PLUMPTON COLLEGE
HEALTH AND SAFETY POLICY

1 INTRODUCTION

1.1 This Health and Safety Policy has been issued by the Corporation to comply with the requirements of the Health and Safety at Work Act 1974 (HSWA) and expresses the commitment the Corporation has towards the maintenance and continued improvement of related health, safety and welfare provisions.

1.2 This document together with the associated policies, procedures and guidance establishes the responsibilities which the Corporation has, under HSWA, towards its employees and others who will from time to time use College premises or services. This document sets out the formal arrangements which the Corporation has introduced to achieve the elimination or adequate control of any hazards associated with its activities and the arrangements for the maintenance of adequate welfare facilities. The policy will be reviewed by the Corporation annually.

1.3 In addition these documents explain how responsibilities for health and safety have been allocated throughout the undertaking in accordance with the published current organisation chart. They provide details of the arrangements that are necessary for effective implementation, maintenance and monitoring of the requirements of the Health and Safety At Work Etc. Act 1974 and associated regulations.

1.4 The Corporation also has closely-related and sometimes overlapping responsibilities for safeguarding its students, and specific statutory responsibilities towards students aged under 19 and vulnerable adults under the Education Act 2004 and the Vulnerable Groups Act 2006. These are addressed under spearate safeguarding policies which should be read in conjunction with these documents in respect of the health, safety and welfare of students.

1.5 Health and safety is the direct responsibility of everyone whether employed or not. The main aim of the arrangements contained within this and the associated documents, is the establishment of a safe and healthy working environment by the application of appropriate measures that either remove or adequately control work related risks.

2 POLICY OBJECTIVES

2.1 Plumpton College will, so far as is reasonably practicable, take all necessary steps to ensure the health, safety and welfare of all employees of the College whilst at work and will conduct its affairs in such a way as to protect persons not in its employ who may be affected either directly or indirectly by its activities.

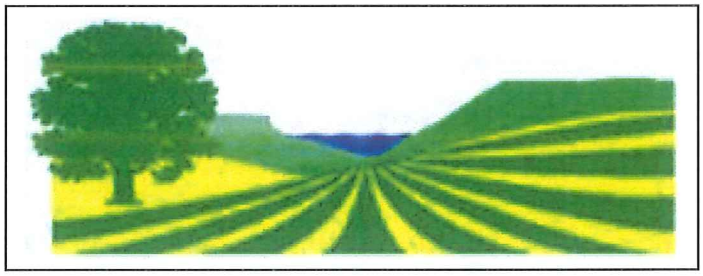
2.2 To this end particular attention will be paid to the provision and maintenance of:

a) a healthy working and studying environment;
b) safe places of work with safe access and egress;
c) arrangements for the identification of hazards and the control of risks;
d) adequate information, instruction, training and supervision to enable those affected to contribute to their own health, safety and welfare whilst at work;
e) safe plant, equipment, transport and systems of work;
f) arrangements for the safe use, handling, storage and transportation of articles, materials and substances;
g) arrangements for the reporting and investigation of accidents and incidents;
h) arrangements for the emergency evacuation of premises;
i) arrangements for the provision of appropriate first aid treatment for those injured whilst on College premises;
j) suitable and sufficient welfare facilities.

2.3 In furtherance of these objectives the College Health and Safety policy will be supported by such additional policy and related documents as are considered necessary by the Corporation to meet identified specific health, safety or welfare needs of the College. Details of these documents are to be found in the Staff Handbook.

Signed.....Chair of Corporation

Date 14/3/17



PLUMPTON COLLEGE

HEALTH AND SAFETY

POLICY

AND

OPERATIONAL GUIDLINES

APPROVED BY THE CORPORATION

March 2017

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HEALTH AND SAFETY MANAGEMENT

GUIDELINES

These Guidelines have been produced to inform all College staff and students of their duties and responsibilities under the College's Health and Safety Policy. They are written to encourage a pro-active approach to Health and Safety and have been structured to help staff easily identify their particular role and responsibilities.

The roles and responsibilities detailed in this document should be read in conjunction with those expressed within individual post specifications issued with contracts of employment or service agreements in the case of a contractor or supplier of specialist services.

1 GENERAL LEVELS OF ACCOUNTABILITY

1.1 **Members of the Corporation** have overall collective responsibility for the health, safety and welfare of all employees and students of the College whilst at work, and for ensuring those activities undertaken by the College in the course of its operation do not expose persons not in its employ to risks arising from those activities. The Corporation designates one Governor as a Link Governor for health and safety, who will take a particular interest in all health and safety matters and their governance. The health and safety Link Governor meets with relevant members of staff in relation to health and safety matters At least twice per year. These matters are then reported back to the Corporation as part of the Link Scheme.

1.2 **The Principal,** as Chief Executive, is accountable to the Corporation for overall operational responsibility for the implementation of all measures considered necessary by the Corporation to ensure compliance with the College Health and Safety Policy and other related statutory obligations. This includes the operational aspects relating to the management and accountability of the College Safety Team, specialist contractors and security operations.

1.3 **Members of the Senior Management Team (SMT)** are collectively and individually responsible for the suitability, adequacy and effectiveness of those measures considered necessary to implement and maintain all aspects of the College's business operations at all of its locations. This shall include ensuring that the Principal is kept adequately advised of any issues arising and the current operational compliance status.

1.4 **Heads of Faculty** are responsible for monitoring of overall compliance within the Faculty for: Operational fire Safety and Oversight of compliance with implementation of the Health and Safety Policy.

1.5 **Curriculum and other Operational Managers** are accountable, through their Heads of Faculty, to the Principal for the implementation of all relevant policies

and procedures within their areas of responsibility and other relevant duties such as those defined within any specific policy, procedure, record keeping requirements or current statutory provisions that apply to their individual curriculum or operational activities.

1.6 **The College Safety Team** is accountable to the Principal or his designate for the provision of timely advice on all Health and Safety matters to College Staff and Governors, for the monitoring and audit of Health and Safety compliance throughout the College and for the production of the draft annual report on Health and Safety matters, using Appendix 3 as a guide. The Principal will submit the final annual report to the Corporation. A suitably qualified and experienced member of the Team will act as the 'Competent Person' for the College, relating to the provision of health and safety advice.

1.7 **Nominated Specialist Advisors** are accountable to the Principal for the provision of specialist safety advice related to their specific role. The precise nature of such duties will be detailed within their specific terms of appointment.

1.8 **Employees** are accountable to the Principal via their respective line manager for the appropriate implementation of College health and safety policy and procedures within their operational areas and particularly in relation to the application of their specific role or function within the organisation as defined within their individual job specification or terms of appointment.

1.9 **Employees and Students** will be required to take reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions whilst involved in College activities. (There is a separate Student Health and Safety Policy which is available on the college Intranet).

1.10 **General Public** All persons using College facilities or premises must co-operate with the College in the discharge of its health, safety and welfare responsibilities by complying with all College Health and Safety Policies and Procedures.

1.11 **Contractors** The manager responsible for engaging a contractor is accountable for the establishment and maintenance of satisfactory arrangements including Health and Safety, (including fire and environmental impact) risk assessment and control as detailed in the College's 'Management Of Contractors Policy'. Advice on managing contractors can be sought from the Estates Manager or Health and Safety Manager as appropriate.[1]

2 ARRANGEMENTS FOR SAFETY

2.1 As part of their accountabilities under this document, Heads of Faculty Curriculum Managers and other Operational Managers will: -

a) Ensure that arrangements are in place for the implementation of College Health and Safety policies and procedures as appropriate and for the effective monitoring and evaluation of those arrangements at appropriate intervals. Heads of Faculty, Curriculum Managers and other Operational

[1] For a definition of 'Contractor' See Section 14. Terms and Definitions

Managers will consult with the College Safety Team and/or other nominated safety specialists where necessary to ensure that all arrangements are sufficient.

b) Identify and establish clear access arrangements in respect of potentially hazardous areas or processes within their control.

c) Devise and introduce such specific local arrangements as may be necessary to ensure that any hazardous activity, process or operation is adequately controlled so as to prevent injury or damage. As well as consulting College policy and accident data, national best practice information and guidance should also be sought by Curriculum Managers and other Operational Managers when carrying out risk assessments and devising local procedures. Such local procedures will be formally recorded in the form of an operational code of practice or safe system of work and be drawn to the attention of those involved including the College Safety Team.

d) Ensure that adequate and appropriate arrangements are in place for the effective exchange of information on health, safety and welfare matters with staff, students, safety representatives, contractors and others who may be affected by their directed activities.

e) Ensure that reasonable steps are taken to employ the concept of 'designing out risk' by carrying out appropriate risk assessment and consultation during the planning stages of any new activity, facility or item of equipment under consideration.

2.2 In order to identify any measures necessary to comply with the College Health and Safety and related policies and procedures, Curriculum Managers and other Operational Managers will also comply with the requirements of the Health and Safety Management Cycle and make, record and publicise the details of a suitable and sufficient annual assessment of: -

a) The health, safety and welfare risks to which employees of the College, using their facilities, are exposed whilst at work;

b) The risks to the health, safety and welfare of persons using facilities within their areas of control arising out of, or in connection with, the activities undertaken therein;

c) The health, safety and welfare of staff and students undertaking any activity, on or off College premises, as part of their course of study with the College;

d) The specific risks to particular special groups who may be affected either directly or indirectly by the activities, e.g. the physically immature or inexperienced, disabled, children, young persons and new or expectant mothers.

2.3 Suitable and sufficient measures must be taken by Curriculum Managers, Programme Managers, and other Operational Managers to ensure their activities

and courses are properly reviewed, throughout the academic year, as part of the requirements of the College Health and Safety Management Cycle as detailed in the specific guidance documents.

2.4 The significant findings of assessment made under 2.2, shall be made known to those who are affected by the risks. All risk assessments will be reviewed according to the level of risk, after an accident or incident and when there is reason to suspect that they are no longer valid or there have been significant changes since it was made but in any case a review shall be undertaken each year, in a rolling programme and assessments modified as appropriate during regular team meetings and the induction and appraisal processes as appropriate.

2.5 All Heads of Faculty, Curriculum Managers, Programme Managers and other operational Managers will identify those College policies, procedures and local codes of practice that are specifically relevant to their areas of responsibility and make them known to their staff and students, this list should be updated at least annually. Additionally, those likely to be affected by such Divisional or Departmental activities should be made aware of all other health and safety policies and procedures of the College. The advice and guidance of the College Safety Team should be sought in this activity. The College Safety Team has the power to suspend any activity pending consideration and decision by the Principal.

2.6 The College will ensure that adequate arrangements are made and maintained for the provision of effective health, safety and welfare assistance and specialist advice as appropriate through the appointment of competent persons. Specific competencies are identified in Appendix 6 to this document and within codes of practice covering particular operations or activities.

2.7 Curriculum Managers, Programme Managers and other Operational Managers will be responsible for ensuring that all staff and students under their control comply with any relevant health, safety and welfare arrangements as identified in 2.5.

3 CONSULTATION ARRANGEMENTS

3.1 The College Wellbeing Committee will meet at least twice per academic year, with the first meeting being held towards the end of the first term. Additional meetings can be called by the Chairman as necessary. This arrangement will form the main vehicle for joint consultation on health and safety matters and will comprise of members representing each operational area. The Principal or his nominee will chair the Committee and the Minutes will be sent to the Finance and General Purposes Committee and be placed on the College Virtual Learning Environment (VLE) and sent to all members directly.

3.2 Recognised Trade Unions may appoint safety representatives from amongst their membership in accordance with the appropriate regulations. The appointment of a safety representative must be notified to Human Resources who will maintain appropriate records and issue an accreditation document.

3.3 Where employees are not represented by a recognised Trade Union the College will consult with these employees directly.

3.4 Nominated representatives will have the following functions: -

a) To contribute to the identification and the resolution of potential hazards, dangerous occurrences and general matters affecting health and safety in cooperation with management;

b) To represent those employees in consultations with any enforcement inspectors;

c) To investigate complaints made by an employee they represent and to undertake workplace inspections in accordance with current regulations.

3.5 The College will consult employees and students, either directly or through their representatives, on matters related to their health and safety at work e.g. the introduction of measures affecting them, information to meet relevant statutory provisions, the provision of health and safety training, the introduction of new technologies, and the arrangements to select nominated specialists.

3.6 Each Curriculum Manager, other Operational Manager will formally discuss health and safety issues with their staff on a regular basis and will report any actions taken or required to the College Safety Team. (A minimum of 2 meetings per term must be held and minuted, with the minutes being placed in the division or department health and safety file.) The Curriculum Manager or other Operational Manager will be accountable for this function and should be prepared to discuss aspects of this process at the Wellbeing Committee Meeting

4 TRAINING FOR HEALTH AND SAFETY

4.1 Curriculum Managers and other operational Managers will ensure that all their staff and students have appropriate health and safety related skills and are adequately trained in their particular area of work to discharge effectively their health, safety and welfare roles and duties.

This will involve: -

a) Reviewing skill requirements as part of the appraisal and risk assessment processes;

b) Ensuring that hazards are understood and tasks are undertaken safely by individuals;

c) Providing supervision, appropriate support and training where necessary.

4.2 The College will ensure through the employee appraisal and induction processes and the adopted health and safety management structure, that adequate health, safety and welfare guidance is provided for all staff: -

a) On appointment or upon transfer within the College;

b) On being exposed to new or increased risks;

c) When new equipment, including new or improved technology, is introduced;

d) With the introduction of new, or changes to, systems of work.

4.3 The staff appraisal system will be used to assist in the identification of individual training or updating requirements following any changes to either role or policies and procedures.

4.4 The College will seek to encourage Trade Union and other representatives of employee safety to take part in appropriate training schemes and allow reasonable time off in accordance with current regulations.

4.5 Where appropriate staff development arrangements will be used in consultation with those concerned to facilitate training schemes for both union and non-union nominated staff that have specific health and safety functions.

4.6 All staff will ensure that adequate provision is given to allow adequate assessment of capability and skill for all students during the development of their course. There are requirements, both in the Health and Safety Policy and in the Safeguarding of Children and Vulnerable Adults Policies, to ensure that individual student's needs relating to sufficient training are met under the following circumstances:

a) On enrolment with the College.

b) On being exposed to new or increased risks;

c) When new equipment, including new or improved technology, is introduced;

d) With the introduction of new, or changes to, systems of work or other policies or procedures.

5 INCIDENT REPORTING AND INVESTIGATION

5.1 The College, through the College Safety Team, will maintain an accident recording and investigation procedure to meet current statutory requirements and will ensure that appropriate statistics are prepared and made available, as necessary, but at least termly with a full annual summary.

5.2 The College will require staff to report all incidents, including accidents and near misses, to the College Safety Team using the established procedure as detailed on the College intranet.

5.3 The College will require that accidents and incidents be systematically investigated, regardless of injury, both to verify the statement made by any injured person, and to identify any action required to prevent a re-occurrence, according

to the Accident and Incident (to include 'Near Misses'. Reporting and Investigation Procedures as displayed on the College intranet.

5.4 The responsible Curriculum Manager or other Operational manager or their representative will be accountable for the initial investigation of any reported incidents and for making the area safe. In serious cases, immediate notification to the College Safety Team or SMT is required. The written report should be sent to the College Safety Team as soon as possible to enable further, timely investigation.

5.5 The College Safety Team may require additional information and will take the lead in any further investigation as appropriate.

5.6 The College Safety Team shall advise the appropriate Curriculum Manager or Head of Faculty or other Operational Manager, of any action considered necessary as a result of the incident or matters of concern identified during the investigation and monitor the implementation of any actions considered necessary to prevent a reoccurrence, keeping the Principal advised accordingly.

5.7 It will be the responsibility of the Head of Faculty, Curriculum Manager, or other Operational Manager to ensure that any actions recommended following the investigation are appropriately implemented. (This includes those measures identified by the 'Manager's' own investigations and agreed with other senior managers.) Those matters requiring financial support which fall outside the budgetary scope of the Curriculum Manager or other Operational manager shall be referred to the Director of Finance.

5.8 The Principal will prepare a paper annually for the Finances and General Purposes Committee (F&GP), setting out health and safety performance during the previous year, including the incident and accident statistics, and reviewing the prospects for improvements, including the adequacy of the resources available to meet the obligations under this policy.

6 HAZARD MONITORING

6.1 The College will put in place appropriate health and safety monitoring arrangements designed to maintain and improve compliance and identify potential areas of operational failure that could lead to injury or loss.

Such measures will include, but not be limited to the following: -

a) Safety inspections of the physical aspects of the College operational areas undertaken in accordance with the established College procedures.

b) Operational compliance audits covering all aspects of health and safety implementation including systems and procedures.

c) Reviews of documentation to ensure they continue to reflect current operational need.

6.2 All staff and students will be required to report any hazards in their workplace that they have identified to their Curriculum Manager, or Operational Manager or the College Safety Team without delay.

6.3 A mechanism will be in place to enable visitors to the College premises to report any matters that they think might adversely affect the health, safety or welfare of any persons using those premises.

6.4 Curriculum Managers and other Operational Managers will be required to ensure that appropriate action is taken to remove or adequately control reported hazards with advice and/or action from the College Safety Team as necessary.

7 EMERGENCY ARRANGEMENTS

7.1 The College will devise and implement such arrangements, as it considers appropriate, to address any potential emergency situations that might arise. In particular the following specific procedures will be individually documented and fully implemented by the College under the direction of the Principal: -

a) fire affecting the College premises or residential accommodation. (Emergency Operational Procedures (Including Wardens Manual and Emergency Evacuation Procedures and Fire Safety Strategy).
b) accident or incident involving physical injury or property damage both on and off college premises. (Accident and Incident Reporting and Investigation Procedures).
c) failure of a control system designed to prevent exposure to an identified hazard affecting people, animals or the environment. (Dangerous Occurrence and Near Miss Reporting and Investigation Procedures).
d) work related disaster caused by environmental factors or the failure of a structure, machine or process, or due to human error. (Business Continuity and Disaster Recovery Plan).

7.2 Heads of Faculty, Curriculum Managers and other Operational Managers, or their representatives, will be required to ensure that any emergency procedures affecting their areas of responsibility are fully implemented and adequately supported by both staff and students.

8 ALLOCATION OF RESOURCES

8.1 The Principal has a responsibility to ensure that the resources necessary to fulfil the obligations listed under the College Health and Safety Policy are adequate and will review the situation when preparing annual budgets.

8.2 Curriculum Managers and other Operational Managers shall ensure that adequate resources are made available from within their budgets to discharge the requirements of this policy as they affect their operational activities.

9 PUBLICATION AND DISTRIBUTION

9.1 The College Health and Safety Policy and General Statement are issued to new staff on appointment by the HR Manager. The documents are also available with other health, safety and welfare guidance in the Staff Handbook and on the College Virtual Learning Environment. (VLE).

9.2 The Student Health and Safety Policy appears together with College rules and regulations in the student hand book which all students are familiarised with on enrolment. Student Services and Curriculum Managers, have a responsibility, through the induction process, to ensure students are given adequate information relating to these safety procedures which include the following:

a) their duties to safeguard their own health and safety and that of others who may be affected by their acts or omissions;
b) their responsibilities for carrying out all instructions and observing rules and practices designed for their own and the safety of others;
c) the need to adopt the standard of behaviours and dress appropriate to the working and social situations;
d) provide an explanation of the safety structure, medical and welfare arrangements;
e) provide information on the College accident procedure – relating to major and minor injuries;
f) emergency procedures including evacuation;
g) disciplinary procedures;
h) issue and use of protective clothing;
i) information on all risks and controls identified, given via vocational departments.

9.3 Changes to any documents related to this policy and or guidance will be drawn to the attention of those affected by notification via internal communication processes including VLE as appropriate.

10 POLICY REVIEW

10.1 The College Health and Safety Policy and guidelines and any associated codes of practice, guidance, or procedures will be reviewed annually by the Corporation and revised as necessary following advice from the College Safety Team.

10.2 The Corporation has delegated authority to the Principal to approve minor revisions to this policy and associated guidance. Revisions should be submitted to the Principal for approval.

11 DISCIPLINARY ACTION

11.1 Breaches of College Health and Safety Policy and guidelines by staff or students will be considered under the appropriate disciplinary procedures.

11.2 Misuse of anything provided in the interests of health and safety or in pursuit of any legal obligation imposed upon the College by the various statutory provisions or any failure to comply with any requirement detailed within the policy and procedures issued by the College will be regarded as gross misconduct.

12 SPECIALIST ADVICE

12.1 The Principal may appoint or nominate specific persons or organisations to provide specialist advice and to control and monitor specialist areas of College work on behalf of the Corporation.

12.2 The specific duties of The Duty Warden are contained within a separate Wardens Manual which is maintained by the Student Services Manager.

13 HEALTH, SAFETY AND WELFARE INFORMATION

13.1 Each Curriculum Manager or other Operational Manager shall maintain a Health and Safety file containing all documents affecting their activities. These documents, together with those issued in the Staff Handbook and any relevant codes of practice (to be linked via the Virtual Learning Environment (VLE), shall be made available to anyone working or studying within the area or who may have reasonable grounds to access the information contained therein.

13.2 Any person who develops or introduces any policy or procedures intended for use in the maintenance or improvement of College health and safety arrangements will consult with the College Safety Team.

13.3 Only documents approved by the Principal may be operated as part of the College health and safety risk control measures.

14 TERMS AND DEFINITIONS

14.1 The generic term 'Head of Faculty' 'Curriculum Manager' and 'Other Operational Manager' used within this and other health, safety and welfare documents issued by the College applies to all operational levels.

14.2 The term 'safety manager' applies to all Heads of Faculty, Curriculum Managers Programme Managers, Other Operational Managers and members of SMT.

14.3 The term 'Site' refers to one or more geographic locations forming part of the College estate that have been grouped together for operational purposes.

14.4 'Assessment' means the risk assessment made in accordance with the published College guidance that is intended to comply with Statutory Regulations. Specific risk assessments may also be required under other policy documents issued by the College or statutory bodies.

14.5 'Welfare' means provision of suitable arrangements for issues including, but not limited to, toilet, first aid and refreshment facilities, work place temperatures etc.

14.6 The term 'Contractor' refers to anyone taken on by the College to do work on its behalf and could include a single, self-employed worker such as a carpenter or a company with several staff carrying out construction or maintenance type work. A

contractor might also be carrying out contract support work in the Finance or other support department. Whereas an unpaid volunteer would be counted as an employee for the purposes of health and safety. A contractor once vetted and on production of risk assessments and other necessary paperwork might work in an agreed area without direct supervision of a member of College staff. All contractors must be 'signed-in' according to College Policy and procedures.

14.7 The term 'Visitor' relates to anyone visiting the College, either as a member of the public or as a business or personal visitor who should by 'signed-in' as such, according to College Policy and Procedures but who will, whilst on site, be constantly supervised and remain in the care of the responsible member of staff.

14.8 The term 'Process Fire Safety' refers to all areas of fire safety risk as they relate to vocational areas of work such as specific activity using specific materials with in lectures or vocational work in laboratories etc. A more detailed explanation will be provided in the College Fire Safety Strategy Document.

15 APPENDICES

Appendix 1	LIST OF CURRENT COLLEGE HEALTH AND SAFETY DOCUMENTS
Appendix 2	COLLEGE WELLBEING COMMITTEE STRUCTURE
Appendix 3	ANNUAL HEALTH AND SAFETY REPORT TO THE CORPORATION
Appendix 4	HEALTH AND SAFETY MANAGEMENT STRUCTURE
Appendix 5	SPECIFIC OPERATIONAL DUTIES
Appendix 6	COMPETENT PERSON ROLE LIST

PLUMPTON COLLEGE – Health & Safety Policy Operational Guidelines
COLLEGE HEALTH & SAFETY DOCUMENTS
Appendix 1

The Corporation have delegated authority for the approval of the following policy and procedure documents to the SMT.

Document Title	Reference	Date
Accident and Incident Procedures		
Asbestos Management Policy		
Business Continuity Plan		
Contractor Management		
Control of Substances Hazardous to Health (COSHH)		
Control of Legionella		
Driving at Work Policy		
Emergency Procedures		
First Aid Provision		
Laboratory Procedures		
Manual Handling Guidance		
Medical and Welfare Facilities (Wardens Manual)		
Health and Safety Management Cycle Documents		
Sickness Policy (Return To Work)		
Traffic and Transport Management		
Working at Height		
Zoonosis		

1. College Wellbeing Committee

1.1. In accordance with the current employment legislation the College management shall establish a consultative group known as the College Wellbeing Committee (The Committee) chaired by the Principal or the Deputy Principal.

1.2. The Committee shall have a membership which is representative of the management of every part of the organisation. The Committee will form the main vehicle for joint consultation on health, safety and welfare issues within the College and shall meet at least twice per academic year. The first meeting will normally be held towards the end of the first term with any subsequent meetings being held subject to the discretion of the Chair of the Committee.

1.3. Meetings will consider matters presented as agenda items and submitted with appropriate documents in good time for the members to consider. Items for inclusion on the agenda shall be submitted to the Chair or their representative at least five working days before the meeting date. The membership may decide at the meeting to consider late items or postpone them to the next meeting.

1.4. Each meeting shall consider the previous meeting record and any matters arising, the minutes from any departmental committees, a report from the Safety Team and summary data relating to the intervening period accident/incident reports and investigations as a minimum. The first meeting of each academic year shall receive an annual summary report from the College Safety Team covering the past year and indication of an Annual Action Plan for the year ahead.

1.5. A record of these meetings shall be made and kept for reference purposes by or on behalf of the Chair together with any documents presented or forming matters considered by the Committee. (Signed copy to be kept by the Principal). The minutes of these meetings will be placed on the Governors website and the College intranet.

1.6. The record of the meeting and any documents forming matters considered by the Committee shall be published or otherwise made available in accordance with the public disclosure requirements that apply to the College activities. Each member shall receive a copy of the published meeting record in the form of minutes.

2. Membership

2.1. Each meeting shall be attended by at least two thirds of those entitled to attend in order to be considered quorate. Where a quorum is not available, matters considered at that meeting must be confirmed at the next quorate meeting.

2.2. The following shall be the minimum membership:

- Principal or
- Deputy Principal (Head of Safety Team)
- Safety Team (incl. Competent Person)
- Estate Manager
- Farm Manager
- Heads of Faculty

2.3. The committee may also invite others to attended specific meetings as is considered necessary by the membership in order to provide information and assistance in the discharge of its role and function.

3. Terms of Reference

3.1. The College Wellbeing Committee shall have the following role and functions:

- To keep under review all measures taken to establish and maintain a safe and healthy working and study environment throughout the College.

- To keep under review all measures taken to establish and maintain safe operating procedures among staff, students and other users of the College facilities and premises.

- To keep under review the effectiveness of all procedures formulated for use in case of emergency situations.

3.2. To keep under review the effectiveness of:

a) All training established to meet the health and safety needs of the College;
b) All arrangements for the monitoring of health and safety performance;
c) All channels of communication with employees, students and other users of the College in respect of safety matters;
d) All College health and safety policies and procedures.

3.3. To receive and consider:

a) Reports made by enforcement or external monitoring bodies that relate to the College;
b) Reports submitted by members of the Committee;
c) Reports submitted by other safety representatives or employees of the College;
d) Incident reports and statistics relating to College activities;

e) Any matters where the College is required to consult with or provide information for the Committee in accordance with a legal requirement.

3.4. To advise the Principal on the above and any other safety matters related to the College undertakings or the discharge of statutory duty under any of the relevant legislation.

4. Curriculum Managers and other Operational Managers Meetings

4.1. Each Curriculum Manager and Other Operational Manager will be required to ensure that they discuss health and safety issues with all staff including site managers, on a regular basis – i.e. a standard item on all meeting agendas. The Manager of that Curriculum or Operational area will identify areas for action, the person responsible and a date for completion and report any actions taken or required to the Safety Team as appropriate and file meeting notes/minutes in their Departmental Health and Safety File.

4.2. Each Head of Department or operational manager will be required to report at each Wellbeing Committee Meeting on the following standard procedures:

- Safety inspections undertaken within the Department and any unresolved matters arising from such inspections.
- Actions taken following incidents to prevent further occurrence.
- Status of the risk assessments within the Curriculum or Operational area.
- Matters of concern raised by those working or studying which relate to health or safety.
- Current compliance with College health and safety policy and procedures or any difficulties in meeting the required standards.
- The result of any checks undertaken by external bodies where these relate to health and safety issues.
- Their annual review of health and safety included in the Self-Assessment Report (SAR), in compliance with the funding body requirements.

PLUMPTON COLLEGE – Health & Safety Policy Operational Guidelines
ANNUAL HEALTH & SAFETY REPORT CONTENTS
Appendix 3

The Annual Health and Safety Report will be prepared by the College Health and Safety Team and will be formatted to reflect the needs of the SAR and F&GP and will serve as a report for all purposes.

The following checklist is a guide to the items that would normally be analysed for the Annual Health and Safety Report for the College.

The list is not exhaustive.

1. Summary of outstanding health, safety or welfare matters and will also include fire, security and risk improvement issues from the College insurers, from the previous report.

2. Summary of contact with enforcement agencies, e.g. HSE, EHO, Fire, Police etc., including any enforcement notices received.

3. Summary of significant matters raised at meetings together with action taken to address those issues.

4. Statement regarding policy implementation and suggested changes to the safety policy or related documents as a result of operational or statutory revisions.

5. Analysis of accidents, incidents and matters reported to the relevant authorities.

6. Information regarding safety inspections, audit reports and other monitoring activities.

7. Analysis and projection reports from Curriculum and other Operational Managers.

8. Projected major corporate health, safety or welfare initiatives for the coming Annual Operating Plan.

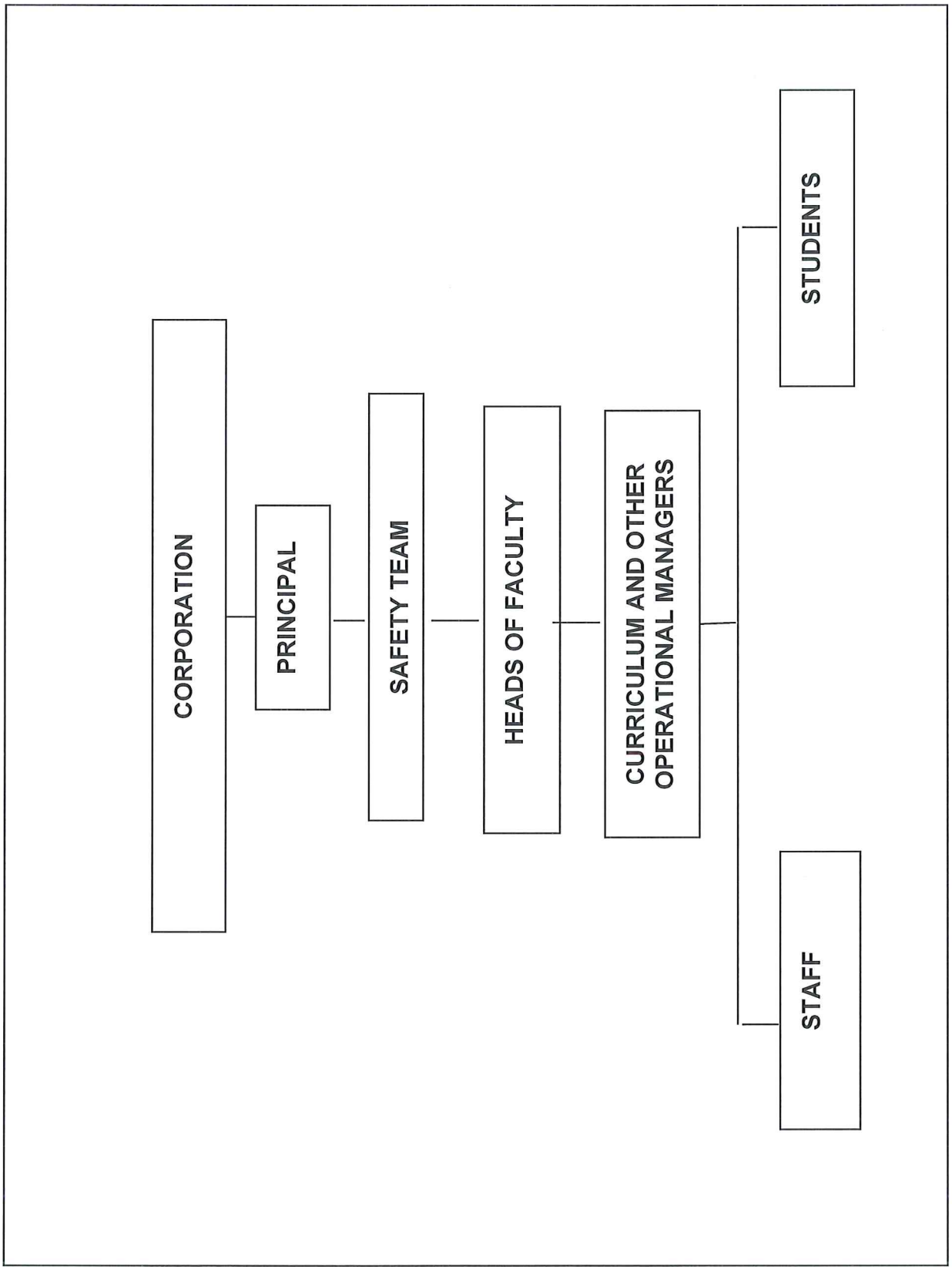
9. Any other significant Health and Safety issues.

10. Training undertaken during the year and proposed for the future.

11. Financial and staff resources for the organisation of health and safety in the coming report periods.

In line with the College self-assessment process a self-assessment will be undertaken by the Competent Person, of Health and Safety at the College, identifying strengths and weaknesses with source of evidence, and priorities and action plans for the coming year.

PLUMPTON COLLEGE – Health & Safety Policy Operational Guidelines
MANAGEMENT STRUCTURE
Appendix 4



PLUMPTON COLLEGE – Health & Safety Policy Operational Guidelines
SPECIFIC OPERATIONAL DUTIES
Appendix 5

1 College Safety Team

1.2. Will:

- Act as advisor on health and safety matters to staff at all levels;
- Monitor and audit health and safety arrangements as agreed by SMT;
- Have budgetary responsibility for non-departmental safety;
- Be responsible for preparing forward plans for the development of health and safety at the College;
- Ensure that safety inspections and audits are carried out, to identify and effect remedies, and advise the Principal of any shortcomings or concerns;
- Report as necessary to the Principal and the Wellbeing Committee meetings;
- Act as a central resource for the retention and dissemination of safety information to include liaison with outside organisations to discover best practice in non-specialist health and safety;
- Be responsible for College Health and Safety communication and reporting functions;
- Advise on procedures and courses of action in special cases and publicise safety matters;
- Organise safety induction training as appropriate;
- Liaise with teaching and non-teaching staff and raise awareness on matters of safety;
- Carry out ad-hoc hazard and safety equipment inspections in all sections of the College;
- Assist in risk assessment processes in accordance with the College Safety Management Programme;
- Undertake an annual safety audit within departments, and from a College-wide management perspective including the results in the annual report;
- Receive and forward to authorities, as required, completed accident report forms;
- Represent the College at health and safety conferences and maintain liaison with external bodies.
- Manage fire safety on the main College Campus and give advice to out-centres as appropriate. Including maintaining the Fire Safety Strategy:
- Co-ordinate health and safety management training.

2 Estates Manager

2.1 The Estates Manager is responsible for the safety aspects related to the College physical accommodation including: -

- The building fabric and facilities maintenance;
- Utilities Management;
- Ground, footpaths (not farm), roads and vehicle parking areas and driveways;
- Office and classroom furniture
- Traffic management;
- Signage;
- Out-centre fire risk assessment implementation.

2.2 The Estates Manager will:

- Be the internal contact for any maintenance concerns and will monitor outside maintenance contractors for any contractors engaged by him/her to work on College premises;
- Ensure contractors appointed by him/her, are aware of and comply with College procedures and those aspects of the CDM regulations that are relevant to their work on College premises; (Advise other 'safety managers' on the CDM aspects of contracts as appropriate.
- Ensure the safe operation of all maintenance, building works and project development activities that are directed by his/her department;
- Be the sole authority for all electrical work in the College, including the routine maintenance of fixed installations etc.
- Ensure the College fulfils all necessary safety requirements in respect of legionellosis controls and Asbestos Management.

3 Heads of Faculty

3.1 Will:

- Ensure that operational aspects of fire safety, including evacuation procedures, drills and fire safety training for Fire Marshals and staff is kept up to date;
- Hold regular meetings with Curriculum and other Operational Managers to ensure that they are keeping up with compliance with the Colleges' Health and Safety Management Cycle including management of risk assessment including process fire safety risk assessment and controls for all activities carried out with in the operational or academic area;
- To undertake competency audits in conjunction with Curriculum Managers and liaise with the Safety Team to ensure proper recording of this information.

4 Curriculum Managers and Other Operational Managers

4.1 Will:

- Ensure, as far as is reasonably practicable, the competency of all staff within their Division/Department.
- Ensure, as far as is reasonably practicable, that activities within their Division or Department are properly supervised, that safe working practices are adhered to and a safe and healthy environment is provided for all occupants;
- Maintain the Division or Department Safety File according to the requirements of the College Safety Team;
- Actively support the College Health and Safety policy and rules within the Division or Department and College as a whole;
- Be expected to seek out best practice techniques in their specialist areas and to learn from accident experiences elsewhere;
- Implement and keep under review measures to meet regulations such as codes of practice, risk assessments and COSHH controls etc.;
- Budget for safety equipment within the department;
- Assess risks according to the College's Health and Safety Management Cycle and associated with all areas of their work and nominate suitable persons for specific risk assessment in areas such as manual handling, ladder safety, process fire safety, Fire Marshals and First Aiders and display screen equipment use;
- Produce safe systems of work based upon their assessment of the risk associated with equipment, machines or processes;
- Ensure staff and students have protective clothing and equipment appropriate to their tasks;
- Make appropriate management decisions and implement control mechanisms when confronted with hazardous, or potentially hazardous, situations;
- Ensure that appropriate investigations, recording and reporting of any incident takes place and that the College Safety Team is informed in a timely manner;
- Ensure regular inspections of plant, machinery and equipment are undertaken and appropriate action taken to remedy any defects identified;
- Ensure that periodic monitoring is undertaken to ensure that safe working practices are being observed by staff and students and make sure that this is recorded;
- Ensure that existing and new staff receive training in the safe use of equipment and read the associated safe systems documentation;
- Ensure that students receive sound advice on health and safety via both their induction programme and curriculum content, and that they are correctly trained in the use of equipment, machines and processes;
- Be responsible for ensuring that departmental staff are informed of all safety rules and amendments as they occur;
- Be responsible for controlling risks from process/operational fire safety within their department;
- Undertake safety inspections within their departmental areas;
- Report both upwards and downwards and maintain records, including operational compliance evidence.

5 The Student Services Manager

5.1 Will:

- Ensure that operational aspects of fire safety, including evacuation procedures, training of Wardens and the development and implementation of the Wardens Manual are kept up to date;
- Hold regular meetings with The Wardening Team to ensure all role-related, operational and emergency procedures are kept current. Including: responding to fire alarms as alarms are sounded or assistance is requested.

6 All Staff

6.1 Will:

- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Make every effort to become fully conversant with the College policy and procedures;
- Cooperate with the College in meeting its statutory duties;
- Take reasonable care of their own safety and of those who might be affected by their acts or omissions at work;
- Are responsible for the general safety of students and visitors in their charge;
- Report all accidents, dangerous occurrences, hazards and near misses to their manager;
- Be fully conversant with all fire precautions and procedures applicable to the area in which they are working;
- Undertake and record as appropriate, risk assessments relating to their activities;
- Use, maintain in a fit condition, all equipment provided for their personal safety, reporting any defects to their manager;
- Provide such clear instruction and warnings as might be appropriate to draw attention to potential hazardous situations etc.;
- Personally follow safe working procedures and report any matters of concern to their manager;

7 Students & Visitors

7.1 Will:

- Take reasonably care whilst using the College facilities and will report any matters of concern relating to the maintenance of health and safety standards;
- Undertake to follow instructions, observe rules and follow the working practices established for their activities by the College;
- Dress and conduct themselves appropriately to the working environment and the conditions that apply in the areas in which they are present;
- Be aware that any failure to observe the College rules could both endanger them and others and lead to cessation of an activity effecting the outcome of any course of study as well as result in formal disciplinary action.

8 Fire Wardens

8.1 Fire Wardens are appointed Student Services staff who have received additional training to enable them to respond to fire alarms and return to the area of investigation to confirm the existence of a fire and take the appropriate action.

8.2 Fire Wardens receive training at the ESFRS Training Centre at least every 3 years and receive additional update training at intervals not less than 1 year. (Additional Training will include training on the implementation of the Wardens Manual and other fire safety related meetings, drills, investigations and practices.

9. Fire Marshals

9.1 Fire Marshals are appointed by their Curriculum or other Operational Managers and Registered with the Safety Team. Once appointed they will:

- Liaise with the Safety Team over training in fire safety for Fire Marshals, which includes practical fire extinguisher training;
- Liaise with the Safety Team over specific duties needed to implement the Colleges' own fire safety requirements;
- Participate in Fire Drills;
- Liaise with Student Services staff and Fire Warden staff in relation to fire alarm incidents and drills within their designated areas;
- Report any activities or problems to the Safety Team in accordance with their training.

PLUMPTON COLLEGE – Health & Safety Policy Operational Guidelines
COLLEGE COMPETENT PERSON / ADVISOR LIST
Appendix 6

The following members of staff have been designated competent persons to carry out or advise on the functions detailed below. (SMT will ensure, as far as is practicable, the competence of the Members of the Safety Team.)

Function	Responsibility for Function	Competent Advisor
Health and Safety Advice & Operational Management	Safety Team / Heads of Faculty / Curriculum and other Operational Managers	Safety Team – Competent Person Health and Safety Officer Deputy Principal
Procedures for serious/imminent danger	Principal/Safety Team Heads of Faculty / Curriculum and other Operational Managers	Principal/ Deputy Principal and Safety Team
Display Screen Assessments	Heads of Faculty / Curriculum and other Operational Managers	Safety Team
Manual Handling Assessments	Heads of Faculty / Curriculum and other Operational Managers	Safety Team
COSHH Assessments	Heads of Faculty / Curriculum and other Operational Managers	Safety Team
General Risk Assessments	Heads of Faculty / Curriculum and other Operational Managers	Safety Team
Auditing of H&S on College sites.	Safety Team	Safety Team
Management of Contractors CDM Specifics	Manager Engaging Contractor Estates Manager (CDM)	Safety Team (Competent Person) Estates Manager (CDM)
Training needs assessments	Heads of Faculty / Curriculum and other Operational Managers/ Workforce Development Manager	Workforce Development Manager/ Heads of Faculty / Curriculum and other Operational Managers Safety Team
Accident/Incident Investigation	Faculty Heads Safety Team	Safety Team / Competent
Work Placement/Experience	Tutor/Workforce Development Manager	Principal/ Safety Team