenance records are kept.
- j) Ensure that health and safety is a standing item on all meeting agendas.
- k) Direct the implementation of the safety procedures, liaising with the College Health and Safety Officer and other Assistant Principals on all aspects of health, safety and welfare in the College.
- l) Encourage joint consultation and participation of College staff and students in developing positive and progressive methods for promoting health and safety through the College Health and Safety Committee.
- m) Ensure that the Chief Executive and Deputy Chief Executive are advised of any safety matters which cannot be satisfactorily dealt with at a lower level.
- n) Keep the effectiveness of the College's Health, Safety and Wellbeing Policies under review and bring to the attention of the Chief Executive and Principal any changes which may be necessary.

Health and Safety Committee

- The College Health and Safety Committee will consist of:
 - Estates Manager (chair)
 - Deputy Estates Manager
 - Principal of Lowestoft Sixth Form
 - Deputy Chief Executive
 - Trade Union Representatives
 - Safety representatives from each specialism
 - Health and Safety Officer
 - People Manager
 - Senior Designated Professional Safeguarding

The Health and Safety Committee are responsible for:

- a) Agreeing new policies/procedures and changes to existing policies and procedures.
- b) Reviewing and making recommendations to improve incident statistics.
- c) Raising safety awareness.

- d) Planning and assisting with safety awareness campaigns.

Senior Management Group

The Senior Management Group consists of:

- Chief Executive Officer
- Deputy Chief Executive
- Deputy Principal Curriculum, Quality and Learning Experience
- Director of People and Wellbeing
- Deputy Principal Curriculum and Strategic Partnerships

The Senior Management Group:

- a) Will secure the effective operation and continued improvement of the health and safety management system by control of policy formulation, planning, risk assessment, the setting of exemplary standards, targets, implementation, organisation development, performance review and audit.
- b) In consultation with the Health and Safety Committee, the College Management Forum, and the College Employee Consultation Group, set College wide standards and regularly monitor health and safety progress.
- c) Will agree and publish a College Health and Safety Plan each year on the basis of proposals from the College Health and Safety Committee, which will take into account the aims, objectives and targets set college wide.
- d) Will invite the Estates Manager to attend a Senior Management Group meeting following each termly Health and Safety committee meeting to present the termly Health and Safety report.

Deputy Chief Executive

The Deputy Chief Executive has operational responsibility for health and safety and will delegate responsibility for the day to day management to the Assistant Principals and Managers of the College.

The Deputy Chief Executive will additionally:

- a) Ensure that Assistant Principals and Managers are fully aware of their duties under health and safety legislation and fully familiarise themselves with the College's Health and Safety Policy and its supporting procedures as necessary, and ensure that they are effectively implemented and communicated at all levels.
- b) Devise a strategy to ensure that the Health, Safety, Wellbeing and Safeguarding Policies and its associated procedures are implemented.
- c) Periodically appraise the effectiveness of the Health and Safety Policy and ensure that any changes are made.
- d) Ensure that the Principal is appropriately briefed on the College's health and safety provision and that the Chief Executive is made aware of any matters which

require their input to ensure the health and safety of students, employees and others who may be affected.

- e) Ensuring that health and safety is a key consideration when planning any new ventures to diversify or expand the College business or alter existing ventures, and that resources are made available to meet these requirements.
- f) Ensure a positive health and safety culture is maintained to facilitate the implementation and maintenance of health and safety issues.
- g) Ensure that the Assistant Principals, Managers, and the Health and Safety Officer are aware of their responsibilities for health and safety and are provided with the necessary training, information and support to fulfil these responsibilities.
- h) Review the Health and Safety Officer's summary reports which will include accident statistics, investigation reports, Health and Safety Committee reports and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that correct action is taken.
- i) Annually accompany the Chief Executive Officer, Estates Manager and Health and Safety Officer on safety tours to satisfy themselves that the Colleges Health and safety arrangements are fit for purpose.
- j) Allocate sufficient resources to ensure that regulations and College policies and procedures can be complied with and ensure that appropriate priority is given to health and safety matters, including new projects, plant and equipment.
- k) Ensure that health and safety is a standing item at all relevant meetings.
- l) Positively promote health and safety whenever possible.

Chief Executive Officer

The Chief Executive, has primary operational responsibility for health and safety within the College. In order to assist in the discharging of the duties, authority in operational health and safety matters is delegated to the Deputy Chief Executive. This delegation however, in no way reduces or dilutes the overall responsibility.

The Chief Executive Officer will:

- a) Ensure, so far as is reasonably practical, the health, safety and wellbeing and safeguarding of all students, employees, visitors, contractors and others who may be affected by the College activities.
- b) Ensure that there is an effective policy and procedure for health and safety which complies with health and safety legislation, and that it is understood at all levels.
- c) Annually accompany the Deputy Chief Executive, Estates Manager and Health and Safety Officer on safety tours to satisfy themselves that the Colleges Health and safety arrangements are fit for purpose.
- d) Appoint competent persons to assist the health and safety measures including the assessment of risks.
- e) Allocate sufficient resources to ensure that regulations and College policies and procedures can be complied with and ensure that appropriate priority is given to health and safety matters, including new projects, plant and equipment.

- f) Make and give effect to such arrangements as are appropriate for the co-operation and co-ordination of other employers who share College workplaces.
- g) Review the Health and Safety Officer's summary reports which will include accident statistics, investigation reports, health, safety and safeguarding reports, reportable incidents and internal and external developments, and take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- h) Ensure the Corporation are advised of the resources required to comply with statutory requirements, or cope with any difficulties that have arisen which cannot be dealt with satisfactorily at a lower managerial level.
- i) Make the necessary arrangements to ensure that elected Trade Union Representatives and representatives of employee safety, who are selected under statutory regulations, can effectively carry out the functions required by such regulations.
- j) Ensure that College staff are consulted on health, safety and wellbeing matters which cannot be dealt with satisfactorily at a lower managerial level.
- k) Arrange effective communication channels to convey such information concerning health, safety or wellbeing are which may affect any of the staff under their control.

The Board of the Corporation

As employers, the Board has overall corporate responsibility for all health and safety matters within the College. In order to discharge these responsibilities, the Board will delegate authority for operational health and safety matters to the Chief Executive. The Board of the Corporation will:

- a) Accept their individual role in providing leadership to the College in health and safety.
- b) Ensure that all papers submitted for approval include health and safety implications or their decisions.
- c) Ensure that the Chief Executive takes all necessary actions and implements and manages effective procedures to satisfy all requirements set out in this policy.

5. Procedure

5.1 Co-operation

All persons using the College premises are required to cooperate regarding health, safety and safeguarding matters.

The College Health and Safety Committee is the main forum for joint consultation between staff, trade union representatives, safety representatives, and management. Proposed new policies and policy changes will be emailed to all members for comment.

The Health and Safety Committee, Safety Representatives and all management levels will be required to review and report on health and safety incident data, make recommendations for improvement and contribute to the identification and control of risks and their control measures.

The College will consult with its students and staff through the following forums:

- Health and Safety Committee
- Equality and Diversity and Safeguarding Committee
- Employee Consultation Group
- Student Involvement Forums

5.2 Communication

East Coast College has appointed a competent Health and Safety Officer who will be responsible for receiving, updating and communicating health and safety information both inside and outside of the College.

Policies and Risk procedural changes will be advertised on the Principal's update, the intranet, the daily update, Moodle (Virtual Learning Environment) and Safety Officer. They will also be communicated via the management meetings and statements of understanding signed.

Policies and risk assessments will be available on the intranet to communicate essential health and safety information: policies, procedures and risk changes will be discussed and recorded at management and team meetings to ensure that they are understood.

To ensure health and safety issues are raised and discussed at all levels, health and safety will be a standing agenda item for all relevant meetings.

All visitors/contractors will be briefed on the safety requirements upon arrival at reception/estates. All students and contractors will receive a safety induction at the start of each year/placement/job and ongoing for each visit or task undertaken. All staff will receive a work place orientation on their first day at work, a college induction within six weeks of joining and receive an annual update. All contractors will undertake a contractor's induction before they start work.

The Senior Leadership Team are to be provided with a copy of the minutes from the health and safety meetings.

An annual Health and Safety report, Student Perception of College Survey (SPOCs) and staff surveys are reported to the Senior Leadership Team and to the Board of Governors.

5.3 Competence

The College will identify person specifications to ensure correct recruitment, selection and placement. Particular attention will be paid to the skills, licenses and training required for hazardous work.

5.4 Planning and Implementing

Specific operational procedures for activities show the detailed roles, responsibilities, monitoring, reviews, procedures and documents to be used.

Health and safety will be a standing agenda item at all relevant meetings. The Health and Safety Officer will audit a selection of meeting agendas and minutes to ensure compliance throughout the year.

Tutors, as the technical specialists, along with Health and Safety Representatives, Managers, and Assistant Principals are responsible for undertaking, recording and reviewing task and environmental risks as detailed in the individual policies.

Safe systems of work and risk assessments will be viewed and recorded centrally by the Health and Safety Officer.

The College will have an annual health and safety plan approved by the Committee and sent to the Board of Governors for approval. The plan will be reviewed quarterly by the Senior Leadership Group; the Health and Safety Committee and Equality and Diversity and Safeguarding Committee.

The College will take health and safety and training into account before purchasing premises, plant, equipment and raw materials.

6. Monitoring and Review

6.1 Active Monitoring

This will take the form of environmental inspections and process observations undertaken monthly by the Health and Safety Representative, monthly by the Manager, termly by the Assistant Principal and annually by the Health and Safety Officer. Both good and poor practice will be recorded on the action plan.

6.2 Reactive Monitoring

This will take the form of incident investigation and review of the incident data by Safety Representatives and all levels of management.

6.3 Audit

The Estates Manager and Health and safety Officer will supply an annual report based on the Health and Safety management system HSG 65 and the ESFA/Ofsted Health and Safety standards. These annual reports will be reviewed by the Senior Management Group, Health and Safety Committee and form the basis for the annual Health and Safety Report for the Board of Governors.

6.4 Review

The policy will be reviewed bi-annually to ensure that it is still effective and efficient in meeting the objectives stated.

7. Appendices

None