



## HEALTH AND SAFETY: POLICY

<b>Process Area</b>	<b>Estates</b>
<b>Reference Number</b>	<b>EST 001</b>
<b>Directorate</b>	<b>Client Services</b>

<b>Issue No</b>	<b>Date</b>	<b>Details</b>	<b>Author</b>	<b>Approved</b>
002	June 2009	Section 4.2 List of Managers renamed	BO'B	BD
003	June 2010	Updated policy statement to reference. Fire, First Aid, Accident reporting, COSHH, Legionella and Risk Assessment. Updated 4.2 to include same areas	JK	JO'H
004	Jan 2014	Review and minor amendment to 4.1	BO'B	JO'H
005	Oct 2014	Revised Policy Statement	BO'B	F&GP
006	Oct 2015	Review and minor amendments to 4.3	KF	Governing Body
007	Sep 2016	Review and minor amendments.	JO'H	Governing Body
008	Aug 2017	Updated policy statement to include detailed roles and responsibilities for each level of management	AV	Governing Body
009	Aug 2018	Annual review. Updated to reflect change of Directorate.	TD	Governing Body
010	Sep 2019	Annual review. Updated to reflect change to curriculum Faculties	KF/RS	Governing Body
011	Aug 2020	Annual review. Amendments to 4.5,4.6 & 4.7; duties of Head of Faculty/Functional Area, Health and Safety Manager and College Management Team.	KF/PD RS	Governing Body
012	Sept 2021	Review and minor amendments.	PD/GY	Governing Body
013	Sept 2022	Review and minor amendments	RS, PD/GY	Governing Body

**If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.**

## 1. POLICY STATEMENT

Southern Regional College (SRC) is committed to maintaining a safe and healthy working environment and accepts its responsibilities as an employer for ensuring, as far as is reasonably practicable, the health, safety and welfare of our students, staff or any other person who may be affected by what we do.

SRC recognises that effective health and safety management contributes towards organisational performance and provides a framework for setting the OH&S objectives. We are committed to the prevention of injuries, ill health, unnecessary losses, and liabilities.

SRC will promote and maintain a positive health and safety culture which raises awareness and secures the commitment and participation of all staff to help us achieve ambitious standards of health and safety management. We will strive for continual improvement in our health and safety performance through the implementation of a robust and effective health and safety management system and our commitment to consultation and participation of workers, and, where they exist, workers' representatives on workplace health and safety matters.

We aim, as far as is reasonably practicable, to conduct our activities to minimise risk to the health and safety of our students, staff and others who may be affected by what we do and we are committed to delivering health and safety at a level that meets our legal requirements and other requirements to which we subscribe in a way that reflects best practice.

We aim to achieve this by providing and maintaining:

- a working environment free from avoidable risk to the health and safety of our staff, students, contractors, visitors and the general public;
- adequate facilities and arrangements for the welfare of staff at work;
- arrangements for ensuring safety and absence of avoidable risks to health in connection with the use, handling, storing and transporting articles and substances;
- plant, equipment and systems of work that are safe and without avoidable risks to health; and
- sufficient information, instruction, training and supervision for staff, students and others to avoid hazards and contribute positively to their own health and safety.

While the Principal and Chief Executive of the College carries primary responsibility for health and safety each member of staff has a duty in law to take reasonable care for their own health and safety and that of others within the College. In this regard all staff are encouraged to contribute positively to the management of health and safety at Southern Regional College.

All students, staff, contractors and visitors must comply with this statement. SRC is committed to maintaining a safe and healthy working environment.

## 2. SCOPE

This policy applies to all students, staff, contractors and visitors. Roles and responsibilities are stated in this policy and are supported by associated procedures.

Any failure to comply with this policy by staff or students may lead to disciplinary procedures.

### 3. DEFINITIONS

Wider Management Team	Chief Executive, Directors, Assistant Directors, Heads of Faculty, Heads of Functional Areas, Curriculum Area Managers and all Managers at pay band 7 and above.
Health and Safety Policy	This policy and any associated procedural notes and \ or related documents.

### 4. PROCEDURE FOR IMPLEMENTATION

#### 4.1 Governing Body

The Governing Body carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on SRC premises and in other places where they might be affected by SRC operations.

The Governing Body is required to:

- Satisfy itself that SRC has an appropriate written statement of policy on health and safety and effective arrangements for the implementation of that policy.
- Ensure that adequate resources for health and safety are provided.

The Governing Body will:

- Receive regular reports on health and safety from the Health and Safety Committee which includes a summary of departmental annual health and safety performance reports.
- Be notified of any untoward incidents carrying a major risk to health and safety.
- Be notified of any enforcement action taken against SRC by the enforcing authorities.

Whilst statutory compliance will be accepted as a baseline standard, the Board will ensure that SRC is moving compliantly towards best possible health and safety practice.

#### 4.2 The Chief Executive

The Chief Executive shall be responsible for ensuring that SRC complies with relevant health and safety legislation. The Chief Executive will:

- Provide clear and visible leadership on health, safety, and welfare.
- Ensure that SRC has a general policy on the management of health and safety and that this policy is communicated to all employees.
- Ensure that health and safety is taken into account when planning activities.
- Advise the Governing Body on health and safety matters as appropriate.
- Ensure that adequate communication channels are present so that relevant health and safety issues are brought to the attention of senior management.
- Ensure that the same management standard is applied to health and safety as to other management functions.
- Ensure that senior managers in SRC are given sufficient training in health and safety matters to discharge their health and safety responsibilities in a competent manner.

The Chief Executive has appointed the Director of Client Services to be the senior manager with responsibility for overseeing health and safety, to champion implementation of this policy and to

chair the Health and Safety Committee. On behalf of the Chief Executive, the Director of Client Services also ensures that resources are allocated to establish and maintain competent health and safety support and advice.

### **4.3 Director with Health and Safety Responsibility**

The Chief Executive has nominated the Director of Client Services as the Director with health and safety responsibility for SRC, a position with responsibility for planning and implementing the health and safety policy and chairing the Health and Safety Committee meetings.

The Director of Client Services will:

- Ensure that adequate resources are devoted to health and safety and that it enjoys equal importance with other management objectives.
- Ensure that the Chief Executive is advised of any safety matters which cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of safety issues where there is a need to compel Faculties/Services to act.
- Make recommendations to the Chief Executive and Governing Body on health and safety policy and practice and oversee the work of the Health and Safety Committee.
- Chair the Health and Safety Committee and ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that appropriate training is available to members of SRC who have significant responsibilities in the management of health and safety.

### **4.4 Directors**

The individual Directors are accountable to the Chief Executive for the implementation of SRC Health and Safety Policy in the areas under their control and for ensuring that adequate resources are made available for this purpose.

The Directors are responsible for ensuring that:

- Adequate resources are allocated to Heads of Faculty and Heads of Functional Areas to enable them to meet their health and safety responsibilities.
- All management decisions taken either individually or in Committee reflect the intentions of the Health and Safety Policy.
- Where appropriate, they include health and safety as an agenda item in Directors' meetings.

### **4.5 Wider Management Team**

Managers are responsible for ensuring that they:

- Make themselves and their teams fully aware of the SRC Health and Safety Policy, Policy statement, procedural notes, guidance notes and their roles and responsibilities for safety.
- Remain up to date and compliant with health and safety legislation related to their area of specialism.
- Risk assess the activities carried out within their Faculty/Department and implement safe systems of work to ensure all activities are carried out safely.
- Communicate all risk assessments and safe systems of work with staff.
- Update risk assessments regularly and when something changes, for example change of location or legal requirement.

- Only competent persons carry out tasks in accordance with risk assessments and safe systems of work.
- All staff have the training they need to carry out their role safely in accordance with risk assessments and safe systems of work.
- Identify any staff required to act in safety roles such as a fire warden or first aider and ensure they are permitted sufficient time to attend specialist training as required.
- Participate in health and safety audits (both announced and unannounced) and assessments and act proactively on audit recommendations.
- Carry out internal health and safety audits within their own faculty/department.
- Implement health and safety audit actions in a timely manner within their Faculty/Section.
- Facilitate all staff in raising safety concerns and reporting occurrences promptly, including all accidents, incidents and near misses (anything that results in or has the potential to result in personal injury, loss or damage to property owned by the SRC) in accordance with the occurrence reporting procedure.
- Fully participate in any accident or occurrence investigation being carried out by the Health and Safety Manager or under the direction of a college Director.
- Carry out investigations after an accident or occurrence as requested by the Health and Safety Manager/Head of Estates. Put in place any remedial actions as a result of investigation.
- Conduct College business to ensure that as far as is reasonably practicable, students, contractors and visitors are not exposed to any risk to their health and safety.
- Contribute to the planning and implementation of effective procedures for emergency evacuation at each campus building as directed by the Health and Safety Manager/Head of Estates.
- Maintain a place of work without risk to health and means of access and egress that are safe and without risk.
- Maintain adequate facilities and arrangements for the welfare of both students and employees.
- Put in place adequate arrangements to ensure the absence of risk to health in handling, storage and transport of materials or substances that are hazardous to health; and
- Participate in the campus management rota, carrying out specified health, safety and security checks as instructed by the Campus Manager/Health and Safety Manager.

#### **4.6 Health and Safety Manager**

The role of the Health and Safety Manager involves a combination of advisory and executive functions. This Manager is the 'competent person' appointed under the Management of Health and Safety at Work Regulations (NI) 2000.

The main duties of the Health and Safety Manager are to:

- Advise on all matters relating to health and safety.
- Develop, implement, monitor, review and revise SRC health and safety policies, procedural notes, safe systems of work and guidance notes.
- Review and provide advice on Faculty/Departmental risk assessments and safe systems of work.
- Advise on statutory health and safety compliance

- Promote health, safety and welfare within SRC.
- Review the effectiveness of health and safety training and provide suitable training and development.
- Monitor all reported health and safety occurrences, carry out independent investigations where it is deemed necessary and provide appropriate advice and assistance in implementing remedial actions identified through these investigations. Provide assistance to other managers across the College to carry out their own accident/occurrence investigations.
- Administer all aspects of the work of the Health and Safety Committee.
- Periodically audit the health and safety management systems of Faculties /Departments to ensure effectiveness and provide advice and assistance in addressing areas for action identified by these audits.
- Prepare health and safety reports for submission to the Governing Body.
- Appraise the effectiveness of the SRC Health and Safety Policy and associated document.
- Provide effective liaison with Trade Unions' Safety Representatives and external safety services and specialists; and
- Liaise with relevant enforcement agencies and co-ordinate their visits and inspections.

#### **4.7 Employees**

Employees shall:

- Act in accordance with Section 7 of the Health and Safety at Work (NI) Order 1978 all employees shall take reasonable care for their own safety and the safety of others by their acts or their omissions.
- Act in accordance with the Health and Safety Management Regulations (NI) 2000 all employees shall use equipment as they are trained to do so and report any failings to the employer; and
- Raise safety concerns and to report all occurrences, including accidents, incidents and near misses (anything that results in or has the potential to result in personal injury, loss or damage to property owned by the SRC) in accordance with the occurrence reporting procedure.

Failure to comply with the health and safety policy may lead to disciplinary action.

#### **4.8 Students**

Students shall:

- Take reasonable care for their own health and safety and also for that of any other persons who may be affected by their acts or omissions.
- Report any health and safety failings to any member of staff.

#### **4.9 Others**

Contractors and visitors must comply with this policy and help maintain a safe environment.

#### **4.10**

The Health and Safety policy shall be recommended for adoption by the Senior Management Team and the Principal and Chief Executive and approved by the Chairman on behalf of the Governing Body.

This policy will be reviewed annually or when there are significant changes within the organisation that would require a full policy review.

The College's Health and Safety policy statement shall be included in both staff and student handbooks and it will also be displayed on the College VLE and on relevant notice boards.

## **5. DISTRIBUTION**

- SharePoint
- College Website
- Notice Boards
- All Staff, Students, Contractors and Visitors

## **6. RELATED DOCUMENTS**

- Health and Safety Policy Statement
- All Health and Safety Procedural Notes  
[Health and Safety – H&S Procedural Notes - All Documents \(sharepoint.com\)](#)
- Relevant extant legislation and statutory requirements.

## **7. FLOWCHART**

None