



1. Authority & Context.

- 1.1 This is the statement of general policy at Oldham College describing the commitment to manage Health and Safety effectively, and the necessary organisation, responsibilities and arrangements to achieve the aims set out within this policy regarding the safety and health at work of its employees 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 describes the College's responsibilities regarding the safety and health of learners/students, the public, visitors and contractors on its premises and on those premises not under the control of the College.
- 1.3 The specific assessment of risk and supporting written operational policies and procedures describe the health and safety arrangements, which the College will implement. These policies and procedures seek to eliminate, control or reduce to levels which are reasonably practicable 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 Education & Skills Funding Agency (ESFA) and The European Social Fund (ESF).

2. Scope.

- 2.1 The College will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc Act 1974 and other 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 comply with the requirements of this policy and its arrangements, procedures and codes of practice which apply.
- 2.2 Definitions – As used within this policy.
 - 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 general policy, the College has set the following objectives that apply to staff, learners/students, visitors, external clients and stakeholders where appropriate -

- 3.1 To implement and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- 3.2 Provide 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 Provide means of access and egress into the place of work that are safe and without risk.
- 3.4 Provide plant, equipment and systems of work that are safe and without significant risks to health.
- 3.5 To provide 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 The provision of arrangements for ensuring so far as is reasonably practicable, 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 make arrangements for 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 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 The provision of 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 and revise where necessary this policy and operational policies and procedures to ensure that current College arrangements adhere to current regulatory compliance. Any such revisions will be brought to the notice of staff and others to whom they apply.
- 3.14 The College recognises its duty and will conduct its undertaking in such a way as to ensure, so 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 intention of the College to maintain these standards by continually reviewing its operations against current 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 etc 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 establishing effective policies, procedures and training with appropriate review mechanisms 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 have 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 available to allow this policy to be implemented, whilst 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.
- 4.2.2.4 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 preventative and protective measures necessary to reduce and control risks.
- 4.2.2.5 Appointing competent person(s) to assist the College in overseeing the application and provision of Health and Safety legislation.

4.2.3 Deputy Principals, Vice Principals and Assistant Principals.

- 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 Directors, Department Lead Managers, Heads of Faculty (HoFs), Sector Managers (SM's) and Building Managers.

The responsibilities of Directors, Department Lead Managers, HoFs, SMs and Building Managers are to -

- 4.2.4.1 Ensure 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 Ensure 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 Ensure 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 of College/departmental performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Health and Safety Manager 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 Manager.
- 4.2.4.8 Undertake through the appropriate managers the responsibility for the day to day implementation of office, premise and work equipment safety issues. Premise 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 Through senior managers 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 and to ensure premise checks are carried out on regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- 4.2.4.10 Ensure that health and safety matters are a part of the agenda of the senior managers meetings and where such matters relating to health and safety are tabled at least termly.

4.2.4.11 The Estates 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 ensuring service agreements include health and safety arrangements.

4.2.4.12 All Directors, Department Lead Managers, HoFs, SM's and Building managers will complete Managing Safely training and renew at regular intervals when requested

4.2.5 Health and Safety Manager.

The College will appoint a Health and Safety Manager who will hold appropriate safety qualifications and experience in occupational safety and health. As part of their role and responsibilities -

4.2.5.1 They will report into the Principalship via the Estates Manager.

4.2.5.2 Promote a positive health and safety culture, and apply a common sense approach.

4.2.5.3 Manage the development and improvement of Oldham College's Health & Safety risk management programme.

4.2.5.3.1 Ensure the health, safety and wellbeing of all employees, students and visitors and compliance with legislation.

4.2.5.3.2 Promote the College's processes, policies and procedures, assisting strategic improvement and creating the supporting documentation to assist the implementation of the health and safety strategy.

4.2.5.3.3 Monitor the College's health and safety programme, assist with conducting periodic safety audits and implementing interventions when necessary.

4.2.5.3.4 Support the Heads of Faculty(HoFs) and Service Managers in the completion of risk assessments.

4.2.5.3.5 Advise and support Heads of Faculty (HoFs) and Service Managers on the development of safe operational procedures.

4.2.5.3. Conduct regular site inspections to check policies and procedures are being properly implemented and keep records of inspections findings and produce reports that suggest improvements.

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, policies and procedures, codes of practice and supporting guidance.

4.2.6.3 Ensuring that their area of responsibility is subject to suitable and sufficient 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 undertaking activities that constitute a danger to themselves or others.
- 4.2.8.3 Immediately bring to the attention of their line management/supervisor any situations or practices 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. Remove from service any equipment found to have a defect – mark it appropriately and notify it to your line manager / supervisor and, where appropriate to Campus Management.
- 4.2.8.5 Demonstrate responsibility 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 their line manager 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 person or party covered by this policy.
- 4.2.8.8 Assist with identifying hazards and ensure any precautions or controls that are put in place to control risks are used correctly.
- 4.2.8.9 Undertake mandatory health and safety training as required or directed by their line manager.

4.2.9 Learners and Visitors.

- 4.2.9.1 Students and authorised visitors are expected to 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 Although the employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. As the training provider, we shall take reasonable steps to satisfy myself that the employer is doing this.

Checks shall be kept in proportion to the environment:

- For low risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough. This can be part of any wider conversation on placement arrangements that may take place.
- For environments with less familiar risks, like light assembly or packing facilities, talk to the employer to find out what the apprentice will be doing and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.
- For higher risk environments such as construction, agriculture or manufacturing, discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training and supervisory arrangements have been properly thought through.

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 reducing to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, College persons and others.

4.2.11.3 All contractors commissioned by College must fully comply with the Health & Safety policy.

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.

Information pertaining to the Health and Safety Committee and sub-committees, membership and terms of reference -

4.3.1 Membership of OC Health and Safety Committee.

- Chair – Director of Finance.
- Deputy Principal – Planning & Performance.
- Assistant Principal Foundation learning and Student support services.
- Human Resources.
- Head of Estates.
- Head of Integrated Student Services.
- Student Services Manager.
- Designated Safeguarding Officer.
- Head of construction faculty.
- Director of Apprenticeships.

In Attendance.

- Health and Safety Manager.

- Administrative support.
- Specialist advisors as necessary.
- Support facilitator.

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 and welfare matters to create a safe and healthy work and learning environment. The Health and Safety Committee will be a forum for co-operation, communication and consultation within the College.

4.3.2.2 The Health and Safety 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 etc 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 Manager.

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 consulted upon and agreed.

5.1.2 These policies and procedures will be available on the College's intranet and additional within specific physical and electronic locations 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 Manager 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 (as defined in HSG65), which pursues progressive movements leading to reduction in injury and ill health, is incorporated within the overall risk management strategy of the College by the implementation of policies and procedures.
- 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 and the requirements for assessment contained in other more specific legislation such as those specific to COSHH, Manual Handling, Expectant Mothers, Display Screen Equipment, Young Persons, Radiation, and Fire etc.
- 5.3.4 The risk assessment process will identify whether further measures need be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the regulatory standards required by current health and safety legislation are achieved and maintained. Additional guidance to assist in meeting these 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.
 - BSI (British Standards).
 - Safety journals and bulletins.
 - Materials Safety Data Sheets (MSDS).
 - Manufactures handbooks or 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 any College workplace and the resulting action plans addressed by managers in conjunction with representatives.
- 5.4.2.2 The Health and Safety Manager 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 Manager 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 place specific duties on the College hence it will 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 Health and Safety training must -

- Be repeated periodically where appropriate.
- Adapted to take account of any new or changed risks.
- Take place during working hours.
- Be based upon evaluation of the skills and competencies required to carry out such tasks safely and the subsequent matching of these skills and competencies to those charged with carrying out the task.

5.5 Emergency arrangements.

5.5.1 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 Any significant health and safety issues and new policies or procedures are discussed at local forums and by the Health and Safety Committee.

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 to be assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by the College will be employed.

5.7.3 A Select List of Contractors is maintained and kept under review by the senior manager responsible for engaging the contractors. Only contractors that have been through the selection process can be added to the list and employed.

5.7.4 In the event of emergency 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 the senior manager engaging contractors, the Estates Team Manager and the Health and Safety Manager.

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 will detail relevant requirements relating to health and safety with the sub-contractor being required to provide information to the College as and when specifically requested, and 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.

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 are 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 an annual 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 complemented by a number of specific policies which will be reviewed and updated as appropriate and will be augmented with related policy procedures, guidance notes and forms.

All policies will be available on the intranet (College share point).

Department specific policies will be kept in local files.

List of Supplementary Policies and Guidance.

These policy documents are available on the College Intranet.

Policies.

Policy name.	Last review date.
1. Accident and Illness Reporting Policy.	March 2019.
2. Asbestos Policy.	May 2019.
3. COSHH Policy.	May 2019.
4. Display Screen Equipment Policy.	November 2018.
5. Student Educational Trips and Visits Policy.	February 2018.
6. First Aid Policy.	September 2019.
7. Legionella Management Policy.	November 2017.
8. Minibus/College Vehicle Policy (HR).	May 2018.
9. External Contractors on Site Policy.	February 2018.
10. CCTV Management and Use.	September 2019.
11. Risk Management.	October 2017.
12. Critical incident policy (emergency/incident response).	September 2018
13. Occupational Health Policy (HR). General document (HR home page - date not required).	N/A.

Related Policy Procedures & Guidance Notes.

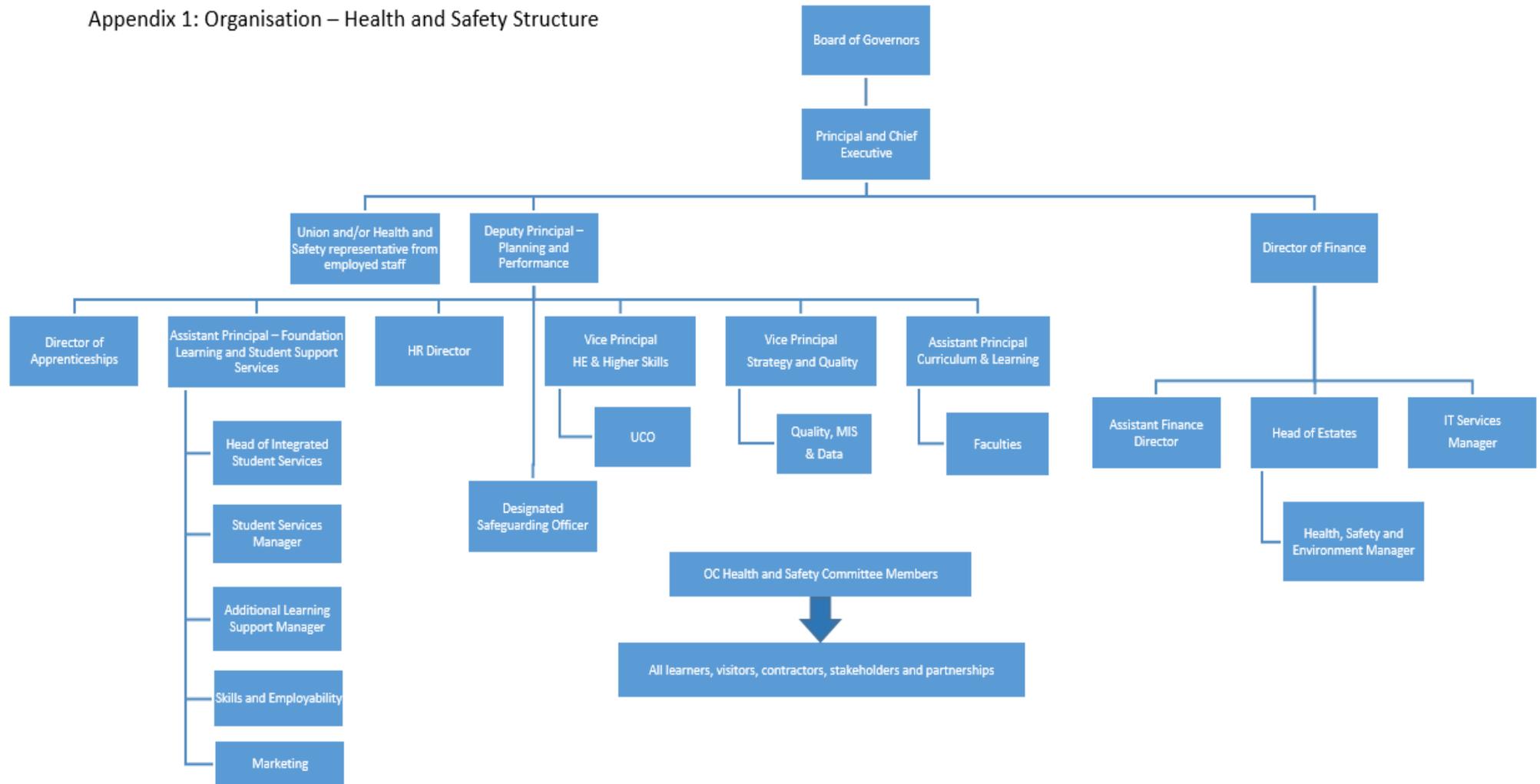
1. Emergency & Incident response.
2. Fire Safety (Inc. Fire Evacuation).
3. Fire Evacuation Guidance.
4. Guidelines for completing a risk assessment form.
5. Guidance on managing legionella
6. Snow and Ice Clearance Guidance.
7. DSE Use Guidance.
8. DSE – Eye tests for employees (HR).
9. Slips, Trips 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 and 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
2.5	Reviewed – changes to and some text reworking. Approved as fit for purpose.	AMBeswick	25/09/19
2.6	Minor amendments to sections 4.3.1 membership of OC Health and safety committee and 6.1 Related policies and review dates.	AMBeswick	01/10/19