



## 1 Authority & Context

- 1.1 This is the Health and Safety Policy Statement of Oldham College. It indicates the intention, organisation and arrangements regarding the safety and health at work of employees and others, whilst on the College premises, undertaking College activities in the community or placed/working with other Companies/Organisations, for the purposes of educational and occupational training.
- 1.2 This Policy also addresses the College's approach regarding the safety and health of learners/students, the public, visitors and contractors on its premises and those premises not under the control of the College.
- 1.3 Specific assessment of risk and supporting operational policies and procedures set out the health and safety arrangements, which the College will implement. These seek to eliminate, or reduce to minimum practicable levels, any risk to staff, learners/students, visitors and external clients
- 1.4 The policy is aligned with key stakeholder's policies and procedures. This includes the Skills Funding Agency (SFA) and The European Social Fund (ESF).

## 2 Scope

- 2.1 It is the policy of the College to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff, learners/students and others to co-operate with the College and to conform and comply with the requirements of this policy and associated arrangements, procedures and Codes of Practice which apply.

### 2.2 Definitions

Learner/Student:	All customers engaged in services provided by the College.
Subsidiaries:	Any companies, holdings, affiliates of the College
Site:	Any building/land utilised by the College
Contractor:	Any company that is employed to undertake work on College premise or premises the College manages
Supplier:	Any business that supplies goods or services to the College
Delivery sub-contractor:	A consultant/company that delivers on behalf of the College
Stakeholders:	Any interested party
The College:	Oldham College

## 3 Policy Content

In order to achieve compliance with the statement of policy, the College has set the following objectives that apply to staff, learners/students, visitors, external clients and stakeholders where appropriate:

- 3.1 To set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- 3.2 A working environment, in all areas connected with the College that is safe, without significant risk to health and adequate facilities and arrangements for the welfare of those at work.
- 3.3 Means of access and egress that are safe and without risk.
- 3.4 Plant, equipment and systems of work that are safe and without significant risk to health.
- 3.5 Information, instruction, training and supervision as is necessary to ensure the health and safety, at work, of staff, learners and others undertaking their working activities, operating equipment and handling materials.
- 3.6 Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- 3.7 To identify risks and set in place procedures to remove or reduce these risks.
- 3.8 To enter into joint consultation on health, safety and welfare at work with its staff through the Health and Safety Committee meeting at least three times a year, communicating this policy and relevant information on health and safety issues via induction and on-going training and through Health and Safety Committee representation. Sub-committees will report to the main College Health and Safety Committee.
- 3.9 To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of the College.
- 3.10 To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement accident, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- 3.11 To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff , learners/students, visitors and contractors under such circumstances and to ensure hired premises have sufficient emergency procedures.
- 3.12 To monitor health and safety operations in all business undertakings.
- 3.13 To review, revise and add where necessary to this policy and operational procedures to ensure that current College arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.
- 3.14 The College also recognises its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their health or safety.

## **4 Accountabilities**

### 4.1 Introduction

- 4.1.1 The College regards the promotion of health and safety measures as a mutual objective for both management and employees at all levels and is committed to ensuring high standards of health and safety. It is the intended strategy of the College to maintain these standards by continually reviewing its operations against developing legislation and codes of practice.

4.1.2 The College recognises its responsibilities relative to health, safety and welfare at work in accordance with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation. The College is committed to the development of high standards of safety, health and welfare at work and will actively promote this through its operations and initiatives.

## 4.2 Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

### 4.2.1 The Board of Governors

4.2.1.1 Members of the Board are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of health and safety throughout the College and its undertakings.

4.2.1.2 The Board will receive an annual report and regular updates on health and safety performance through reports to the Resources Committee.

### 4.2.2 The Principal and Chief Executive

4.2.2.1 The Principal and Chief Executive Officer has overall responsibility for ensuring compliance with legislative requirements. This includes, as far as reasonably practicable, the responsibility for:

4.2.2.2 Ensuring adequate finance and other resources are made available for this policy to be implemented. Ensuring the commitment and cooperation of staff, via the senior management team and other communication forums within the College.

4.2.2.3 Determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy. Ensuring the establishment and maintenance of health, safety and welfare management systems which includes the assessment of risks, effective planning, organisation, control, monitoring and review of the of the preventative and protective measures necessary to reduce and control risks.

4.2.2.4 Appointing competent person(s) to assist the College in overseeing the application and provision of Health and Safety legislation.

### 4.2.3 Vice Principals and Directors

Vice Principals and Directors of all departments/Units will:

4.2.3.1 Regularly discuss health and safety in meetings.

4.2.3.2 Consider health and safety when appointing senior managers.

4.2.3.3 Develop assessment and performance of the health and safety arrangements of partners, key suppliers, contractors and delivery sub-contractors.

4.2.3.4 Set up a separate health and safety sub- committee where required.

4.2.3.5 Take part in relevant health and safety training.

4.2.3.6 Support worker involvement through negotiation with health and safety representatives.

4.2.3.7 The Director of Finance will ensure statutory insurance and appropriate additional insurance cover is in place to meet the College's needs and oversee the development of procurement standards for goods, equipment and services that prevent the introduction of health and safety hazards.

#### 4.2.4 Department Lead Managers, Heads of Faculty and Building Managers

Department Lead Managers and Heads of Faculty are responsible for:

- 4.2.4.1 Ensuring that health and safety issues are incorporated into the planning of operations, through liaison with the Health and Safety Manager. Thus ensuring effective risk management as an integral part of the business strategy.
- 4.2.4.2 Ensuring that College / departmental staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment and, through their line managers, are suitably trained to carry out their duties effectively.
- 4.2.4.3 Implement health and safety management systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate reduce or control risks.
- 4.2.4.4 Bring to the attention of line management that the responsibility for health, safety and welfare is shared and that they are accountable for the health, safety and welfare of employees, learners/students and others affected by their actions.
- 4.2.4.5 Ensuring that contracts with suppliers, contractors and/or delivery sub-contractors are adequately managed relative to health and safety in line with established health and safety Codes of Practice.
- 4.2.4.6 Review College / departmental performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Health and Safety Officer any further areas for detailed assessment of risk.
- 4.2.4.7 Conduct periodic departmental inspections with Safety Representatives and/or the Health and Safety Officer.
- 4.2.4.8 The College's Senior Managers, through the appropriate managers, are responsible for day to day implementation of office, premises and work equipment safety issues. Premises checks will be carried out on a regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- 4.2.4.9 Senior Managers will ensure that offices located remotely from College sites have a designated site administrator responsible for day to day implementation of premises, work equipment and safety issues. Premises checks will be carried out on regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- 4.2.4.10 Ensuring the health and safety function is part of the agenda of the Senior Managers meetings where issues relating to health and safety are tabled at least termly.
- 4.2.4.11 The Campus Manager will co-ordinate premises, maintenance, catering and cleaning and action arising from the College's maintenance/repair reporting process through the managed Estates team. He will also ensure service agreements include health and safety arrangements.
- 4.2.4.12 All Department Lead Managers, Heads of Faculty and Building managers will complete Managing Safely training and renew at regular intervals when requested.

#### 4.2.5 Health and Safety Officer

- 4.2.5.1 The College will appoint a Health and Safety Officer. The post holder will hold appropriate safety qualifications and experience in occupational safety and health:
- 4.2.5.2 The Health and Safety Officer reports into the Principalship via the Campus manager. The duties are to promote a health and safety culture leading by example, displaying initiative and a common sense approach.
- 4.2.5.3 The Role of The Health and Safety Officer is to:
  - 4.2.5.3.1 assist with the on-going development and improvement of Oldham College's Health & Safety risk management programme to ensure the health, safety and wellbeing of all employees, students and visitors and compliance with legislation;
  - 4.2.5.3.2 assist with safety planning by promoting the College's processes & procedures, assisting strategic improvement and creating the supporting documentation to assist the implementation of the health and safety strategy;
  - 4.2.5.3.3 assist in the monitoring of the College's health and safety programme; assistance of the conducting of periodic safety audits and implementing interventions when necessary;
  - 4.2.5.3.4 support Heads of Faculty and Service Managers in the completion of risk assessments
  - 4.2.5.3.5 advise and support Heads of Faculty and Service Managers on the development of safe operational procedures
  - 4.2.5.3.6 carry out regular site inspections to check policies and procedures are being properly implemented; keep records of inspections findings and produce reports that suggest improvements;
  - 4.2.5.3.7 keep accurate records of incidents and accidents and produce statistics for managers;
  - 4.2.5.3.8 assist in the liaison with enforcing authorities
  - 4.2.5.3.9 keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry;
  - 4.2.5.3.10 produce reports for relevant committees and promote health and safety through the creation of newsletters and bulletins;
  - 4.2.5.3.11 advise Heads of Faculty and Service Managers to help ensure the safe installation of equipment, advise senior management on the impact of new health and safety legislation and changes to national guidance
  - 4.2.5.3.12 participate in direct consultation with Representative Bodies and Safety Representatives, on matters relating to health, safety and welfare with the aim of securing a progressive and pro-active approach in such matters
  - 4.2.5.3.13 maintain the profile of health and safety through innovative awareness initiatives

#### 4.2.6 Line Management

All line managers are responsible for:

- 4.2.6.1 The practical implementation of the health and safety policy through the supervision and performance of their staff.
- 4.2.6.2 Ensuring that the operations under their control are conducted in line with this policy, procedures, codes of practice and supporting guidance.

- 4.2.6.3 Ensuring that their area of responsibility is subject to risk assessment and regular inspection.
- 4.2.6.4 Ensuring that their staff are competent for their role, are provided with adequate equipment and are issued with necessary materials to undertake their work activities.
- 4.2.6.5 Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring, where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

4.2.7 **Safety Representatives** - [The Safety Representatives and Safety Committees Regulations 1977 (as amended); and The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)].

The role of the Safety Representatives is to:

- 4.2.7.1 Communicate policy on all health and safety matters within their work areas
- 4.2.7.2 Encourage all personnel to be involved in matters of health and safety
- 4.2.7.3 Attend Health and Safety Committee meetings
- 4.2.7.4 Carry out periodic inspections to identify unsafe equipment, working conditions
- 4.2.7.5 Assist with risk assessments
- 4.2.7.6 Assist with accident investigation
- 4.2.7.7 Consult with managers and the Health and Safety Officer on issues of health and safety.

4.2.8 Individual staff

All employees are required to:

- 4.2.8.1 Co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions outlined in this policy and supporting policies procedures and guidance.
- 4.2.8.2 Refrain from doing anything that constitutes a danger to themselves or others.
- 4.2.8.3 Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health through the appropriate reporting arrangements.
- 4.2.8.4 Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service - marked appropriately and notified to line manager / supervisor and, where appropriate, Campus Management.
- 4.2.8.5 Be responsible for good housekeeping within the area they are working.
- 4.2.8.6 Report all accidents, incidents, dangerous occurrences and near misses, in accordance with College policy.
- 4.2.8.7 Notify line managers and / or appropriate HR Officer(s) of any ill health or other factor(s) likely to affect their safety at work or that of any other party covered by this policy.

4.2.8.8 Assist with identifying hazards and ensuring controls put in place to control risks are used correctly.

4.2.8.9 Take part in mandatory health and safety training as required.

#### 4.2.9 Learners and Visitors

4.2.9.1 Students and authorised visitors will adhere to the College's health and safety procedures and follow any instructions.

#### 4.2.10 Apprentices/industrial placements health and safety

4.2.10.1 Using standard Risk Assessment Practices, every employer where an Apprentice is Based will be Risk Banded; this includes identifying the highest risk factor based on industrial sector, considering the job role the Apprentice would need to undertake and then following a site visit, identify areas of compliance / non-compliance against a set of criteria loosely based on the HASP 10 Principles. The findings of these set a risk banding, where an employer is risk banded anything other than 'Green' apprentices will not be allowed to enrol, all Red and Amber risk banded employers will be set an action plan to meet our minimum requirements. Once approved, the risk assessment is stored in the employer file in CRM and reviewed periodically or when a significant change in the workplace has occurred. The same procedure will apply to work experiences, in line with guidelines on arranging work experience.

#### 4.2.11 Contractors

4.2.11.1 All contractors commissioned by the College will undergo selection for competency in accordance with the College's contractor management procedure.

4.2.11.2 All contractors will provide relevant health and safety documentation which will ensure that their work is carried out in a safe manner, eliminating, or reduce to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, personnel and others.

4.2.11.3 All contractors commissioned by the College must fully comply with the Health & Safety policy in all areas of work

#### 4.2.12 Delivery sub –contractors

4.2.12.1 All delivery sub-contractors will provide relevant health and safety documentation as part of any due diligence processes, which will ensure that any provision will give assurances that adequate arrangements exist for Learner health safety and welfare. Health and safety will be monitored throughout any contracting arrangements.

### 4.3 **Consultation** – Health and Safety Committee and Sub - Committees, Membership and Terms of Reference.

#### 4.3.1 Membership of OC Health and Safety Committee

- Chair – Vice Principal – People and Organisational Design
- Deputy Principal
- Assistant Principal – UCO
- VP Quality and Curriculum

- Head of Human Resources
- Director of Finance & Governance
- Director – Information Systems
- Director of Student Services
- Director of Quality & Learning
- Interim Director of Apprenticeships
- Campus Manager
- HOF – Hair and Beauty
- HOF – Sport, Leisure and Uniformed Public Services
- HOF – Digital & Creative
- HOF – Care Professions
- Head of Work Based Learning
- Student Experience Manager
- Student Representative – Chair of Student Council
- Health and Safety Representatives UCU, ATL and Unison

#### In Attendance

- Health and Safety Officer
- Administrative support
- Specialist advisors as necessary

#### 4.3.2 Terms of Reference

- 4.3.2.1 The College recognises the importance of consulting with learners/ students, staff and other interested parties on health and safety matters to create a safe and healthy work and learning environment. The proposed Health and Safety Committee will be a forum for co-operation, communication and consultation within the College.
- 4.3.2.2 The Committee's key focus will be facilitating consultation on the planning, delivery, monitoring and review of health and safety issues.
- 4.3.2.3 The College recognises its legal duty to consult with the College community. Legislation includes the Health and Safety at Work Act 1974, Health and Safety (Consultations with Staff) Regulations (HSCER) 1996 and other relevant legislation.
- 4.3.2.4 In order to ensure legal compliance the Health and Safety Committee and any associated Sub - Committees will meet at least three times a year:
- To monitor the College's arrangements for the management of health and safety.
  - To discuss issues of health and safety policy and practice
  - To consider and initiate proposals to add or to amend the College's Health and Safety Policies and procedures.
  - To review annually the scope and overall performance of the College's health and safety management arrangements and to ensure they are comprehensive and complete with clear accountability for different responsibilities.
  - To review the Health and Safety Policy prior to approval by the Board of Governors
  - To review and assess those initiatives which may impact upon the approved Health and Safety Policy.

- To report regularly to the Board of Governors and Principalship on any incidents posing major risks and other relevant information as required.
- To receive reports on any significant changes to approve policies

## 5 Associated Documentation

The following arrangements will be implemented where necessary and will be expanded and developed to meet specific requirements. This should be done in consultation with the Health and Safety Officer.

### 5.1 Health and Safety Policies and Procedures

5.1.1 To enable the provision of a framework to meet and implement health and safety legislation throughout the College, specific policies and supporting procedures will be agreed.

5.1.2 These policies and procedures will be available on the College's intranet and within specific sectors throughout the College.

### 5.2 Health and Safety Planning

5.2.1 Health and safety planning is an integral part of the Health and Safety Strategy. A College Health and Safety Plan will be prepared by the Health and Safety Officer annually. The plan and updates will be made available to the Board of Governors and Principalship.

5.2.2 Local health and safety plans will be derived from the College health and safety plan annually.

### 5.3 Risk management

5.3.1 The Principalship will ensure that a health and safety management strategy, which pursues progressive movements leading to reduction in injury and ill health, is incorporated within the overall risk management strategy of the College.

5.3.2 The risk assessment process will manage risks by examining the tasks which are undertaken by the College internally and externally, the process of recording significant risk and will introduce effective control measures.

5.3.3 Risk assessments will meet the general requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements for assessment contained in other more specific legislation such as COSHH, Manual Handling, Expectant Mothers, Display Screen Equipment, Young Persons, Radiation, Fire etc.

5.3.4 The risk assessment process will identify whether measures need be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the standards required by current health and safety legislation are met. Additional guidance to assist in meeting the standards can be used such as:

- The Oldham College Health and Safety Policy and supplementary policies and procedures
- Existing Health and Safety Executive's (HSE) Approved Codes of Practice (ACoPs)
- HSE Guidance
- Specific Industrial Health and Safety Standards

### 5.4 Monitoring

The effectiveness of the College's Health and Safety Policy will be monitored in the following way:

#### 5.4.1 Accident/incident reporting and analysis

- 5.4.1.1 There are systems in place for reporting, recording and analysis of all accidents and incidents with a view to determining and reducing, as far as reasonably practicable, their causes.
- 5.4.1.2 Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where appropriate, additional preventative and protective measures.
- 5.4.1.3 Where the College is undertaking contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with that organisation.

#### 5.4.2 Measuring performance

- 5.4.2.1 Inspections, risk assessments and health and safety audits will be carried out at the College's workplaces and the resulting action plans addressed by managers in conjunction with representatives.
- 5.4.2.2 The Health and Safety Officer will formally monitor the site health and safety inspections and risk assessments completed through an internal audit programme.

#### 5.4.3 Reviewing Performance

- 5.4.3.1 The Health and Safety Officer will prepare an annual report evaluating the health and safety performance of the College. The annual report will make reference to the following areas:
  - Health and safety performance for the previous year
  - Measuring performance statistics
  - Health and safety learning and development
  - Health and Safety planning for the coming year
  - The annual report will be submitted to the Board of Governors in September of each year.

#### 5.4.4 Training

- 5.4.4.1 The College recognises that formal health and safety training is a significant factor in accident prevention. The Management of Health and Safety at Work Regulations 1999 place a duty on the College to provide employees with adequate health and safety training during:
  - Their recruitment – basic health and safety training
  - Transfer or change of responsibilities
  - Introduction of new work equipment or alteration of current equipment.
  - Introduction of new technology or alteration of existing equipment
  - Introduction of new systems of work or alteration of current systems
- 5.4.4.2 This training must:
  - Be repeated periodically where appropriate
  - Be adapted to take account of any new or changed risks
  - Take place during working hours
  - Training should be based upon evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task.

#### 5.5 Emergency arrangements

- 5.5.1 Where situations present serious and imminent danger, procedures will be established in accordance with regulation 8 of The Management of Health and Safety at Work Regulations 1999. Where appropriate, these procedures will contain specific action for the evacuation of disabled persons. These arrangements include the role and responsibilities of persons nominated to assist in implementing such procedures.
- 5.6 Consultation with Employees
- 5.6.1 The College's trade union partnership agreement ensures that staff are consulted with. Any significant health and safety issues and new policies or procedures are discussed at local forums and the Health and Safety Committee which have trade Union members.
- 5.7 Contractors
- 5.7.1 The College will monitor the activities of contractors to ensure risks presented to employees, learners/students, members of the public and visitors are minimised.
- 5.7.2 All contractors are assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by the College are employed.
- 5.7.3 A Select List of Contractors is maintained and kept under review by the Senior Manager engaging the contractors. Only contractors that have been through the selection process to be added to the select list can be used.
- 5.7.4 In the event of reactive work where the contractor is not on the select list, documents will be requested retrospectively.
- 5.7.5 Contractors who fail to meet satisfactory health and safety standards will be removed from the select list. The responsibility lies with any Senior Manager engaging contractors, the Estates Team and the Health and Safety Officer.
- 5.8 Delivery Sub – contractors
- 5.8.1 Delivery Sub-contractors will be required to sign a standard agreement relating to the provision they are being contracted to undertake on behalf of the College.
- 5.8.2 The agreement details relevant requirements relating to health and safety with the Sub-Contractor being required to provide information to the College, as and when specifically requested, to give assurance that adequate arrangements exist for learner/student health safety and welfare.
- 5.8.3 Delivery sub-contractors will attend regular performance/contract meetings, as a minimum every 3 months. Such meetings will discuss health and safety requirements, alongside other areas. For the purpose of monitoring health and safety arrangements, representatives of the College shall have
- 5.9 Third party delivery/accommodation
- 5.9.1 The College will agree health and safety accountability with third party arrangements.
- 5.9.2 Third party buildings occupied by staff, delivery sub-contractors, consultants and learners/students will be fit for purpose, fully compliant and monitored by the College or their agents.
- 5.10 Educational trips and International Travel

5.10.1 Local and national educational trips and visits and International travel that is undertaken for work purposes, or as an educational trip, will be fully risk assessed prior to the visit taking place or procurement of travel tickets.

#### 5.11 Presentation and Review

5.11.1 This policy and any revision will be drawn to the attention of every stakeholder, partnership and employee of the College.

5.11.2 The contents of the documents produced under this policy will be brought to the attention of anyone for whom the contents are relevant.

5.11.3 This policy and accompanying documentation will be reviewed and where necessary revised on a three yearly cycle unless an earlier revision is prompted by changes in College structure, legislation or procedures.

## 6 Related Policies and Procedures

6.1 The College Health and Safety Policy will be supplemented by a number of specific policies and related procedures which will be reviewed and updated as appropriate. All policies will be available on the intranet. Department specific policies will be kept in local files. Please see appendix 2 for a list of policies and guidance available on the College's intranet., access to the Sub-contractor as may reasonably be required.

### List of Supplementary Policies and Guidance

These documents are available on the College Intranet.

#### Policies

1. Accident and Illness Reporting Policy
2. Asbestos Policy
3. COSHH Policy
4. Display Screen Equipment Policy
5. Educational Trips and Visits Policy
6. First Aid Policy
7. Legionella Management Policy
8. Minibus/College Vehicle Policy (HR)
9. External Contractors on Site Policy
10. CCTV
11. Risk Management
12. Critical incident policy
13. Occupational Health Policy (HR)

#### Procedures & Guidance Notes

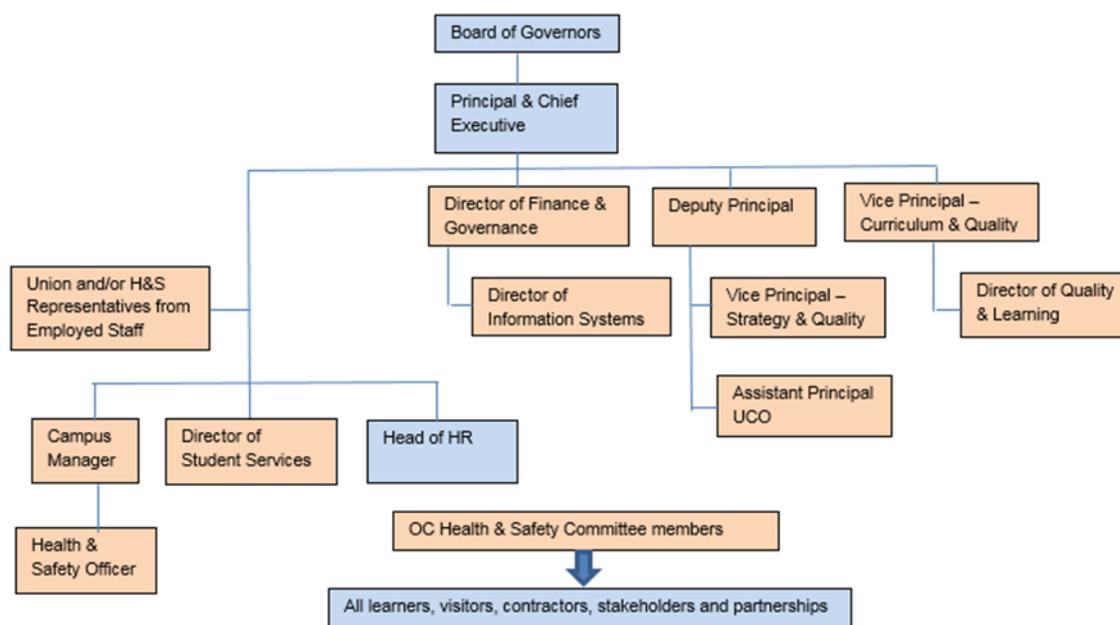
1. Emergency & Incident response plan
2. Fire Safety (Inc. Fire Evacuation)
3. Fire Evacuation Guidance
4. Guidelines for completing a risk assessment form
5. Guidance on managing legionella

6. Snow and Ice Clearance Guidance
7. DSE Use Guidance
8. DSE – Eye tests for employees (HR)
9. Slips, Trips and Falls Guidance
10. Working At Height
11. Storage, Inspection and Maintenance of Ladders
12. Manual Handling
13. Lone Working Guidance
14. Smoking / Vaping
15. Stop & Search
16. Face coverings
17. When to involve the Safeguarding Team

### **Forms**

1. Accident, Dangerous Occurrence and Near Miss Form
2. Classroom Risk Assessment Form
3. Display Screen Equipment Self –Assessment
4. Fire Safety Log
5. Legionella Log
6. Lone Working Risk Assessment
7. Manual Handling Risk Assessment Form – Blank
8. New and Expectant Mother Risk Assessment Form – Blank
9. Personal Emergency Evacuation Plan (PEEP) – Blank
10. Permit to Work – Confined Spaces
11. Hot Work Permit
12. Permit to Work – Roof Work
13. General Permit To Work
14. Site H&S Inspection checklist
15. Slips, Trips and Falls Risk Assessment - Generic
16. VDU Eye Care Request Form (HR)
17. H&S Risk Assessment Form – Blank
18. Health and Safety Compliance Checklist
19. Fire Warden Checklist

## Appendix 1: Organisation – Health & Safety Structure



## Change History Record

Issue	Description	Approval (author signature)	Date of Issue
1	New format	Bob Leigh	25/10/12
1.1	Minor amendment to footer – “Head of Quality” to replace AD	Nick Middleton	18/06/13
2	Revised for 2014/15	Louise Burke	20/08/2014
2.1	Health and Safety Policy Statement linked at 5.4	Nick Middleton	14.05.15
2.1	Author approved as fit for purpose for 2015/16	Nick Middleton	10.08.15
2.2	Reviewed with change to format	John Callaghan	07.10.16
2.3	General Data Protection compliance statement added	Nick Middleton	25.10.17
2.4	Reviewed, Apprentices and work based learning added for 18/19	John Callaghan	17.09.18