



WORTHING COLLEGE

HEALTH AND SAFETY POLICY

JANUARY 2019

Policy name	Health and Safety Policy
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Through its policies and in its day to day work, the college is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the college's legal responsibilities.

CONTENTS

PART 1 AIMS

PART 2 POLICY STATEMENT

PART 3 ORGANISATION AND RESPONSIBILITIES

- 3.1 Organisation
- 3.2 The Corporation
- 3.3 The Principal
- 3.4 Vice Principal, Assistant Principals, Directors, Managers
- 3.5 Premises Team Manager
- 3.6 Health and Safety Coordinator
- 3.7 All Employees
- 3.8 Staff consultation and union representation
- 3.9 Students
- 3.10 Competence and capabilities
- 3.11 Control
- 3.12 Co-operation
- 3.13 Communication
- 3.14 Staff Health and Wellbeing
- 3.15 Dealing with Spontaneous Acts of Aggression

PART 4 ARRANGEMENTS FOR THE LEARNER

- 4.1 Student / learner induction
- 4.2 Accidents, incidents and diseases to students
- 4.3 Training, consultation and involvement
- 4.4 Supervision of students
- 4.5 Work experience
- 4.6 Young people and child protection

PART 5 RISK MANAGEMENT

- 5.1 General Risk Management
- 5.2 Policy
- 5.3 Organisation
- 5.4 Planning and implementing
- 5.5 Measuring performance
- 5.6 Review and audit
- 5.7 Self-assessment and 3 year development planning

PART 6 OTHER INFORMATION RELEVANT TO THIS POLICY

- 6.1 Relevant policies and procedures
- 6.2 Other procedures available from the Health and Safety Coordinator
- 6.3 Other information on health and safety

- APPENDIX**
- 1. Terms of Reference for the Health and Safety Committee
 - 2. Handling Spontaneous Acts of Aggression

College Mission, Vision and Values Statement

Mission

To inspire, build confidence and prepare you for the life you want to live.

Vision

“We’ll believe in you”

Whatever your background, identity or experience of learning to date, we believe in you. We will support your **achievement** and **success**.

“We’ll take you further than you expect”

You’ll have the **opportunity** to choose from the widest possible range of courses in one place and we’ll stop at nothing to connect you with the best university, employer, or apprenticeship for you. And if you’re already working, we’ll help you to keep developing and growing.

“We’ll provide an inspirational environment for you”

You’ll experience a warm welcome from our community. You’ll grow in confidence, resilience and be ready for **progression** to the next step in your life, whether that’s further study, the world of work or your own unique adventure.

Values

For us to succeed in our mission and vision, the College has shared community values which help pull us together to act in agreed ways as part of an inspirational community:

We listen intently to the voice of those we serve and show unending commitment to continuous improvement and innovation.

We engage fully with the needs of the local community, employers and universities so we can secure your achievement, success and progression.

We respond quickly, so we’re always able to give you the best support, information, advice and guidance, just when you need it.

We celebrate together the successes and diversity of our community.

1. Aims of the Policy

The aim of this policy is to ensure that the Corporation and all staff of Worthing College recognise their duties and responsibilities for health and safety. The aim is to control and minimise risk to staff, students, visitors and contractors, creating a healthy and safe environment for all its users.

We are committed to working with other bodies such as the Association of Colleges in the development and implementation of this Policy and we will seek, as part of good management, continuous improvement in health, safety and well-being for all stakeholders.

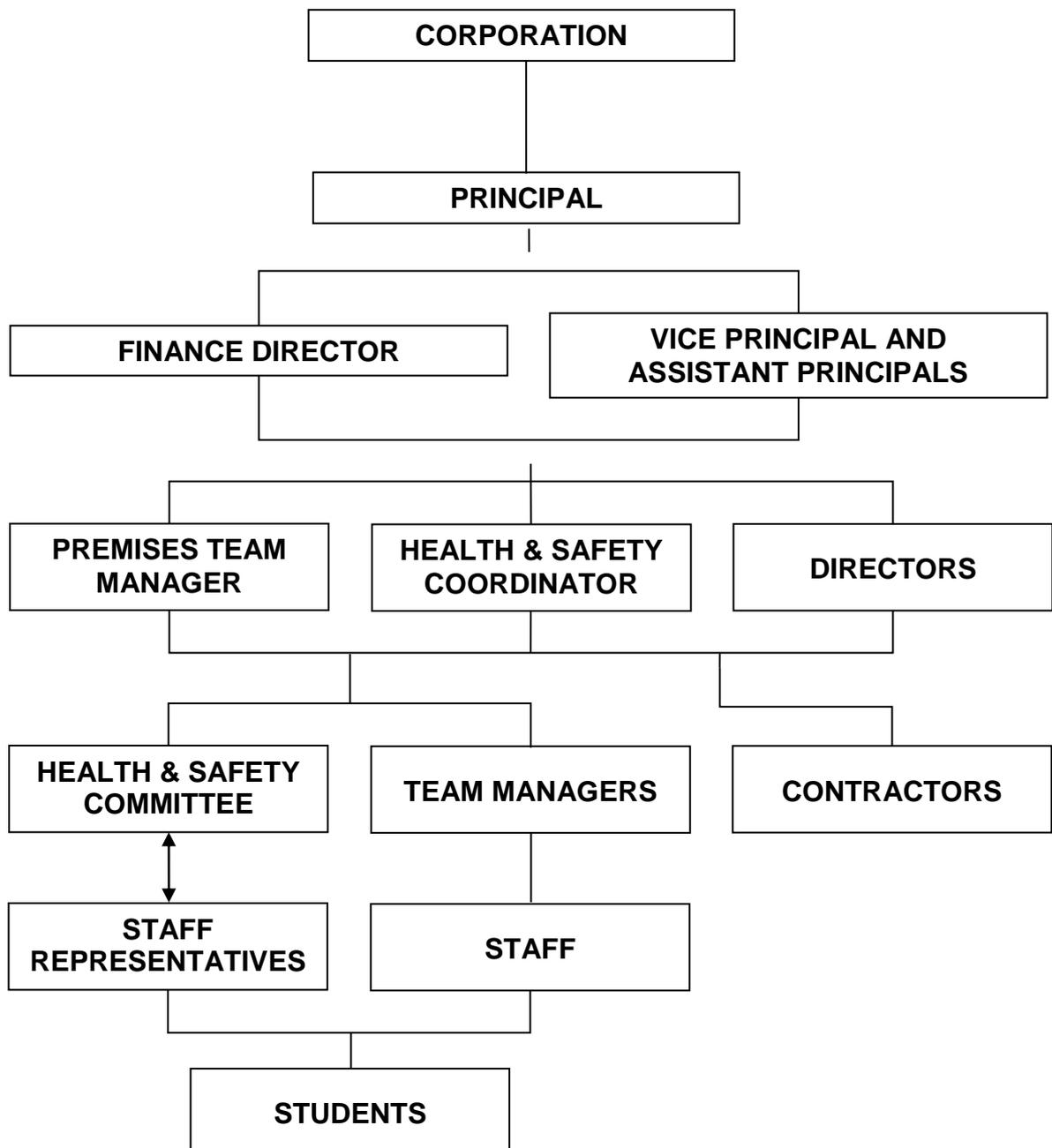
2. Policy Statement

A separate, one page, Statement of Intent is signed by the Chair of the Corporation and the Principal and displayed in appropriate locations within the college and on the College Intranet. The original is stored by the Health and Safety Coordinator.

3. Responsibilities under the policy

3.1 Organisation

WORTHING COLLEGE HEALTH AND SAFETY ORGANISATION



3.2 The Corporation has overall responsibility for health and safety within the college, determining policy and overseeing its effective implementation. The Corporation will include health and safety on the agenda of one of its meetings each term. The Corporation will appoint a health and safety governor to champion health and safety risk management issues.

3.3 The Principal, supported by The Vice and Assistant Principals has responsibility for the management of the health and safety within the college. The Health and Safety policy is available in the Health and Safety Office on the Intranet and brought to the attention of all employees and other users of the College. They are assisted by the health and safety team, comprising: -

- Finance Director
- Human Resources Manager
- Health and Safety Coordinator
- Premises Team Manager
- Premises Team

The Principal and The Senior Management Team (SMT) will monitor the effective implementation of this Policy and where shortcomings are noted, implement corrective procedures, any necessary document, revision or staff training to ensure continued compliance.

The Principal and Corporation will receive three times a year a report from the Health and Safety Coordinator identifying any major issues. The Autumn Term report will take the form of an annual review of the preceding Academic Year and will include any identifiable trends, a review of H&S performance. These will be reported to the Corporation.

3.4 Vice Principal and Assistant Principals, Directors and Managers

The Vice Principal and Assistant Principals, Directors and Managers have a responsibility within their job descriptions to ensure that health and safety policy is implemented in their area of the college.

Vice and Assistant Principals, Directors and Managers, whilst retaining their individual responsibilities, will ensure that their staff are adequately aware of this policy, trained and motivated to manage the various health and safety issues relating to their functions.

All must have a sound understanding of the College health and safety policies, together with any specific programme or service procedure (e.g. Science).

They will ensure that all work activities are adequately planned, so as to minimise risks to the health and safety of employees, students, contractors and members of the public.

The Vice Principal and Assistant Principals, Directors and Managers functions are set out below:

- Identify hazards, assess and control risks within their areas of responsibility and record the risk assessments and communicate the relevant information to the Health and Safety Coordinator and the Premises Team Manager.
- Ensure that persons in their areas of responsibility have adequate knowledge of health, safety, fire, first aid and accident procedures and are fully aware of potential hazards through a formal programme of induction and refresher training.
- Provide adequate supervision
- Ensure that all safety rules are observed and that protective clothing or equipment is available and used when appropriate

- Investigate promptly all accidents or ill-health to persons, near misses and dangerous occurrences, and complete report forms as required and ensure remedial action is taken. Report all such incidents to the Health and Safety Coordinator (HSC).
- Communicate details of specific risks and associated preventive actions to the HSC.
- Ensure that all defects are promptly reported and rectified or other control measures introduced.
- Where substances, which are potentially hazardous to health, are used, handled or stored, ensure that an adequate assessment of risk to health has been carried out and the controls implemented.
- Notify the Premises Team Manager of all visitors and contractors to ensure that they are informed of, and comply with local health and safety requirements and, where necessary, the findings of risk assessments.
- Implement arrangements with the Premises Team Manager and other Vice and Assistant Principals and Directors on site, to avoid confusion about areas of responsibility for health, safety and welfare.
- Plan for and maintain a tidy environment and ensure that all means of access, safe operation and means of escape are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons, especially students.

Ensure copies of procedures and regulations are available and statutory notices are prominently displayed.

3.5 Premises Team Manager (PTM)

In addition to the above the Premises Team Manager will be responsible for the following:

- Where building construction, maintenance, repair or demolition work is to be undertaken, in or associated with any Corporation premises, systematic project planning will be undertaken. Project planning must ensure that no persons are put at risk by any such building operations.
- Make regular safety inspections, record results of surveys, to measure the degree of compliance and take appropriate remedial action where necessary.
- Ensure that all plant, equipment, building services, machinery, its guarding and safety devices are adequately designed, properly maintained and safe to use and present no risks to health or safety.
- Ensure that "Permit to Work" procedures are relevant and complied with.
- Ensure that all visitors and contractors are informed of, and comply with local health and safety requirements and, where necessary, the findings of risk assessments.

3.6 Health and Safety Coordinator (HSC)

To implement and manage the College Health and Safety programme for both staff and students. Ensure compliance with all relevant current health and safety legislation, promote safe working methods and conditions and maintain procedures relating to the safe learner.

Main duties and responsibilities include:

- Review and develop policies, practices and procedures with regard to Health & Safety
Ensure the effective planning, organisation, control, monitoring, review and auditing of the college health and safety provision

- Carry out health and safety audits and inspections at various levels within the college and prepare an annual statement and audit report on Health and Safety
- To prepare reports as required
- Work closely with the Premises Team Manager, other managers, union representatives & others required to build up other effective working relationships and communication links
- Ensure that all statutory and Corporation policy requirements are met as far as is practicable
- Ensure that relevant Health and Safety regulations are complied with and guidance on good practice implemented
- Keep up to date with and advise on all aspects of current Health and Safety legislation
- Lead the preparation of risk assessments in all areas of the college.
- Undertake work placement risk assessments as appropriate to support managers.
- To manage the first aid provision, including the provision of facilities and equipment, the training of first aiders and the production of a First Aid Rota covering teaching hours. Be a member of the first aid rota.
- Ensure that all reportable accidents, diseases and dangerous occurrences as identified in RIDDOR are reported, (and, if it involves a learner, reported to the FUNDING BODY or other bodies, as required) formally investigated and any improvements in preventative measures identified and implemented
- Arrange Health and Safety training for individuals, groups or whole staff as appropriate including induction for all new staff
- To collate all accident statistics and identify trends as appropriate and monitor and report on these as required
- To plan and undertake fire evacuation procedures termly and identify and rectify deficiencies
- Attend Health and Safety Committee meetings and provide professional advice to the committee as required.
- Prepare termly reports for the Resources Committee

3.7 All Employees

All employees should accept their responsibilities for health and safety and fulfil their obligations by taking reasonable care to avoid accidents and by following College procedures specifically:

- Do not repair or maintain any office equipment or machinery for which you have not been adequately trained. Report any defects in office equipment or machinery immediately to your line manager.
- Find out from your line manager how to summon a first aider.
- Ensure you are fully aware of the emergency arrangements in the event of fire or other emergencies.
- Ensure that all corridors, office floors, doorways etc. are kept clear and free from obstructions.
- Do not attempt to lift or move, on your own, articles or materials as heavy as likely to cause you injury. Do not attempt to reach items on high shelves unless using steps or properly designed equipment. Do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods and contribute to risk assessment as required. Warn others of known hazards.
- Must take care for the health and safety of themselves and others who may be affected by their acts of omissions.

- Must observe all safety procedures and instructions given by Managers and assist in maintaining a safe work place.
- Must wear appropriate protective equipment and use safety devices provided by the Corporation.
- Must report to line managers any diagnosed (by your GP, or other healthcare professional) infectious diseases, accidents, hazards, defects or damages to plant and equipment.
- Must report, to their line manager and HSC, any injuries sustained at work or caused by work activities, to students, fellow workers, contractors, and occupiers of premises or members of the public.
- Must not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare.

3.8 Staff Consultation and Union Representation

The Corporation and management will ensure that adequate arrangements are implemented to enable consultation with employees and/or their representatives on Health and Safety issues, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Where appointed, recognised Trade Union Health and Safety Representative(s) will operate within the Safety Representatives and Safety Regulations 1978 and will be given full co-operation by college management.

The College has a Health & Safety Committee which meets once a term. The membership of this committee is shown in Appendix 1. The Committee will report its outcomes to the Resources Committee. Terms of Reference for the Committee are shown in the appendix.

3.9 Students

It is recognised by the College that students have responsibilities towards Health & Safety. Information on Health & Safety is given to all students on enrolment and is also included in their course handbooks and in tutorial sessions. All students are required to sign to show that they have received both general and course specific information and a health and safety induction.

For more information on student health and safety within the college, access the student intranet and follow the link to the Health and Safety Office in the Support drop down menu.

The College acknowledges its responsibilities to students who may be off college premises but undertaking activities related to their learning.

3.10 Competence and Capabilities

Competent Advice

3.10.1 General health and safety advice and guidance is provided through the Health & Safety Coordinator. The Health and Safety Coordinator will as appropriate call on the advice of specialists within the college staff (such as the Premises Team Manager) where their knowledge, skills and experience will assist in providing the correct advice.

3.10.2 External specialist advice will be sought as appropriate to the circumstances.

3.10.3 All staff must be capable in terms of health and safety for their role and the level of risk contained in their work.

3.11 Control

Job descriptions will include specific reference to health and safety for roles where health and safety is critical or an important element. Appraisals will include health and safety needs and individual development plans will consider necessary training and skills development in health and safety so as to discharge the college's obligations.

3.12 Co-operation

3.12.1 Consultation will take place on learner health and safety matters through the organisation shown above. In particular the Health and Safety Committee will consider the annual review and audit including learner health and safety performance and a report provided to the Principal and members of the Corporation.

3.12.2 Health and safety will be discussed as appropriate at Team meetings and other forums where appropriate.

3.13 Communication

3.13.1 The college has a number of established communication systems in place including the intranet. The Corporation will consider annually the overall health and safety performance of the college so as to be able to identify development and ensure sufficient resources are allocated. The resources committee will consider resources.

3.13.2 The Health and Safety Committee will at each meeting consider health and safety issues raised by staff and students via their representatives.

3.14 Staff Health and Wellbeing

The College aims to embed a concern for health and wellbeing throughout the organisation and has published a Staff Health and Wellbeing Strategy to provide a structure for this.

3.15 Dealing with Spontaneous Acts of Aggression

This procedure is concerned with violence or threat of immediate violence at the extreme end of the spectrum i.e.: resulting in death or severe injury, often involving multiple victims. This will nearly always involve the use of weapons – either purpose made (such as firearms, machetes or swords) or improvised (such as furniture or catering/craft knives). This procedure outlines the actions to be taken by students and staff (including raising the alarm internally and contacting the police) prior to the arrival of the police and locking down the College

Appendix 2 contains a process map indicating staff actions during a College Lockdown. Procedures detailing the actions by key personnel are contained in a separate procedure.

4. Arrangements for the Learner

4.1 Student / learner induction

4.1.1. All students will receive a standard college health and safety induction as part of their general College induction prior to teaching starting. Induction into particular health and safety aspects of their studies will take place in curriculum areas.

General Induction into college health and safety will cover the following areas:

- Fire arrangements, including actions to be taken of discovering a fire and/or hearing the alarm.
- What constitutes a first aid issue and how to get first aid.
- What is a College Lockdown and how to react should they hear the alarm.
- No smoking rules.
- Welfare (drinking, eating, toilets, washing, hours of learning/work etc.) arrangements.

To reinforce the above messages, students receive a credit card sized card summarising the fire, first aid and Lockdown arrangements

Curriculum based induction should include:

- Any significant risks which may affect them immediately or initially
- The control measures for the above and for them generally (safe systems of work, supervision, protective and preventive measures, training and instruction, signs and notices etc.)
- What restrictions or prohibitions apply to students (equipment, processes, areas, systems)
- What personal protective equipment or clothing is required to be worn, why, when and how
- Student rules (do's and don'ts) as appropriate.

Questions regarding students' knowledge of health and safety issues and procedures will be included in student surveys. The HSC will use these answers to inform changes to how this information is presented to students.

4.1.2. In addition to the above and to prepare for any work experience etc. a health and safety briefing will be undertaken. The objectives of any such briefing is to raise awareness of occupational health and safety so the learner understands any procedures they must comply with.

4.2 Accidents, incidents and diseases to students

4.2.1 It is important as part of re-active monitoring that accidents to students are identified, investigated, reported and lessons learnt.

4.2.2 Such incidents will be reported to the health and safety committee and contribute to self-assessment, audit and review.

4.2.3 The College will comply with any reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and those required by any Funding Body.

Details of these requirements are available in the Health and Safety Office on the Staff Intranet.

4.3 Training, consultation and involvement

4.4.1 Students are encouraged to be involved where appropriate with the running of the college and health and safety. For certain courses health and safety forms part of the syllabus and is included in learning at different stages.

4.4.2 A student representative sits on the health and safety committee and students will be consulted through their representative and existing communication channels on health and safety aspects of the college which they can contribute to. This representative will normally be the Welfare Representative on the Student Union.

4.4.3 Additional training will be required for certain activities and events and the extent and scope will be determined through risk assessment.

4.4 Supervision of students

4.4.1 The competent supervision of students provides the greatest single protection to them and to others. While it is not reasonably practicable to ensure constant supervision throughout the college of student activities a level of supervision commensurate with risk will be maintained.

4.4.2 The college will have regard to guidance produced by the HSE and Funding Body on the supervision of young persons and students and while mostly work-based focussed much is still relevant to college activities.

4.4.3 In considering who is suitable to supervise regard shall be given to child protection and good practice

4.5 Work experience

4.5.1 Work experience is considered a risk to students because they are out of a controlled and known environment. The policy of the college is to ensure so far as is reasonably practicable that employers and workplaces are safe, healthy and supportive environments for the students.

4.5.2 The College will arrange for any employer / workplace to be assessed by someone competent to do so and to the degree of scope and rigour in line with Funding Body requirements.

4.5.3 In considering Funding Body requirements the college will assess against the Funding Body's Health and Safety Procurement Standards and record the assessment on a standard form.

4.5.4 Students will be provided with a pre-work experience briefing and be debriefed on return to the college.

4.5.5 The College will where reasonably practicable visit the student during any work experience at his / her employers.

4.5.6 A set of the various forms given to the students, who go on work experience, and employers Are contained in the Careers, Education and Work Related Learning Policy

4.6 Young people and child protection

4.6.1 It is accepted that young persons are more vulnerable and at risk than older more mature people. As such the college will provide all measures reasonably practicable to protect the health, safety and welfare of young students.

4.6.2 In protecting young person's we will follow guidance produced by the DfE in relation to child protection and carryout the relevant Disclosure and Baring Service (DBS) Checks in line with DfE guidance. We will also consider guidance produced by the Funding Body, HSE and AoC.

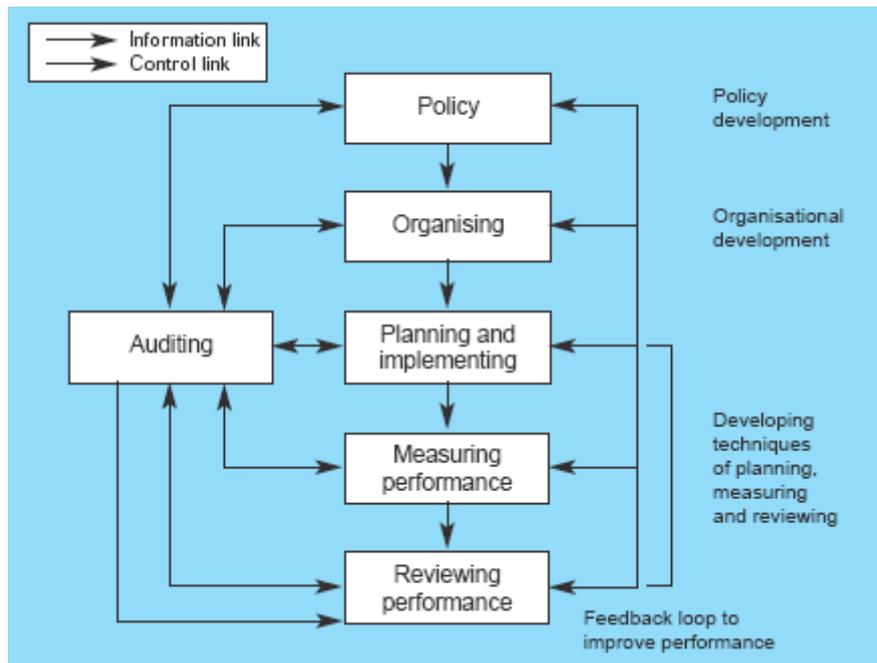
4.6.3 The College will carry out relevant DBS checks for students going on work experience placements where that will have or be likely to have regular contact with children or vulnerable adults (for example in the care setting)

4.6.4 Prevent Duty - The College must have due regard to the need to prevent people from being drawn into terrorism. There is an important role for further education institutions, including sixth form colleges and independent training providers, in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition of funding that all further education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners. The further education institutions specified in Schedule 6 to the Act fall include further education institutions on the Skills Funding Agency (SFA) register of training organisations (ROTO), including subcontractors which receive more than £100,000 of SFA funding via lead providers.
The college liaises with West Sussex Local Children's Safeguarding Board Prevent Duty Officer and Sussex Police - West Sussex Prevent Officer to raise awareness of Prevent and present channel referrals to channel@sussex.pnn.police.uk

5. Risk Management

5.1 General risk management approach

5.1.1 There are a number of risks to students associated with the running of a college and these will be managed using the Principles outlined in the Health and Safety Executives (HSE's) guidance 'Successful Health and Safety Management' (HSG65).



HSG65 Summary, elements and flow of information

5.1.2 The college will do everything reasonably practicable to comply with all legislation, codes of practice and guidance produced by HSE, Funding Bodies and other authorities. The college has in addition identified a number of performance measures and indicators and means of monitoring, review and audit that will ensure health and safety is effectively managed through a process based on continuous improvement.

5.2 Policy

The aims of policy for health and safety is out in Part 1 of this document. Part 2 contains the Statement of Intent.

5.3 Organisation

The organisation and responsibilities for learner health and safety is set out in Part 3 of this policy.

5.4 Planning and implementing

5.4.1 To ensure the health and safety management system is effective and the safety policy effective we will manage risks through a risk assessment process which follows good practice and in particular HSG65. In line with HSE guidance the approach will be proportionate to risk and one that practices sensible risk assessment.

5.4.2 It is considered to be more appropriate that employees and students are involved in health and safety matters as those that are exposed to the risks can be in a better position to help determine the control measures to prevent and reduce the risk of harm. This will also help students understand the concept of risk and risk control and help prepare them for the world of work.

5.4.3 In determining significant risks to the college it is considered that the most significant risks to students include:

- Slips, trips and falls;
- Fire;
- Manual handling and musculoskeletal disorders (MSDs);
- Risk associated with work experience and external trips; and
- Sporting and other specific events.

5.4.4 Other risks include:

- Falls from height;
- Vehicles / transport movement;
- Stress;
- Electrocution; and
- Hazardous substances

5.4.5 Risk assessments will, where possible, be carried out by those who have been trained and capable to do so.

5.4.6 Risk assessments will be recorded on a risk assessment pro-forma. This, together with the risk assessment procedure/guidance can be found in the Health and Safety Office on the Staff Intranet. Individual risk assessments are kept by the person(s) who is control of the students and risk and or who is in control of the area where the risk occurs. The approach is to identify significant risks not all risks and not to ask staff to spend disproportionate time filling in risk assessment forms (for the sake of it). As such the number of risk assessments will be limited to a reasonable and manageable number.

5.4.7 More information on risks and risk controls in the education sector, colleges and in learning can be found via the information and links:

- www.safelearner.co.uk
- www.aoc.co.uk
- www.hse.gov.uk/services/education
- www.education.gov.uk

5.4.8 Risk assessment and controls will be assessed and reviewed as part of measuring performance, review and audit. In addition investigation into accidents, ill-health and other incidents will also test the risk control process.

5.4.9 In considering providing a safe, healthy and supportive environment due regard shall be taken of the Funding Body's health and safety standards in addition to legislation, codes of practice and guidance.

5.5 Measuring Performance

5.5.1 The College will measure its health and safety performance in a number of ways which collectively feed into the continuous improvement loop. The College uses both re-active and pro-active monitoring:

- Accident, incident and other identification, investigation and reporting (see section 4.2)
- Inspections, surveys and tours

5.5.2 It is considered appropriate to specifically measure a small number of key areas which impact on managing health and safety including the following:

- Accidents and ill-health to students as a result of College activities
- Other incidents and adverse events including near misses
- External assessments from the Funding Body, other Funding Bodies, the Health and Safety Executive and Insurance providers
- General levels of compliance with legislation, Code of Practice and guidance produced by the HSE and Funding Body including compliance with the Funding Body funding requirements

5.6 Review and audit

5.6.1 Health and safety will be formally reviewed annually considering all the various sources of information that has been gathered over the year on an ongoing basis. In addition and to help with the review and audit process the following tools will also be used:

- An inclusion in student feedback / questionnaires on health and safety;
- An internal self-assessment and development planning tool
- "Are we complying with Funding Body requirements"

The HSC will produce an Annual Report during the Autumn Term covering the preceding Academic Year and will include any identifiable trends, a review of H&S performance and a summary of the H&S Plan for the coming year. This report will be presented to The SMT, Resources Committee and subsequently to the Corporation for consideration.

5.7 Self-assessment and 3 year development planning

5.7.1 An annual self-assessment will be carried out so as to identify performance and this will be fulfilled through the audit and review process (see above). A report will be produced for the college and Funding Body which reports on performance in relation to:

5.7.2 An annual action / development plan will be produced in line with good practice and funding body's requirements. This plan will be part of the Health and Safety Team Plan.

6. Other information relevant to this Policy

This policy is supported by a number of detailed procedures (available on the Staff Intranet) to ensure health and safety in specific areas of College operations as follows:

6.1 Relevant Policies and Procedures

- Off-site activities policy and procedures
- Nursery health and safety policies
- Absence and leave policy and procedures
- Careers education and work related learning policy
- Business Continuity Policy
- Communications Policy
- College Lockdown Procedures
- Policy on smoking, vaping and health
- Security policy
- Child protection and safeguarding policy and procedures
- Adverse weather policy and procedures
- Staff health and wellbeing strategy
- Staff code of conduct

6.2 Other guidance available on the intranet or from the Health and Safety Coordinator

- Contractors on-site regulations
- Fire and Emergency evacuation procedures
- Accident reporting
- First Aid
- Display screen Equipment
- Manual handling
- Working at heights
- Managing asbestos
- Personal protective equipment (PPE)
- New and expectant mothers in the workplace
- Hazardous substances regulations(COSHH)

6.3 Other information on Health and Safety

- Successful health and safety management (HSE) HSG65 ISBN 0-7176 1276-7
- OHSAS 18001 and 18002 (BSI)
- Measuring Health and Safety Performance (HSE) available from HSE's website
- Investigating accidents and incidents HSG245 (HSE) ISBN 0-7176-2827-2
- Managing health and safety on work experience: A guide for organisers (HSE) HSG199 ISBN 0-7176-1742-4
- Young people at work: a guide for employers (HSE) HSG165 ISBN 0-7176-1889-7
- Managing health and safety: An open learning workbook for managers and trainers (HSE) ISBN 0-7176-1153-1
- Effective health & safety training: Trainer's resource pack HSG222 ISBN 0-7176-2109-X
- A guide to RIDDOR 95 L73 (HSE) ISBN 0-7176-2431-5
- Investigating accidents and incidents HSG245 (HSE)

APPENDIX 1

TERMS OF REFERENCE: HEALTH AND SAFETY COMMITTEE

MISSION	To improve Health and Safety by reviewing the measures taken to ensure the Health and Safety of employees, Students and visitors to the college
MEMBERSHIP	<p>Will consist of a minimum of nine members</p> <ul style="list-style-type: none"> • Human Resources Manager • Premises Team Manager • Health and Safety Governor • Health and Safety Coordinator • Staff Representatives • Staff Union Representative(s) – where appointed by the Union(s) • Student Union Representative <p>The Human Resources Manager may also invite other persons to attend the meeting who they consider may assist the Committee in its work.</p>
SCOPE	<p>The main function of the committee is to review the measures taken to ensure the Health and Safety of employees, students and visitors to the college. Specifically</p> <ul style="list-style-type: none"> • To examine policy and procedure to assist in the development of safety rules and safe systems of work • To examine reports relating to accidents statistics and trends, making recommendations to Resources Committee and SMT for corrective action • To examine reports on the outcomes of risk assessment, where a significant risk is identified and the completion of actions to control risks • To examine safety reports provided by inspectors of the enforcing authority appointed under the Health and Safety at work Act 1974 • To receive reports which staff representatives may wish to submit • To comment on the effectiveness of the safety content of employee training • To receive information on new legislation or guidance issued by the authorities that significantly affects College operations and the introduction of any measure which may substantially affect the Health and Safety of staff, students and others. • To meet once each term or on an emergency basis
METHOD	<p>Staff safety representatives to have access to all relevant information to fulfill their role including</p> <ul style="list-style-type: none"> - Policy and Procedures - Accident, incident and notifiable disease statistics - Any information which may affect the Health and Safety of employees, students or visitors <p>Staff representatives to publicise their role with the staff as a whole and raise items for the agendas of meetings.</p>
QUORUM	Four members must be present for the whole meeting including at least 2 staff representatives.
REPORTING	<p>The minutes of Health and Safety Committee meetings will be posted on the intranet for staff and students.</p> <p>The Committee should make any specific recommendations for corrective action to the SMT and Corporation.</p>

APPENDIX 2

HANDLING SPONTANIOUS ACTS OF AGRESSION

(see separate document)