



Effective Date of this Policy is 1 August 2010

POLICY STATEMENT ON HEALTH AND SAFETY AT WORK

John Wheatley College

Board of Management

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of **John Wheatley College**.

The College Statement of General Policy is to:

- provide adequate controls for the Health and Safety risks arising from work activities;
- consult with employees on matters affecting their Health and Safety;
- use "Practical Risk Assessment" in the planning and design of future and ongoing operations to identify the hazards and control risks to an acceptable level.
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to provide adequate instruction and training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed Andrew Woolley

Chair of Board of Management



Date 16 June 2010

Review Date June 2011

This is a controlled document and it has 24 pages and one Annex. Revision date June 2010.



On 3 June 2009 the Health and Safety Executive (HSE) published its new strategy for good health and safety in Great Britain. The strategy is called The Health and Safety of Great Britain // Be part of the solution. The strategy logo, with the permission of the HSE is shown above.

The HSE in their press release stated that the new strategy *represents a clear statement of core principles and a sensible approach to health and safety in Great Britain.*

A part of the follow-up to the new strategy the HSE created a pledge and requested organisations to sign up. The pledge is indicate below:

The Health and Safety of Great Britain \\ Be part of the solution

Last year, 229 people were killed at work, thousands more died of work-related illnesses and 137,000 injuries were reported. The Health and Safety Executive has launched a new strategy which will guide and inform efforts to reduce the numbers of people killed or injured at work or those affected by work-related illnesses. While much has been achieved in the last three decades, there is more to be done and it can only be achieved by working in partnership.

We, the undersigned:

\\
Agree to play our part in reducing the numbers of work-related deaths, injuries and ill-health in Great Britain.

\\
Call on employers to put health and safety at the heart of what they do and to take a common-sense approach to health and safety.

\\
Commit to debunking myths around health and safety that trivialise the impact of injuries, ill health and deaths on individuals and their families.

\\
Recognise the importance of health and safety in difficult economic times and the dangers of complacency.

\\
Pledge to work with the Health and Safety Executive and its partners to *Be part of the solution.*

The College has formally signed-up to the pledge and the HSE strategy has informed the College's Statement on Health and Safety at Work.

Management Structure

Responsibilities

Board of Management

The overall management, control and final responsibility for Health and Safety is that of the Board of Management of the College.

The Board of Management have appointed one of their members with direct responsibility for Health and Safety. This person is the College Principal, Ian Graham.

College Principal

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Mr Ian Graham (College Principal and Board Member). The Principal is responsible for the strategic and operational implementation of this policy.

To ensure Health and Safety standards are maintained and continually improved, the following posts have responsibility in the areas indicated.

Depute Principal (College Health and Safety Manager)

This person is appointed under Regulation 6 of the "The Management of Health and Safety at Work Regulations 1999" and is responsible for implementation of the College Health and Safety Policy.

Assistant Principals

These persons are directly responsible to the College Principal through the Depute Principal for all operations including Health and Safety in the area of their responsibilities.

Associate Principals and Section Heads

These persons are directly responsible to the College Principal through the Depute Principal for all operations including Health and Safety in the area of their responsibilities.

Curriculum Leaders, Senior Lecturers, Support Staff Supervisors, Lecturers and Support Staff

These persons are directly responsible to the appropriate Associate Principal for all operations including Health and Safety in the area of their responsibilities.

Functional and Specialist Personnel

Health and Safety Officer

This person is responsible to the College Principal and the Safety Manager for providing advice in all areas of Health and Safety. The Health and Safety officer is qualified to be a Competent Person in relation to Health and Safety advice.

Chief Financial Officer

This person is responsible to the College Principal for all financial matters and for the implementation of all Health and Safety matters within their area of responsibility.

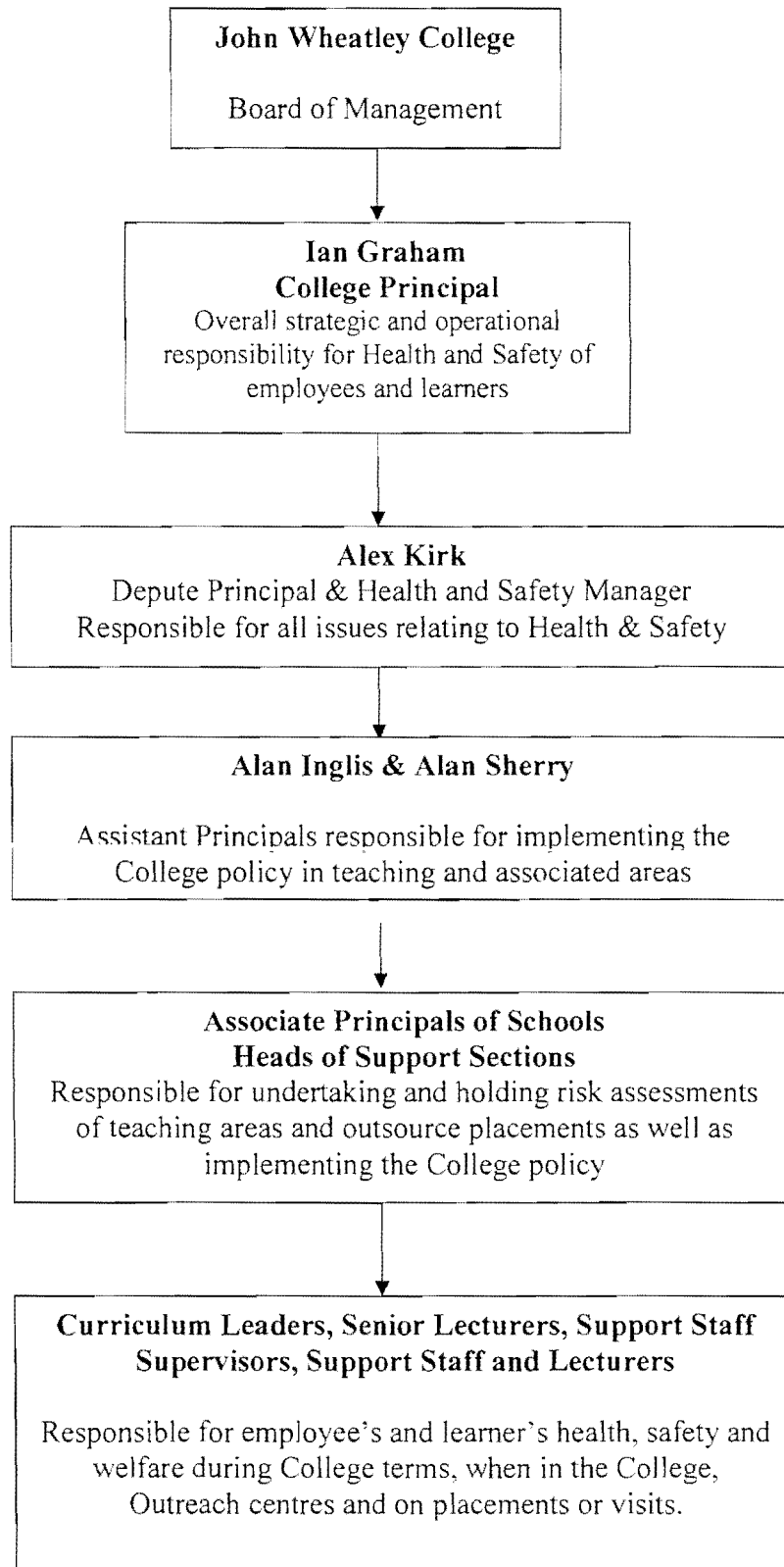
Estates Coordinator and Building Coordinators

These persons are responsible to the College Principal for Property and Estates matters and for the implementation of all Health and Safety matters within their area of responsibility.

Human Resource Manager

This person is responsible to the College Principal for the implementation of all Health and Safety matters within their area of responsibility.

Management Organisation Chart



Health and Safety Meetings

Health and Safety Matters are Important to all who Work at John Wheatley College

Safety Committee Meeting

The Safety Committee will be scheduled to meet on average on a 6 weekly basis. The Committee consists of the Principal, Health & Safety Manager, Assistant Principals, Associate Principals, Senior Lecturer Health and Safety Coordination (Core and Vocational) other Management representatives and representatives of all trade unions at the College.

Minutes will be taken at each meeting and copies will be available for personnel as required.

The minutes of all meetings of the Committee will routinely be referred, for information, to the Board's Personnel and Staffing Committee and the Senior Management Team.

The agenda will include: a review of all Actions arising from the previous meeting; a Health and Safety report; a review of accidents and incidents; and other business included on the agenda.

This Committee will also develop draft policy to be recommended to the Management Team and the Board of Management.

Risk Management Group

The Risk Management Group meets four times per year. The Group includes the Principal, Health and Safety Manager, Assistant Principal, Chief Finance Officer and representation from the College's Insurance Brokers.

The purpose of the group is to review all risks associated with the operation of the College including those associated with Health and Safety.

The minutes of all meetings of the Committee will routinely be referred, for information, to the Board's Executive Committee and the Senior Management Team.

Safety Representatives

Consultation with Employees

Employee representatives are:

Margaret McGrath	Educational Institute of Scotland/FELA
Annette Adams	Educational Institute of Scotland/FELA
Jim Brown	Educational Institute of Scotland/FELA
Jan Barr	Educational Institute of Scotland/FELA
Brian McQuillan	Unison
Jean Wilson	Association for College Management
Karen Marshall	Management Representative

Safety Representatives' Charter

The Board of Management of John Wheatley College endorses and supports the Safety Representatives' Charter issued by the Health and Safety Commission and the Higher and Further Education Advisory Committee on Health and Safety in May 2003.

Safety Inspections

A schedule for safety inspections shall be agreed at the first meeting of the Health and Safety Committee in each academic session.

All parts of the College will be inspected at least annually with inspections normally taking place on a monthly basis by at least one Union Safety Representative. Other persons if authorised by the Principal can accompany such a visit. The Health and Safety Co-ordinators for each School will also make monthly inspections of parts of the College and report to the Health and Safety Committee

A report shall be submitted after each inspection and all points and action dealt with accordingly.

Duties of Employees

Employees of the College are required to take responsible care for the health and safety of themselves and other persons who may be affected by their actions or omissions and to co-operate with the College in relation to the safe manner of carrying out of the job.

Employees are required to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement);
- not use faulty equipment or equipment known to be outwith its routine inspection period;
- report any accident in accordance with the College accident reporting procedure; and
- be aware of and comply with the relevant sections of the College Health and Safety Policy.

Duties of Contractors

John Wheatley College will provide all contractors where necessary with a copy of the College's Health and Safety Policy statement.

Every contractor whose employee works at the College shall ensure that his own health and safety policy statement takes account of this safety policy statement and makes sure that it conforms to it.

The Management of Health and Safety at Work Regulations make provision in respect of contractors working at the College. Contractors must co-operate with the Principal to enable him to comply with the requirements of the safety legislation and must comply with any directions given to them by or on behalf of the Principal for that purpose. They must take full account of this statement and must take account of the matters set out in the regulations. They must comply with all safety instructions issued by or on behalf of John Wheatley College.

Health and Safety Risks Arising from Work Activities

Risk Assessments including Stress Risk Assessment will be undertaken by:

- Curriculum Leaders, Senior Lecturers and Head of Sections;
- Kevin Maguire (Health and Safety Officer); and
- other competent persons trained for this purpose.

The findings of the Risk Assessment will be reported to:

- Persons affected by the risk;
- the appropriate Line Manager;
- Kevin Maguire (Health and Safety Officer);
- Alex Kirk (Depute Principal); and
- Health and Safety Committee.

Individual Stress Risk Assessments (ISRA)

Individual Stress Risk Assessments will be undertaken where an individual reports stress related to their occupation or current life situation. The ISRA will be reviewed by the College's Occupational Health Service before finalising an employee action plan.

Action required to remove / control risks will be approved by:

- Appropriate Line Manager

Responsibility for ensuring the action required is implemented:

- Persons carrying out activities;
- Curriculum Leaders, Senior Lecturers and Head of Section; and
- Line Manager.

Responsibility to check that the implemented actions have removed/reduced the risks.

- Curriculum Leader, Senior Lecturer and Head of Section.

Assessments will be reviewed:

- annually;
- after an incident/accident (including any reported near miss); and

- when work activity changes.

Whichever of these classifications is soonest.

Safe Plant and Equipment

Responsibility for identifying all equipment/plant needing maintenance:

- Stephen Smith (Associate Principal Vocational School);
- Irene Quinn (Associate Principal (Acting) Core School); and
- John McKay (Estates Coordinator).

Responsibility for ensuring effective maintenance procedures are drawn up:

- John McKay (Estates Coordinator); and
- Russell Boyd (Associate Principal ICT Manager).

Responsibility for ensuring that all identified maintenance is implemented:

- Stephen Smith (Associate Principal Vocational School);
- Irene Quinn (Associate Principal (Acting) Core School); and
- John McKay (Estates Coordinator).

Any problems found with plant/equipment should be reported to:

- Facilities/Estates Section.

Responsibility for ensuring that all new plant and equipment meets health and safety standards before purchase:

- Stephen Smith (Associate Principal Vocational School);
- Irene Quinn (Associate Principal (Acting) Core School);
- John McKay (Estates Coordinator); and
- Head of Section initiating purchase.

Responsibility for assessing the need for noise risk assessment in specific areas:

- Curriculum Leader or Senior Lecturer for that area; and
- Kevin Maguire (Health and Safety Officer).

Safe Handling and Use of Substances

Responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Responsible for undertaking COSHH assessments:

- Kevin Maguire (Health and Safety Officer); and
- other competent persons.

Responsibility for ensuring that all actions identified in assessment are implemented:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Responsibility for ensuring that all relevant employees are informed about COSHH assessments:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Responsibility to check that new substances can be used safely before purchase:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Assessments will be reviewed:

- Annually;
- After an incident/accident; and
- When work activity changes.

Whichever of these classifications is soonest.

Information, Instruction and Supervision

Health and Safety Law poster is displayed at:

- the reception area in each campus.

Statutory Employer's Liability Insurance Certificate will be displayed at:

- the entrance to each of the College's buildings.

Health and Safety information is available from:

- Kevin Maguire (Health and Safety Officer).

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Responsibility for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information:

- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Competency for Tasks and Training

Induction training will be organised for all employees by:

- Jean Wilson (Associate Principal Quality).

Job specific training will be provided by:

- Curriculum Leader, Senior Lecturer and Head of Section.

Specific jobs which require special training are defined and include:

- woodworking machinery;
- abrasive wheels;
- roof access; and
- Hairdressing.

Staff working in all areas of risk will receive training and the above list will be revised from time to time in relation to the work activities being undertaken.

Training records will be supervised (from July 2010) by:

- Doreen Sneddon (Human Resources Manager); and
- Located in the Health and Safety management system.

Training will be identified, arranged and monitored by:

- Alex Kirk (Health and Safety Manager);
- Curriculum Leader, Senior Lecturer and Head of Section; and
- Kevin Maguire (Health and Safety Officer).

Accidents, First Aid and Work-related ill Health

Health surveillance is required for employees in the following area:

- None.

Health surveillance will be arranged by:

- Doreen Sneddon (Human Resource Manager).

Health surveillance records will be kept by:

- Doreen Sneddon (Human Resources Manager) in the
- Human Resource Department.

All Accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at:

- the reception area of Easterhouse;
- the reception area of the East End Campus; and
- the office at Fullarton Industrial Estate.

Hazard Report Forms should be completed for all actual and near-miss hazards. The Hazard Report Forms should be returned to the Health and Safety Officer. The forms are available at:

- the reception area of Easterhouse;
- the reception area of the East End Campus; and
- the office at Fullarton Industrial Estate.

Responsibility for reporting all RIDDOR occurrences to the enforcing authority:

- Kevin Maguire (Health and Safety Officer);
- Doreen Sneddon (Human Resource Manager); and
- Alex Kirk (Health and Safety Manager)

First Aid Boxes

First Aid boxes are kept at:

- various locations through out all the Campuses. Signage in rooms identifies the nearest one to that location.

In addition to the standard first aid boxes each of the main building has two major incident trauma kits. These are located:

- at the reception in each building; and
- in the Estates office in each building.

The Contents of First Aid Boxes will be checked monthly by:

- Paul Haslett at the College's Easterhouse building;
- Henry Preston at the College's East End building; and
- John McKay at other locations.

List of Appointed First Aid Personnel: see Annex 1 for up to date list.

A list of appointed first aiders will be displayed at appropriate places in the College's estate.

Monitoring

To check working conditions and ensure safe working practices are being followed the College will:

- conduct randomly selected joint Union and Management area inspections. All areas of the College shall be covered on an annual basis.

The Health and Safety Officer shall conduct safety walk-rounds of all areas of the campus on an ad-hoc basis.

To check working conditions and ensure safe working practices are being followed in each area of the College designated managers will:

- undertake a workplace inspection of one area of their responsibility each academic term. The manager should be accompanied by the line manager for that area, a Health and Safety Coordinator and the Health and Safety Officer; and
- convene a meeting, one each academic term, of line managers in their area with the specific purpose of discussing Health and Safety and related training. The minutes of the meeting will be placed on the agenda of the College Management Team and the Health and Safety Committee,

The designated managers are:

- Stephen Smith (Assistant Principal Vocational School);
- Irene Quinn (Assistant Principal (Acting) Core School);
- Alan Sherry (Assistant Principal); and
- Alex Kirk (Depute Principal).

Responsibility for Accident / Incident investigation including incidents of work related stress:

- Curriculum Leaders, Senior Lecturer and Head of Section;
- Kevin Maguire (Health and Safety Officer); and
- Trade Union Safety Representative.

Responsibility for investigating work-related causes of sickness absence:

- Doreen Sneddon (Human Resources Manager);
- Kevin Maguire (Health and Safety Officer); and
- Trade Union Safety Representative.

Responsibility for acting on investigation findings to prevent a recurrence:

- Alex Kirk (Depute Principal);
- Kevin Maguire (Health and Safety Officer);
- Curriculum Leader, Senior Lecturer and Head of Section; and
- Trade Union Safety Representative.

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the Fire Risk Assessment is undertaken and implemented and Fire Plans produced:

- Alex Kirk (Depute Principal); and
- Kevin Maguire (Health and Safety Officer).

Escape routes are checked by:

- Building Coordinators; and
- Security Staff.

Escape routes are checked:

- daily when Campus is open.

Fire Extinguishers are maintained:

- annually and by Qualified Extinguisher Engineers.

Fire Extinguishers are checked:

- monthly by the Building Coordinator or Security Staff.

Fire Alarms are tested by:

- Building Coordinators.

Fire Alarms are tested on:

- Easterhouse Campus: Weekly (Friday afternoon 2:00pm)
- East End Campus: Weekly (Friday morning 10:00am)

Emergency evacuation will be tested and a Fire Evacuation Report Form produced every Teaching Block.

Different members of staff, in line with their normal task routines, carry out the above checks. It is the responsibility of the under noted to ensure the tasks are completed:

- John McKay (Estates Coordinator).

Lines of Reporting

General

It is the intention that all relevant College and Board committees are kept fully informed of action taken by the College related to Health and Safety and Risk Management in general. To achieve this the undernoted lined of reporting have been established.

Health and Safety Committee

The minutes of this group will be placed on the agenda of the Board's Personnel and Staffing Committee, the College's Joint Consultative Committee, the Strategic Management Team and the Risk Management Group.

Risk Management Group

The minutes of this meeting will be placed on the agenda of the Board of Management's Executive Committee. In addition it will be placed on the agenda of the Personnel and Staffing Committee, the Financial Control Committee, the Capital and ICT Committee and the Academic and General Purposes Committee.

Health and Safety Annual Report

A report based on the College's Health and Safety performance will be presented to the Board of Management on an annual basis normally at the first meeting of each academic session. It will also be placed on the agenda of the College Management Team, the Risk Management Group and the Health and Safety Committee.

Senior Management Team

Minutes of the Health and Safety Committee and the Risk Management Group will be placed on the agenda of the Senior Management Team. A standing item on Health and Safety will be place on the agenda of the Senior Management Team.

Schedule of Meetings

The scheduled meeting for each committee is indicated below.

Health and Safety Committee

As per Board meeting schedule.

Risk Management Group

As per Board meeting schedule.

Board Committees

As per Board meeting schedule.

Sustainable Development Group

As per meeting schedule.

John Wheatley College
Health and Safety Policy Document
Annex 1
List of First Aiders

To be updated after training in June 2010.