

New College Lanarkshire

OCCUPATIONAL HEALTH & SAFETY POLICY

Part 2: Organisation

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Foreword by the Principal & CEO



Martin McGuire
Principal and CEO

New College Lanarkshire has within its strategic aims the desire to be one of the best employers and facilitators of education in the country. Our vision and values are such that we have a culture whereby the health, safety and wellbeing of our staff, learners, visitors and other stakeholders is of the highest importance.

Our commitment to continuous improvement in the provision of safe and healthy environments for our wide range of staff, learners and others, can only be achieved through strong leadership and management with health and safety at the core of our values. The provision of a highly trained and skilled workforce operating within an environment where people are valued, trusted and involved and, supported by the

involvement of all others in the pursuit of our aims, is therefore essential.

The positive participation of all persons accepting responsibility for themselves and for others can only enhance the reputation of all concerned with the college. Through active communication, consultation and participation in occupational health and safety initiatives we aim to set standards that others in the sector and wider afield aspire to.

This policy provides the foundation for robust and effective occupational health and safety management for the college.

Foreword by BoM Chair



Dr. Linda McTavish CBE
Chair, Board of Management

The Board of Management regard the management of occupational health and safety risks as important as every other type of business risk. Through a robust risk management approach, we aim to ensure the impacts of such risks are minimised in everything we do and enable us to maintain our Corporate and individual reputations.

It is therefore essential that everyone involved in the college fully embraces the principles as contained within this Policy and that we all play our part in providing a safe and healthy environment within which to work, study and prosper.

Your commitment to health and safety and to observing this policy is appreciated and I acknowledge your support and

professionalism in its delivery.

H&S is everyone's responsibility and benefits everyone associated with the college.

H&S Policy Part 2 - Organisation

The College has adopted the Occupational Health and Safety Management System approach suggested by the Health and Safety Executive (HSE) in their publication 'Managing for Health and Safety' (HSG65).

This provides the College with a framework for the promotion of a positive occupational health and safety culture and drive for continual improvement. All levels of staff have clear roles in contributing to the successful management of occupational health and safety.

The College's system is based on the Plan, Do, Check, Act quality framework components approach as summarised below and achieved by a combined effort through communication, co-operation, competence and control.

Plan – Setting policy, roles, responsibilities and strategy for managing safety and identifying what, who and how things are done. Planning how risks are to be assessed and controlled and how this is prioritised and disseminated throughout and outside the college. The allocation of resources supported by the provision of training for all levels of staff, measuring performance against the objectives set and how these are linked to the management of other business areas.

Do - Profiling the organisation's health and safety risks, involving workers, communication, consultation and the provision of adequate resources and competent advice. Implementing our plan, selecting and introducing risk control measures; providing and maintaining tools and equipment; and ensuring everyone is competent to carry out their tasks.

Check - Measuring performance through pro-active and reactive approaches, safety system checks and audits; Investigating accidents, incidents and near misses.

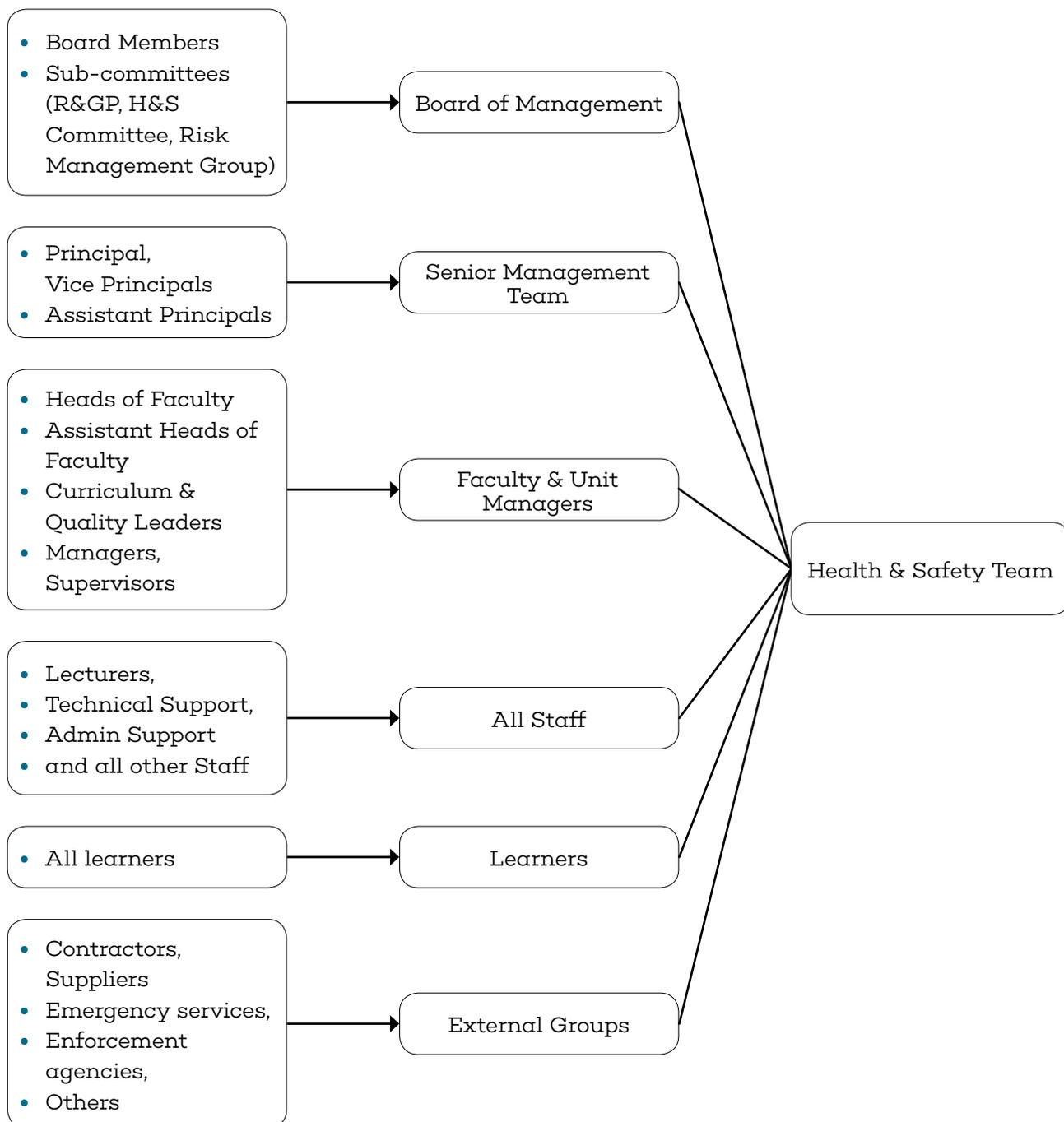
Act - Reviewing performance to learn from accidents, errors and experiences and to revisit plans, policies and risk assessments and controls to update where necessary.



2.1 General H&S Organisational Structure

New College Lanarkshire recognises the importance of participation, commitment and involvement in health and safety activities at all levels as shown in the organisational chart below. The Corporate Health and Safety Committee will oversee the strategic issues that affect the staff, learners and others as well as specific groups within. This will be further supported by the 3 Campus Health and Safety Action Groups which focus primarily on the day-to-day health and safety matters at a local level. The effectiveness and efficiency for managing health and safety will be reinforced with specific persons appointed accordingly to carry out key functions. Where necessary, external sources will be utilised as and when needs arise to further our pursuit of a safe and healthful workplace for all.

The General H&S Organisational Structure for managing risk is set out below.



2.2 Overview of Responsibilities

Board of Management has overall responsibility for the corporate governance of the college business and, in particular, the health, safety and welfare of the staff, learners and other stakeholders of the college.

Senior Management Team will provide effective and demonstrable leadership in occupational health and safety and ensure managers at all levels fulfil their responsibilities in managing health and safety at local level.

Heads of Faculty, Assistant Heads of Faculty, Curriculum and Quality Leaders, Heads of Units, Unit Managers and Supervisors have responsibilities for their particular areas to ensure that all members of staff and learners (where applicable) under their control are fully aware of their responsibilities and adhere to the health and safety arrangements established under this policy.

Lecturers/Trainers have responsibilities to ensure that learners under their control are fully instructed and supervised in all activities which they have to undertake and follow H&S procedures as set, in particular, those specific to their areas of operation and, follow all emergency evacuation and other general procedures.

All Staff has responsibilities to take reasonable care of themselves and for the safety of others who may be affected by what they do or don't do so as not to cause harm to themselves or others.

Learners and others have responsibilities to take reasonable care of themselves and for others who may be affected by what they do or don't do and not to cause harm to themselves or others.

Contractors selected to carry out work activities in and around the college property have responsibilities to themselves and to all persons who may be affected by their acts or omissions to act in the work that they are involved. In respect of this, all contractors will be required to work in accordance with the health and safety requirements of New College Lanarkshire in order to maintain its standard of care to staff, learners and others. Full co-operation and co-ordination between all parties is necessary and for the control of risks associated with the work activities.

2.3 H&S Consultation Structure

Corporate Health and Safety Committee
Meet: 3/year, Receive minutes from Campus H&S Action Groups.
BoM Member
Principal/CEO, Senior Manager (VP/AP) Chair
H&S Manager, H&S Advisers, Occ H Adviser
ICT Manager
Business Development Manager
Faculty Rep (HoF/AHoF)
EIS/FELA Union Rep*
Unison Union Rep
Student Rep
Ad-hoc speaker as required

* Trade Union H&S Representatives/other as indicated will select the member from each Union/Department to represent at Corporate Committee.

Note: The minutes from Corporate Health and Safety Committee meetings are issued to the Resources and General Purposes Committee of the Board who feed directly to the Board of Management. Findings from these meetings will, where relevant, provide information for consideration within the Lanarkshire Regional Strategic Risk Management Group established in line with the Lanarkshire Regional Strategic Risk Management Framework.

Health and Safety Action Groups		
Meet: 3/year, (1 meeting at each of Coatbridge, Cumbernauld and Motherwell campuses) 2-3 weeks ahead of Corporate H&S Committee, minutes forwarded to Corporate Committee		
Coatbridge	Cumbernauld	Motherwell
H&S Manager	H&S Manager	H&S Manager
H&S Adviser	H&S Adviser	OH Adviser (Mon/Tue)
OH Adviser (Mon/Tue)	OH Adviser (Mon/Tue)	HR Rep
HR Rep	HR Rep	Head of Estates
Facilities Manager	Estates Manager	Nursery Manager
Nursery Manager	Nursery Manager	Faculty Rep (HoF / AHoF)
Faculty Rep (HoF / AHoF)	Faculty Rep (HoF / AHoF)	EIS/FELA Union Rep
EIS/FELA Union Rep	EIS/FELA Union Rep	UNITE Union Rep
UNITE Union Rep	UNITE Union Rep	Unison Union Rep
Unison Union Rep	Unison Union Rep	Non-Union Rep
Non-Union Rep	Non-Union Rep	Student Rep
Student Rep	Student Rep	ISS
ICT	ICT	ICT
Ad-hoc speaker as required	Ad-hoc speaker as required	Ad-hoc speaker as required

NB: Minute Secretary required for each meeting.

Meetings Schedule	
H&S Action Group	Corporate H&S Committee
Oct/Nov	Oct/Nov
Jan/Feb	Feb
April/May	May

2.4 Roles & Responsibilities: Board of Management

New College Lanarkshire Board of Management has overall responsibility for the corporate governance of the college business and, in particular, the health, safety and welfare of the staff, learners and other stakeholders of the college.

- Members of the College Board of Management have obligations under health and safety legislation as 'members of the body corporate' and are therefore bound by the requirements as contained in Section 37 of The Health and Safety at Work etc., Act 1974 (HASAWA 1974).
- In order to meet the vision, aims and objectives and, to promote a positive health and safety culture, members of the Board must;
 - a) Have an awareness of the general requirements of the Health and Safety at Work etc. Act 1974 and other associated statutory instruments applicable to the college.
 - b) Direct, monitor, measure and oversee the effectiveness of the health and safety management system of the college in line with strategic and health and safety
 - c) Promote a culture of health and safety awareness and continuous improvement through the commitment and co-operation of all stakeholders and others involved with the college to ensure that H&S is regarded as an integral aspect of the Corporate Risk management of the college.
 - d) Ensure, in so far as is reasonably practicable, effective mechanisms are established for the provision of adequate information and training and, for the communication and consultation with staff and their representatives on health and safety matters.
 - e) Ensure, in so far as is reasonably practicable, adequate personnel and financial resources are allocated for the effective management of the risks associated with the college.
 - f) Promote Corporate Social Responsibility and be good neighbours.
 - g) Undertake training as necessary to enable them to better understand and appreciate the responsibilities placed upon them.

2.4.1 Roles & Responsibilities: Senior Management Team

The Senior Management Team (SMT) (Principal & CEO, Vice Principals, and Assistant Principals) has the responsibility to ensure that all statutory health and safety requirements are met by setting objectives annually and through monitoring and measuring performance against the set objectives. In order to meet the vision, aims and objectives and, to promote a positive health and safety culture, the Senior Management Team will support the Health and Safety Manager in leading the health and safety agenda. Accordingly, responsibilities are assigned to each member of this team as set out below;

2.4.2 Role and Responsibilities: Principal/CEO

The **Principal** is ultimately responsible for the health, safety and welfare of all staff, learners and other stakeholders who use or visit the premises or are affected by the activities that go on there. In respect of this the following apply;

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.
- b) Ensure, in so far as is reasonably practicable, minimum standards are achieved for all applicable health and safety legislative obligations.
- c) Agree the H&S communication and consultation mechanisms with staff and their representatives.
- d) Promote a culture of continuous improvement through the allocation of financial and human resources, adequate levels of control, co-operation, communication and use of competent persons which motivates and involves all stakeholders and others involved with the college to ensure that H&S is regarded as an integral aspect of the Corporate Risk management of the college.
- e) Monitoring the effectiveness of the health and safety management system in place
- f) Undertake training as necessary to enable understanding of and appreciate the health and safety responsibilities placed upon them.
- g) Ensure, in so far as is reasonably practicable, all 'delegated' functions are carried out properly by persons competent to perform the function.

All levels of management, staff and others have been assigned Roles & Responsibilities appropriate to their level of operation/relationship with the college as set out below.

2.4.3 Roles & Responsibilities: Vice Principal

All Vice Principals have the particular responsibility to ensure that all staff under their control fulfil the health and safety responsibilities relevant to their role.

All Vice Principals must;

- a) Ensure, in so far as is reasonably practicable, that adequate personnel and financial resources are allocated to address the health and safety risks for their areas of control.
- b) Secure the commitment and co-operation of all college staff and stakeholders.
- c) Arrange for the provision of relevant information, instruction, training, and suitable levels of supervision to all levels of staff.
- d) Provide information on health and safety matters relevant to their areas of control to the Principal and Board of Management as required.
- e) Ensure, in so far as is reasonably practicable, adequate means of communication and consultation are in place as appropriate to all levels of staff and others.
- f) Monitor and measure H&S Management performance of Assistant Principals at least annually.
- g) Undertake training as necessary to support their H&S role

2.4.4 Roles & Responsibilities: Assistant Principal

A designated Assistant Principal has particular delegated responsibilities to assume the role of 'Responsible Person' of the college and for directing and overseeing the College's health, safety and fire management arrangements. They will also report on health and safety matters to the Principal and to the Board of Management via the Resources and General Purposes Committee on a regular basis.

Assistant Principals have, as part of the Senior Management Team (SMT), the responsibility to ensure the direct line management of the managers under their control and, in particular,

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.
- b) Oversee the College's health and safety management arrangements to ensure, in so far as is reasonably practicable, that, at least, the minimum standards of compliance has been achieved with all applicable statutory legislation.
- c) Support managers under their control to meet the H&S arrangements relevant to their areas of control and in line with the college H&S Policy and objectives.
- d) Assist in the annual preparation of the Operational Objectives for health and safety.
- e) Assist in the preparation of H&S objectives and monitor and review performance.
- f) Ensure, in so far as is reasonably practicable, that personnel and financial resources allocated are appropriate for the effective management of H&S of the college.
- g) Arrange for regular consultation and communication with Managers and other staff as necessary on any H&S matter.
- h) Ensure, in so far as is reasonably practicable, relevant and up to date information - Legislation, Approved Codes of Practice, Standards, Guidance or other as appropriate to H&S matters is available for Managers.
- i) Support the Health and Safety Manager and be a key driver in the health and safety agenda throughout all college business and activities.
- j) Provide regular updates to the Vice Principal and to the Vice Principal- Responsible Person (delegated responsibility) for H&S of the college.
- k) Undertake training as necessary to support their H&S role
- l) Establish and monitor the effectiveness of the staff consultation process and arrange for regular updates to the Principal and Resources and General Purposes Committee (R&GP).
- m) Provide annual reports on H&S Performance to the Principal/CEO and Board of Management.

2.5 Roles & Responsibilities: Health and Safety Manager

The Health and Safety Manager advises the Principal & Chief Executive, Board of Management and all other staff on policy and compliance issues as per Regulations 6 & 7 of the Management of Health & Safety at Work Regulations 1999; and on all other matters affecting health and safety at work. The manager also leads to improve the health and a safety culture of the college and to achieve the aims and objectives with which to fulfil the mission and values of the policy.

- a) Advise the Principal/Chief Executive Officer and Board of Management on policy and compliance issues as per Regulations 6 & 7 of the Management of Health & Safety at Work Regulations 1999; and all other relevant legislation on all matters affecting health and safety at work.
- b) Advise Senior Management on the implementation of company policy and all health and safety matters.
- c) Support and advise Managers, H&S Representatives and all staff in maintaining the maximum degree of control of health and safety hazards at the workplace and identifying suitable training for all levels of staff.
- d) Review and revise company health and safety policy annually or sooner as required.
- e) Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents ensuring all reportable events are completed in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- f) Conduct joint investigation of accidents with line management/employee representatives as appropriate.
- g) Review and monitor adequacy of training provision.
- h) Provide competent advice and assistance to the health and safety committee, health and safety action groups and risk management team.
- i) Review new legislation, Approved Codes of Practice (ACOPs), Guidance Notes or Standards and other information relevant to the College and advising senior management and other staff as to their impact.
- j) Liaise with and maintain contacts with relevant enforcement bodies or other external bodies as necessary on any health and safety matter.
- k) Establish and maintain procedures, monitoring, reviews, revisions and audits on the entire H&S Management systems in place.
- l) Oversee and review risk assessments and assist managers and others in the risk assessment process.
- m) Oversee health and safety inspections of all work areas, equipment and health and safety control measures independently and in conjunction with Senior Management, H&S Representatives and others as necessary.
- n) Prepare and present reports to Senior Management and Board of Management.
- o) Manage and support the Health and Safety Advisers, Occupational Health Advisers and Healthcare Practitioner.

2.5.1 Roles & Responsibilities: Health and Safety Adviser

To assist the Health and Safety Manager with the implementation of the College's Health and Safety policies and procedures, ensuring the College meets its obligations in complying with all relevant health and safety legislation and good practice.

Key activities

- a) To assist in the development and implementation of all health and safety policies, procedures and guidance and monitor their application to ensure compliance with current legislation and contribute to a positive health and safety culture throughout the College.
- b) Assist in the preparation of health and safety statistics for SMT and Health and Safety Committee.
- c) Provision of both formal and informal reports to the Health and Safety Manager on the key performance indicators local to the Health and Safety team, e.g. workplace inspections and monitoring of campus arrangements.
- d) To advise managers and staff on health and safety matters within limits of their knowledge and competence.
- e) To assist in the implementation of Fire Safety procedures and First Aid provision within their campus to ensure that College procedures are well communicated and understood.
- f) Assist in carrying out accident/incident investigations, as required.
- g) To support the co-ordination of risk assessments relevant to their campus are completed and updated as required.
- h) To assist in the design and delivery of health and safety related training and ensure competencies are maintained to meet operational requirements, legislation and best practice.
- i) Contribute to health promotion campaigns and training sessions, in conjunction with the Occupational Health Advisor.
- j) Undertake training as necessary to support their H&S role

2.5.2 Roles & Responsibilities: Occupational Health Adviser

The Occupational Health Adviser, working as part of the Health and Safety Team, offering independent, impartial and confidential advice, will assist in the provision of a proactive, high quality Occupational Health & Safety service, contributing to the positive Health & Safety culture within the College. This also includes the requirement to ensure compliance with health and safety legislation, whilst maximising and promoting the health of all employees, as well as reducing the risk of cases of occupational ill health developing. Championing best practice in occupational health provision within the college;

- a) Understand and implement company policy
- b) Provide health surveillance of individuals or groups who are “at risk” either because of their own health, or because of hazards inherent to their work
- c) Provide a confidential counselling service and the opportunity for confidential counselling as required of the General Medical Council, GMC.
- d) Ensure all employee records are prepared, maintained and securely stored at all times and, in accordance with the Data Protection Act
- e) Ensure personal information is treated in medical confidence, and not passed on unless the employee gives consent. The exception to this is if information is passed on which is considered to pose a significant risk to health and safety of the individual or others.
- f) Develop and manage health programmes to prevent work related ill health and, plan and organise health promotion events including those relative to our involvement in the Healthy Working Lives Awards programme,
- g) Liaise with Human Resources Department and provide support, advice and guidance on issues of Pre-Employment Screening, Management of Sickness Absence, assess staff fitness to work following illness and/or sickness absence and Expectant/New Mothers Risk Assessments.
- h) Carry out pre-employment and pre-placement health assessment/interviews for prospective or established employees, referring candidates to Occupational Health Physician when necessary.
- i) Encourage a positive health and safety culture and provide education, training and support on health and safety matters and an occupational health information service for staff and others.
- j) Visit work areas: to observe employees at work; familiarise with the working environment; and be aware of hazards to health and safety to promote the concepts of occupational health and advise appropriately when observed hazards require intervention.
- k) Be an active member of the Health and Safety Action Group, provide statistics on service usage as requested.
- l) Ensure in so far as is reasonably practicable, all equipment is examined, tested, calibrated and maintained in accordance with manufacturer’s instructions and that consumables are within usage dates and properly stored.
- m) Maintain professional knowledge through Continual Professional Development..

2.5.3 Roles & Responsibilities: Healthcare Practitioner

The **Healthcare Practitioner** essentially provides full-time first-aid provision for the staff and learners of the college. They are also involved in the promotion of healthy living initiatives and the wellbeing of learners.

- a) Understand and implement company policy
- b) First Aid – Provide Emergency first aid as required.
- c) Arrange appropriate transportation for learners (with exception of support for learning learners) and staff who have taken ill or sustained an injury.
- d) Notify the Health and Safety Manager of any injuries reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- e) Assist Supported Learning Faculty in absence of mainline staff/carers to provide personal care to disabled learners i.e. personal, hygiene, toileting.
- f) Oversee users self-administer prescribed/un-prescribed drugs as appropriate.
- g) Apply and change dressings as required.
- h) Complement the counselling services provided by Learner Services by providing an ad-hoc counselling service to learners.
- i) Record Keeping; maintain accurate and up to date records in the form of a Day Book
- j) Forward Accident, Incident or Near Miss Forms to Health and Safety Manager as soon as possible.
- k) Provide information to the Occupational Health Advisor of any member of staff who has been treated.
- l) Regularly update the Health and Safety Manager as required.
- m) Prepare and Deliver information sessions on a range of health related topics for learners as required.
- n) Maintain First-Aid room standards and stock levels.
- o) Provide Advice and information on a number of health issues.

2.5.4 Roles & Responsibilities: Heads of Faculty/Heads of Department

Are expected to run their particular area and deal with the people, plant, equipment, materials, processes and health and safety budgets etc. Heads of Faculty should ensure that all members of staff and students under their control are fully aware of their responsibilities under this policy. Heads of Department must also have in place measures to manage effectively, with identified persons having specific roles to play in respect of health and safety for their areas of control.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.
- b) Understand and implement company policy.
- c) Ensure, in so far as is reasonably practicable, minimum standards are achieved for all applicable health and safety legislative obligations in their areas of control through the implementation, reviewing, revising and monitoring of health and safety arrangements for their area(s) of control.
- d) Establish annual H&S operational objectives in line with strategic objectives for the areas of control.
- e) Arrange for 'suitable and sufficient' risk assessments for all significant hazards to be carried out, recorded and communicated to all persons likely to be affected within their control and for the review and revision at least annually or sooner if changes occur.
- f) Ensure, in so far as is reasonably practicable, that safe systems of work produced from the risk assessment process are in place for staff and learners under their control and that the systems are monitored regularly for suitability and effectiveness.
- g) Allocate necessary personnel and financial resources within their control necessary to maintain high standards of health and safety.
- h) Ensure, in so far as is reasonably practicable, adequate information on all health and safety matters is provided/made available to the staff and others under their control.
- i) Consult regularly with staff on health and safety matters. NB: Health and Safety should feature as a standing agenda item on all Faculty, Curriculum, Course Team and Support Staff Departmental meetings.
- j) Encourage staff to participate in the activities of safety committees and health and safety initiatives.
- k) Approve training requirements to enable all staff to work safely within their specific areas.
- l) Liaise with any external body in relation to the health and safety provisions in place for their areas of control.
- m) Ensure, in so far as is reasonably practicable, that accidents and incidents are recorded, reported and investigated in accordance with procedures as set out in the Arrangements section of this policy.
- n) Report any failings of contractors working within their areas of control to Estates Manager and Health and Safety Manager.
- o) Arrange for regular inspections of their areas of responsibility and undertake audits annually.

- p) Maintain relevant documentation for areas of control.
- q) Undertake training as necessary to support their H&S role
- r) Provide regular updates to Senior Management for the purpose of health and safety monitoring.

2.5.5 Roles & Responsibilities: Assistant Heads of Faculty

Assistant Heads of Faculty have the day to day interface with curriculum, teaching, support staff and learners within their Faculty as well as liaising with other internal and external sources. Assistant Heads of Faculty have the responsibility to ensure that the specific policies, arrangements, procedures and safe systems of work in place are being applied, are regularly reviewed and revised and staff are adequately informed and trained to carry out their duties.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.
- b) Understand and implement College policy.
- c) Assist in the preparation of annual operational objectives in line with strategic objectives for the areas under their control.
- d) Ensure , in so far as is reasonably practicable, that 'suitable and sufficient' risk assessments including occupational health risks for all significant hazards are carried out, recorded and communicated to all persons within their control and others who may be affected.
- e) Assist in the implementation, reviewing, revising and monitoring of health and safety preventative and protective arrangements for their area(s) of control.
- f) Consult regularly with the Head of Faculty and all other staff on health and safety matters relevant to their areas of control.
- g) Ensure, in so far as is reasonably practicable, that any identified training requirements for all staff under their control is provided as soon as is reasonably practicable and that all new staff receive H&S Induction Training on taking up employment. This should be further supported by necessary refresher and new training as necessary for all staff to maintain competency levels.
- h) Liaise with any external body in relation to the health and safety provisions in place for their areas of control and inform relevant staff as to any specific requirements to be met.
- i) Ensure , in so far as is reasonably practicable, that members of staff are familiar with accident/incident reporting and recording procedures and that all accidents and near misses are reported to the Head of Faculty and Health and Safety Manager and investigated in accordance with relevant procedures set –out in the Arrangements section of this policy
- j) Ensure, in so far as is reasonably practicable, that all relevant documentation for areas of control is available, accessible and maintained.
- k) Ensure, in so far as is reasonably practicable, systems are in place to ensure that tools, equipment and machinery for use by staff and learners are suitable and maintained in safe condition.
- l) Arrange with the Estates Manager for all statutory external and internal inspections/ examinations or testing requirements to be met and inform staff under their control as to arrangements
- m) Undertake training as necessary to support their H&S role.

2.5.6 Roles & Responsibilities: Curriculum and Quality Leaders

Curriculum and Quality Leaders have line management responsibilities over permanent and non-permanent, full and part-time members of the teaching staff. In assigning teaching staff members with learners and classrooms/ workshops or laboratories, they have the responsibility to ensure that the area provided is safe and suitable for the tasks to be carried out there. Any machinery/equipment/tools/materials/waste production and disposal means must be suitable. Training needs should be identified and forwarded to the Head of Faculty/Assistant Head of Faculty.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.
- b) Understand and implement College policy.
- c) Identify suitably competent persons to prepare, review and revise as necessary risk assessments and systems of work that are safe for all activities within their areas of control.
- d) Ensure, in so far as is reasonably practicable, that all equipment used within their areas of responsibility is suitable for the purpose and maintained in a safe condition.
- e) Assist with others as required in the carrying out regular inspections of the areas of control.
- f) Liaise with Health and Safety personnel on any H&S matters relevant to their area(s) of control.
- g) Ensure that suitable arrangements are in place for the use of; all machines, equipment and processes and safe operating procedures are displayed close to each piece of machinery/equipment as necessary.
- h) Ensure, in so far as is reasonably practicable, that all necessary control measures are in place and being used correctly by all persons using the equipment.
- i) Report to Head of Faculty/Assistant Head of Faculty any situations that are not in compliance with College policy and procedures or could give rise to serious or imminent danger.
- j) Ensure, in so far as is reasonably practicable, all staff are suitably trained, instructed and informed to perform functions appropriate to their areas of operation.
- k) Identify any induction, refresher or new training for the staff under their direct control and informing Head of Faculty/Assistant Head of Faculty as to immediacy of the training.
- l) Assist in the investigation of accidents and incidents as required and in accordance with procedures set-out in the Arrangements section of this policy.
- m) Liaise with Estates Manager in respect of compulsory examination, testing and maintenance of machinery and equipment.
- n) Ensure, in so far as is reasonably practicable, procedures are in place to identify and prevent the use of defective machinery/equipment for areas of control.
- o) Undertake training as necessary to support their H&S role.

2.5.7 Roles & Responsibilities: Lecturers

Are closest to the learner and are therefore in the best position to ensure that all relevant controls for health and safety are being employed by themselves and the learners at all times. The lecturer should also be consulted and involved in any risk assessments and preparation of safe systems of work undertaken within their areas.

- a) Understand and implement College policy.
- b) Liaise with Health and Safety personnel on any matters relevant to their area(s) of control.
- c) Identify suitably competent persons to prepare, review and revise as necessary risk assessments and systems of work that are safe for all activities within their areas of control.
- d) Report and record all accidents/incidents/near misses within their area of control.
- e) Co-operate with any provision made by the employer for achieving policy objectives, compliance with statutory duties and use any control measures provided to reduce or eliminate risks to health and safety and undertake training as necessary
- f) Provide adequate levels of supervision, induction, refresher and new training to learners and ensure that they apply all health and safety requirements at all times.
- g) Use all work equipment, materials, processes, hazardous substances, personal protective equipment, control measures and safe systems of work in accordance with training received.
- h) Do not use or allow the use of any defective tools or equipment by support staff or learners and ensuring defective equipment is taken out of use and clearly labelled.
- i) Report defective equipment and dangerous situations and any situation which could give rise to serious or imminent danger to Curriculum and Quality Leader/Assistant Head of Faculty/Head of Faculty.
- j) Take any necessary action if they observe any inappropriate behaviour or unsafe/unhealthy situation and report immediately to Curriculum and Quality Leader/Assistant Head of Faculty/Head of Faculty
- k) Assist in regular inspections of the areas of control.
- l) Assist in the development of and take a full and active part in any health and safety initiatives.

2.5.8 Roles & Responsibilities: Supervisors

Supervisors have line management responsibilities to the operatives under their control and should endeavour to keep on top of things in their area of responsibility, ensuring that operatives are properly trained and utilising all controls provided. They are expected to identify the main hazards and risks within their domain and either deal with them immediately or to notify a manager where he or she considers that controls are not effective or that new hazards/risks are identified.

- a) Understand and implement College policy.
- b) Ensure, in so far as is reasonably practicable, that all equipment used within their areas of responsibility is suitable for the purpose and maintained in a safe condition.
- c) Arrange for all statutory external and internal inspections / examinations or testing requirements to be met and inform staff under their control as to arrangements
- d) Liaise with Health and Safety personnel on any matters relevant to their area(s) of control and assist in any risk assessment procedures.
- e) Ensure, in so far as is reasonably practicable, that health and safety arrangements are in place for all processes, activities, machines, equipment and substances and safe operating procedures as appropriate are displayed close to each piece of machinery/equipment, process area where appropriate.
- f) Do not use or allow the use of any defective equipment by staff and ensuring defective equipment is taken out of use and clearly labelled.
- g) Report defective equipment to Line Manager.
- h) Identify any refresher or new training requirements for the staff under their direct control and informing Manager as to immediacy of the training.
- i) Provide induction training to staff and identify any refresher and new training as required.
- j) Report and record accidents, incidents and near misses and assist in the investigation of any such occurrences as required.
- k) Inform employees as to their responsibilities and allocate work according to employee's level of training and competency.
- l) Assist in carrying- out regular inspections of their areas of control.
- m) Undertake training as necessary to support their H&S role.

2.5.9 Roles & Responsibilities: Evening Duty Manager

The Evening Duty Manager has responsibility for all evening staff, learners, others and activities. The Evening Duty Manager is responsible for the health, safety and fire provisions relevant to their specific campus. Liaison with Estates Staff and manning the Main Reception Desk of the campus is core to this role. Signing-in/out sheets will be in operation and all staff and visitors must complete the sign-in/out process in order to maintain a register of personnel in the buildings during the provision. Learners registered in classes are not required to sign-in/out as they are recorded on the class registers. This is a requirement of the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.

The specific duties are to;

- a) Understand and implement College policy.
- b) Familiarise themselves with the Evening Duty Manager H&S Guidance provided.
- c) Be in attendance at the Main Reception desk.
- d) Ensure, in so far as is reasonably practicable, the signing-in/out register is available and is completed by all persons required to sign-in/out (staff, contractors, visitors and learners working without supervision). Note: learners under the control of a class lecturer are not required to sign-in as they are recorded in the class registers and under supervision.
- e) Liaise with duty Estates/Security staff to ensure the security of the buildings at the end of the night.
- f) Arrange for any emergency first-aid and contact with emergency services as required.
- g) Ensure Evacuation Control Officers check sheets are completed following every emergency evacuation of the campus.
- h) Liaise with Fire and Rescue Service as necessary and take instructions from them with regards re-entering the premises.
- i) Inform Senior Management of any serious situation or condition immediately.

Campus Senior in Charge

- Assume responsibility for the campus including Evacuation Control Officer role (see CLAN)
- Understand campus emergency procedures available within H&S Section of the CLAN
- Deal with all emergency situations
- Liaise with Emergency Services
- Liaise with Security/Estates staff
- Recognise when to escalate to higher authority
- Access emergency contacts and out of hours list (private & confidential) within Emergency/ Evening Manager folder at reception

2.5.10 Roles & Responsibilities: All Staff

All members of staff are responsible for highlighting hazards or conditions that may adversely affect the health and safety of any person lawfully within the College. It is the duty of College staff to take all reasonable care to work safely and not to endanger themselves or anyone else during their work activities and to:

- a) Work in accordance with company procedures
- b) Act responsibly to ensure their own health and safety and that of others and assist the employer in meeting his health and safety responsibilities
- c) Use all work equipment, materials, processes, hazardous substances, personal protective equipment and safe systems of work in accordance with any training received
- d) Not using defective or misusing any work or personal protective equipment
- e) Report defective equipment, dangerous situations and any situation which could give rise to serious or imminent danger
- f) Switch-off/ de-pressurise/lock-off any powered machinery, equipment or other at the end of shift or end of the day and leave in a safe state
- g) Assist in the development of and take a full and active part in any health and safety initiatives and training as necessary
- h) Report all accidents, near misses and dangerous occurrences
- i) Notify any shortcomings in either the health and safety training of other employees or the arrangements for health and safety to their Line Manager or College Health and Safety Manager
- j) Comply with the health and safety rules of any other organisation while in their premises.
- k) Carry out an external premises health and safety check when using other premises to ensure the suitability for use as detailed on the External Premises Health and Safety Check form.
- l) Not use any defective equipment while using external premises.
- m) Seek approval from Line Manager and Estates Manager for any personal electrical equipment e.g. laptop, kettle, radio etc., to be used in college buildings. Any approval would also be subject to PAT testing where appropriate.
- n) Refrain from eating and drinking in classrooms, laboratories, workshops, stores, chemical/waste storage areas and library or any similar other area.
- o) Use all waste receptacles according to waste type.
- p) Ensure all personal medications are kept secured in locked drawer/locker and not left on desks and, any hypodermic needles used for administering e.g. insulin, should be disposed of in college sharps bins available.
- q) Undertake training as necessary to support their H&S role.

2.5.11 Roles & Responsibilities: Learners

All Learners have the following responsibilities;

- a) Work in accordance with college policy and procedures.
- b) Act responsibly to ensure their own health and safety and that of others and assist the employer in meeting his health and safety responsibilities.
- c) Use all work equipment, materials, processes, hazardous substances, personal protective equipment, controls and safe systems of work in accordance with any training received.
- d) Not using defective equipment.
- e) Not misusing equipment.
- f) Not to become involved in horseplay.
- g) Report defective equipment, dangerous situations and any situation which could give rise to serious or imminent danger.
- h) Assist in the development of and take a full and active part in any health and safety initiatives.
- i) Report all accidents, near misses and dangerous occurrences.
- j) Be aware that learners under 16 years of age while participating in Work Experience Programmes are designated as employees of the Work Placement Provider for the purposes of health and safety legislation.
- k) Ensure, in so far as is reasonably practicable, that they are briefed before becoming involved in Work Experience Programmes.
- l) Ensure, in so far as is reasonably practicable, all health and safety requirements are followed when working in Work-placement provider's premises or other as necessary during placement.
- m) Learners who become pregnant have a duty to inform the College, through their course tutor, to enable the College to manage any resultant risk.
- n) Be aware that health and safety plays a fundamental part in teaching and learning and non-compliant learners will be subject to college disciplinary procedures.
- o) Refrain from eating and drinking in classrooms, laboratories, workshops, stores, chemical/waste storage areas and library or any similar other area.
- p) Use all waste receptacles according to waste type.
- q) Ensure, in so far as is reasonably practicable, all personal medications are kept secured in locked drawer/locker and not left on desks and, any hypodermic needles used for administering e.g. insulin, should be disposed of in college sharps bins available.

2.5.12 Roles & Responsibilities: Student President

The Student President role includes arranging student events inside and outside of the college. In respect of this the holder of the position has the following health and safety responsibilities;

- a) Understand and implement college policy and specific campus arrangements for the preventative and protective measures in place in relation to any events being organised
- b) Ensure, in so far as is reasonably practicable, that 'suitable and sufficient' risk assessments for all significant hazards are carried out, recorded and communicated to all persons likely to be affected within their control. Risk assessments must include the occupational health risks associated with all activities
- c) Ensure , in so far as is reasonably practicable, that safe systems of work are in place for students under their control and that the systems are monitored regularly for suitability and effectiveness.
- d) Allocate necessary resources within their control
- e) Provide information on all health and safety matters to the learners and to Senior Management for the purpose of health and safety monitoring
- f) Consult with all relevant campus staff on health and safety matters relative to events including the Estates Manager and Health and Safety Manager/Adviser
- g) Participate in the activities of safety committees and health and safety initiatives within the campus
- h) Identify and assess training requirements to enable all participating learners to work safely during events
- i) Liaise with any external body in relation to the health and safety preventative and protective measures required for event activities. This includes requesting risk assessments from external organisations providing services relative to the event
- j) Ensure, in so far as is reasonably practicable, that appropriate accident/incident recording procedures as set out in this policy are followed
- k) Carry out regular inspections of their areas of responsibility
- l) Maintain relevant documentation for areas of control
- m) Undertake training as necessary to support their H&S role

2.5.13 Roles & Responsibilities: Trade Union Health and Safety Representatives

New College Lanarkshire recognises trade unions and their elected **health and safety representatives** in accordance with The Health and Safety at Work etc., Act Section 2 (4), The Safety Representatives and Safety Committees Regulations 1977 (SRSCR), and the Management of Health and Safety at Work Regulations 1999 and, will be afforded the facilities to allow them to function appropriately. Health and safety representatives will have the following functions;

- a) Consult with the employer on all health, safety and welfare matters
- b) Carry out periodic inspections - normally every three months or sooner if accidents/disease reported, significant changes have taken place
- c) Inspect any new plant/equipment/processes/documents and assist in the risk assessment process
- d) Investigate potential hazards, dangerous occurrences and causes of accidents at the workplace
- e) Investigation of complaints by the members they represent
- f) Represent employees in workplace consultation with inspectors of appropriate enforcing authority
- g) Receive information from inspectors (HSE & LA) in accordance with Section 28(8) of the main Act
- h) Receive statutory information on all health and safety matters from the employer
- i) Consult with employer on his arrangements for; appointing or nominating competent persons, training, introducing new technologies or any measure which may substantially affect health and safety
- j) Attend health and safety committee meetings in the capacity of safety representative.
- l) Investigate any complaints presented by their members and from non- members where the matter affects their members.
- l) Make reports to senior management on health and safety matters

2.5.14 Roles & Responsibilities: Representatives of Employees Safety (ROES)

The College recognises that not all employees are members of Trades Unions and therefore will afford such persons their rights as contained in The Consultation with Employees Regulations 1996, where any employee who is not a member of a Trade Union, is entitled to have representation in health, safety and welfare matters as an individual or through their Representative as chosen by the group from which they belong. The College utilises the option to consult collectively in relation to the Consultation with Employees Regulations 1996 and therefore accepts any staff groups to elect their **Representative of Employees Safety (ROES)**.

In this respect non-union Representatives of Employees Safety –ROES will be elected and will be entitled to;

- a) Consult with the employer on all health and safety matters and on the introduction of any measure or new technologies which may substantially affect the health and safety of employees
- b) Consult with employer on his arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations to appoint assistance and to take charge of measures to combat identified serious and imminent danger
- c) Receive information from internal/external sources on any health and safety matter which the employer has to provide
- d) Consult with the employer on the planning and organisation of any health and safety training he has to provide

All staff has access to all H&S information, H&S Committee Meetings Minutes and direct access to Line Managers and Health and Safety Manager and Assistants for information, complaint or suggestion in matters pertaining to their health, safety and welfare.

2.5.15 Roles & Responsibilities: Corporate Health and Safety Committee

New College Lanarkshire recognises Trade Unions and the need to establish a Health and Safety Committee as specified in accordance with The Health and Safety at Work Act 1974 Section 2(7) and The Safety Representatives and Safety Committees Regulations 1977. Members of the committee will consist of representatives from Board of Management, SMT, Line Management, Trade Union and non-union health and safety representatives and students. On particular occasions external specialists or others may be asked to attend specific meetings.

The function of the committee is to;

- a) Examine health and safety hazard report forms arising from inspections
- b) Examine the results of investigations into accidents, incidents and dangerous occurrences
- c) Action the introduction of measures to rectify situations as identified in inspections and audits
- d) Consider remedies introduced in response to above points
- e) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation
- f) Communicate decisions to Senior Management and Risk Management Group and ensure all other staff are informed
- g) Provide a link with the appropriate Inspectorates of the enforcing authority
- h) Oversee the functioning of the policy and that the objectives as set are being addressed accordingly
- i) Monitor health and safety training.
- j) The constitution of the committee is contained within the arrangements section of this policy and will be reviewed and revised as necessary

2.5.16 Roles & Responsibilities: Health and Safety Action Groups

Members of the H&S Action Groups will consist of representatives from SMT, Line Management, Trade Union and non-union health and safety representatives and students. These meetings shall take place at least two weeks prior to the Corporate Health and Safety Committee meetings with minutes available for the Corporate Health and Safety Committee at least one week prior to meeting.

The function of the committee is to;

- a) Examine health and safety hazard report forms arising from inspections
- b) Examine the results of investigations into accidents and dangerous occurrences
- c) Communicate decisions to the Corporate Health and Safety Committee
- d) Action the introduction of measures to rectify situations as identified in inspections and audits following approval from the Corporate Health and Safety Committee
- e) Monitor remedies introduced in response to above points
- f) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation
- g) Oversee the functioning of the policy and that the objectives as set and the local health and safety arrangements are suitable and being addressed accordingly
- h) Monitor Campus health and safety training
- i) Provide a link with the appropriate Inspectorates of the enforcing authority
- j) The constitution of the committee is contained within the arrangements section of this policy and will be reviewed and revised as necessary

2.5.17 Roles & Responsibilities: Contractors

New College Lanarkshire will ensure, in so far as is reasonably practicable the health and safety of persons not in their employment, The Health and Safety at Work etc., Act 1974, s (3.1). Those intending to carry out work on our behalf will be provided with comprehensible information and appropriate instructions regarding any reasonably foreseeable risks to health and safety for that contractor or any of their employees that may exist in or on the premises. The college will ensure that such information and instruction is made available to all contractors and their employees as to the risks, control measures in place and the identification of the competent person within the college nominated to manage emergency evacuation procedures as required under The Management of Health and Safety at Work Regulations 1999, Regulation 12.

The College will endeavour to ensure that all such contractors are selected on the basis of their competences and past performance records in respect of both the quality of work and health and safety. All potential contractors will be vetted for suitability.

All contractors selected to carry out work activities in and around the college property have responsibilities to;

- a) Take reasonable care of themselves and to all persons who may be affected by their acts or omissions to act in the work that they are involved,
- b) Work in accordance with and, satisfy the health and safety requirements of New College Lanarkshire in order to maintain its standard of care to staff, students and others in line with this policy and the management systems in place.
- c) Fully co-operate with identified college staff and ensure co-ordination between all parties as necessary for the control of risks associated with the work activities,
- d) Liaise with the college Estates Manager, Estates Assistants, Health and Safety Manager or Health and Safety Advisers as required and inform immediately of any changes in the risks and/or shortcomings with the controls in place.
- e) Consult with the Estates Manager and Health and Safety Manager and others as appropriate where health and safety measures are deemed to be unacceptable and to ascertain why and to ensure matters are rectified accordingly.
- f) Stop work if health and safety performance is not brought up to requirements Note: college management retain the right to stop the contractor/sub-contractor working on the job until requirements can be met.
- g) Ensure that effective procedures through the use of the appraisal documentation used by the contractor are in place for appraising the competence of any sub-contractor hired to carry out work, and,
- h) Inform relevant college staff (Estates Manager or other as directed) before appointment and indication as to their suitability.
- i) Contractors and sub-contractors must co-operate fully with the policies and procedure in place in respect of fire and emergency evacuation.
- j) Ensure that all plant and equipment introduced for use on college premises is in a safe and efficient state and supported by any relevant testing and inspection certification.
- k) Ensure that materials are used, handled and stored safely and all waste materials are removed to appropriate waste removal containers.
- l) Ensure that all energy sources are identified and isolated where necessary and in accordance with method statements and risk assessments before work commences and left in a safe state at the end of each shift.

2.5.18 Roles & Responsibilities: Residents

All residents within the Residency Accommodation at the Motherwell Campus have the following responsibilities

- a) Abide with all college policies and procedures including; but not exhaustively; health and safety, fire, smoking.
- b) Act responsibly to ensure their own health and safety and that of others and assist the employer in meeting his health and safety responsibilities.
- c) Use all equipment provided for use within the Residency block safely and seek advice when in doubt as to the safe use of item of equipment.
- d) Not using defective equipment.
- e) Not misusing equipment.
- f) Not to become involved in horseplay.
- g) Report defective equipment, dangerous situations and any situation which could give rise to serious or imminent danger.
- h) Assist in the development of and take a full and active part in any health and safety initiatives.
- i) Report all accidents, near misses and dangerous occurrences.
- j) Learner residents who become pregnant have a duty to inform the College through their course tutor to enable the College to manage any resultant risk associated to the tasks there are involved and within the residency accommodation..
- k) Learner residents breaching any college policy or procedure will be subject to disciplinary procedures which may impact on their continued attendance on their course of study.
- l) Use all waste receptacles according to waste type.
- m) Ensure all personal medications are kept secured in rooms and in locked drawer/locker and not left in any common areas. Hypodermic needles used for administering e.g. insulin, should be disposed of in college sharps bins available.

2.5.19 Roles & Responsibilities: Visitors and others

All visitors must comply with all statutory health and safety requirements and college safe working practices and procedures whilst in or on the college grounds. They must also take reasonable care for themselves and for others who may be affected by their actions or inactions.

In particular all visitors and others must;

- a) Report to the main Reception Desk and complete the sign in procedure
- b) Refrain from interfering with or misusing anything provided in the interests of health, safety, fire or welfare;
- c) Ensure safe practice using work items and personal protective equipment provided in accordance with information, instruction and training;
- d) Co-operate fully with the policies and procedures in place in respect of fire and emergency evacuation.

2.5.20 Roles & Responsibilities: Work-placement Providers

The following points are required to be met by all placement providers. This is to ensure that the health, safety and welfare of the participant on placement are provided for adequately.

It is the Placement Provider's responsibility to provide and maintain:

- 1) A safe working environment
- 2) Equipment, machinery and plant are in working order and checked regularly
- 3) Firefighting equipment and apparatus is readily accessible and in working order at all times
- 4) Exits are free from obstructions
- 5) There is a qualified First Aider or Emergency Response Person, fully stocked First Aid box and accident reporting procedures in operation at all times
- 6) Floor surfaces are kept clear of obstructions and hazards, such as trailing cables, damaged or unclean floor surfaces and blockages to corridors.
- 7) Training and supervision in health and safety procedures and regulations.
- 8) Welfare facilities including; (toilets, wash and change facilities, rest facilities).
- 9) Any personal protective equipment for participants or prior requirements are specified to the college.

The Placement Provider is required to possess and/or display where appropriate:

- 1) Valid Employer's and, if appropriate, Public Liability Insurance Certificate. This must cover participants on placement within the company.
- 2) Health and safety policy (if there are 5 or more employees - including participants - within the company).
- 3) Work Placement rules and regulations and safe systems of working.
- 4) Recorded Risk assessments where there are 5 or more employees.
- 5) Health and Safety at Work etc. 1974 notices. (Health and Safety Poster- 'What you should know' to be displayed and relevant health and safety and fire signage.

The Placement Provider MUST be familiar with and comply with:

- 1) Health and Safety at Work etc. Act 1974.
- 2) All relevant Health and Safety and Fire Safety Regulations applicable to their business.

It is imperative that the above regulations are complied with at all times.

Princes Trust Programmes

Princes Trust Placement Providers responsibilities

- Ensure that all participants are covered by appropriate insurance requirements (employers liability, public liability, insured to travel in company vehicles etc.)

- Adhere to contractual agreements in respect of health and safety matters.
- Ensure induction health and safety training is provided before participants commence any work activities and the placement participants sign to indicate receipt and understanding of the training.
- Ensure risk assessments are carried out, reviewed, revised and recorded where appropriate for all significant risks.
- Ensure participants are provided with adequate information, instruction, training and supervision in relation to any work activity and in the use of any tools, equipment or plant, materials and substances.
- Plant and equipment provided is safe and maintained for use by participants and any restricted dangerous equipment is not to be used by participants.
- Ensure for the provision of any job specific personal protective equipment/clothing and where necessary respiratory protective equipment.
- Ensure safe systems of working are in place and in accordance with any relevant statutory requirement.
- Provide and maintain adequate welfare facilities.
- Ensure fire and other emergency evacuation procedures are in place and maintained in accordance with current fire legislation and any local standards.
- Provide and maintain all fire warning, detection, fighting and information systems.
- Ensure adequate numbers of competent persons are employed in order to advise the employer and participants accordingly in matters of health and safety.
- Provide first aid facilities.
- Report all accidents to designated Employability Officer or College Manager.
- Where appropriate, report any incidents or accidents to responsible Employability Officer.
- Report all reportable accidents and dangerous occurrences in accordance with The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013.
- Provide means of formal communication for participants on matters of health and safety.
- Ensure any specific health protective/preventative requirements of any participant are available in respect of health surveillance checks as informed by the Training Provider

Crisis Plan

All external events will have risk assessments prepared prior to the event commencing and will include all external agency contact details including;

- Activity assessments and competent person(s) details for the activity.
- Copies of any certificates of competency for the activities taking place i.e. adventure activities.
- Details of emergency arrangements including contingency arrangements in the event of inclement weather or other situations arising during the event.
- Transport arrangements in the event of participant's misbehaviour, illness, accident.
- All participant's personal details including next of kin and health conditions.
- Medicines, allergies etc.

In the event of emergency, the Team Leader will contact the following college and Princes Trust personnel as appropriate;

College

Stuart Matson,

Community Programmes Manager

T: 0300 555 8080

Ext: 01698 232686

Willie Tait,

Health and Safety Manager

T: 0300 555 8080

Ext: 2365

Princes Trust Contact

Graham Campbell

Senior Head Education, Training & Development

The Prince's Trust Wolfson Centre,
Cumbrae House, Carlton Court,
Glasgow G5 9JP

T: 0141 225 3379

M: 07484514053

E: Graham.Campbell@princes-trust.org.uk