

# **Occupational Health and Safety Policy**

## **Part 1 Statement of Intent**

## **H&S Policy Part 1 - Statement of Intent**

The College's vision is to achieve excellence, empowering people through learning and to enrich lives by being a dynamic, well run college creating a stimulating and innovative learning environment that is sensitive and responsive to the needs of the individual, business and the wider community through equality of opportunity, respect for and between individuals, and to providing an environment in which staff, learners and the wider community are supported, valued and empowered to fulfil their maximum potential.

New College Lanarkshire not only accepts the legal duties of care as set out in the Health and Safety at Work etc., Act 1974 and all other relevant legislation but also our moral and ethical obligations and to the continuous improvement in the management of the health and safety risks to all stakeholders i.e. Staff, learners, contractors and visitors. To enable us to meet our objectives in ensuring that all risks are addressed and controlled effectively the college intends to provide the necessary resources with which to fulfil our commitment.

### **Statement of Health and Safety Philosophy**

The Board of Management of New College Lanarkshire will ensure the strategic direction of the health and safety issues relative to our operations through the Senior Management Team and through effective risk management policies and practices to identify and manage such risks. The continuity of business and effective contingency planning is also a key element of our mission.

### **Corporate Direction**

All stakeholders are charged to give due care and consideration in their work to health and safety issues and our corporate vision. As part of their duties they must also take all reasonable care for themselves and others, use safe and healthy practices, report hazards and unsafe practices according to College procedures. Further, they are also required to assist in the development of and take a full and active part in any health and safety initiatives in order to meet the health and safety aims of the College. It is vital that health and safety implications must be considered when reaching decisions about other priorities e.g. procurement of new equipment. Health and safety must therefore be considered not as an add-on but, as an essential core factor in everything we do.

## 1 Specific requirements

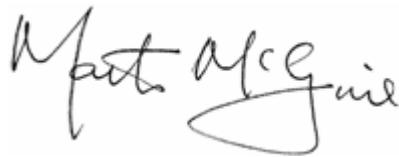
- 1.1 Suitably competent and trained staff will be appointed and supported by adequate training.
- 1.2 Control of health and safety risks will be achieved through the risk assessment process and the provision of information, regular communication, consultation and the co-operation of staff at all levels in the organisation to maintain safe and healthy working conditions, equipment and safe systems of work.
- 1.3 Procedures will be established following the risk assessment process and reviewed and revised to ensure that plant and equipment provided is maintained and safe for use by staff and others.
- 1.4 Accidents, incidents and 'near misses' will be recorded, investigated and the appropriate action taken to reduce the likelihood of their recurrence.
- 1.5 Regular monitoring will be done to measure our performance against the College's set objectives.
- 1.6 The Corporate Health and Safety Committee will oversee the functioning of the policy and reporting to the Board of Management.
- 1.7 The policy will be kept up to date and the way in which it has operated will be reviewed each year.

## Objectives for health and safety performance

- a) **H&S Policy** - Review and revise H&S Policy by end of October 2018. This is the cornerstone document for H&S Management with objectives set for continued improvements to enhance the H&S culture within. Ensure all staff have access to the policy via Intranet Portal.
- b) **H&S Management Support Software** - COSHH management system continued to be used to support the management of all COSHH requirements across the campuses. DSE assessment software released by priority of user group for staff self -assessment by end June 2019.
- c) **H&S Training** - Deliver Specific H&S Training to BoM & SMT not in attendance in 2016/17. Devise and deliver sessions to Faculty/Support Managers. E learning modules for all staff including H&S and HR related to be released by priority and following training needs analyses with managers. June 2019.

- d) Occupational Health** - Ensure continued or enhanced provision of Occupational Health support to staff for the purpose of statutory health surveillance, health monitoring, Counselling and general support. Deliver appropriate health and wellbeing events across the campuses. Maintain and enhance if required Outsourced health surveillance program to staff. Attain HWL Silver Award December 2018.
- e) Maintain support to staff and learners** - H&S Team continue to offer support, training and advice to all staff and learners to enhance H&S Culture. Maintain Intranet portal content for all staff H&S Materials-policies, procedures, responsible persons, forms, information.
- f) Monitoring and Review** - Monitor all aspects of the H&S Management system of the organisation via reactive and proactive approaches including accident/incident reporting and investigation and inspections, surveys and audits. Conduct risk assessments and SSoW reviews by June 2019.

The allocation of responsibilities for health and safety matters and the particular arrangements in place with which to carry out the policy are set out in the sections which follow.



Signed

**Principal and Chief Executive**

Date: 08 November 2018



Signed

**Chair Board of Management**

Date: 08 November 2018

Review Date: October 2019