NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Health & Safety Policy and Arrangements 2025(v1)

North Warwickshire and South Leicestershire College

Policy Author: Health and Safety Manager

Lead Owner: Chief Operating Officer

Target Audience: The College Community

Policy Location: Website / Staff SharePoint

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INTRODUCTION

To comply with criteria within the Health and Safety at Work etc. Act 1974 all companies that employ five or more staff must have a written comprehensive Health and Safety Policy. To fulfil this legal requirement this Policy Book contains the full Policy for North Warwickshire and South Leicestershire College (the College).

The College Principal and Chief Executive together with the Governing Body (known as The Corporation) acknowledge the importance of their responsibilities to fulfil their obligations and legal duty owed to themselves, employees, learners and other persons who may be affected by their acts or omissions to take reasonable care for their health, safety and welfare.

The operation and effectiveness of the Policy will rely on the commitment of all management levels who have been allocated specific responsibilities. They shall implement the Policy as a working procedure therefore their commitment is essential in the disseminating of information contained in this Policy to all staff and additional stakeholders at the College. Responsibilities include:

- Take care of themselves and others that may be affected by their activities including students, contractors and other visitors to the College sites
- To co-operate with the Corporation, the Principal and Managers on all health and safety matters necessary to ensure statutory duties are complied with
- Participate with every person within the organisation in the implementation of the recommendations made in order to achieve and maintain the highest standards of compliance with health and safety legislation
- Report all hazards, defects or concerns to their immediate manager or other appropriate person including all accidents and incidents arising from College activities
- Adhere to specific responsibilities as detailed within individual Health and Safety procedures

This Policy is intended to provide essential information to inform stakeholders of the policies and procedures as to how the College will fulfil its legal obligations in relation to Health and Safety legislation including:

- Statement of Intent
- Management Structure and Responsibilities
- Policy Arrangements
- Monitoring and Review
- Auditing of Policy

The information given in the Policy is not exhaustive however, and where appropriate links are given of sources of further information on specific subjects.

The Policy should also be read in conjunction with any departmental or section safety documents, which contain detailed specialist health and safety information relating to activities and processes within those areas.

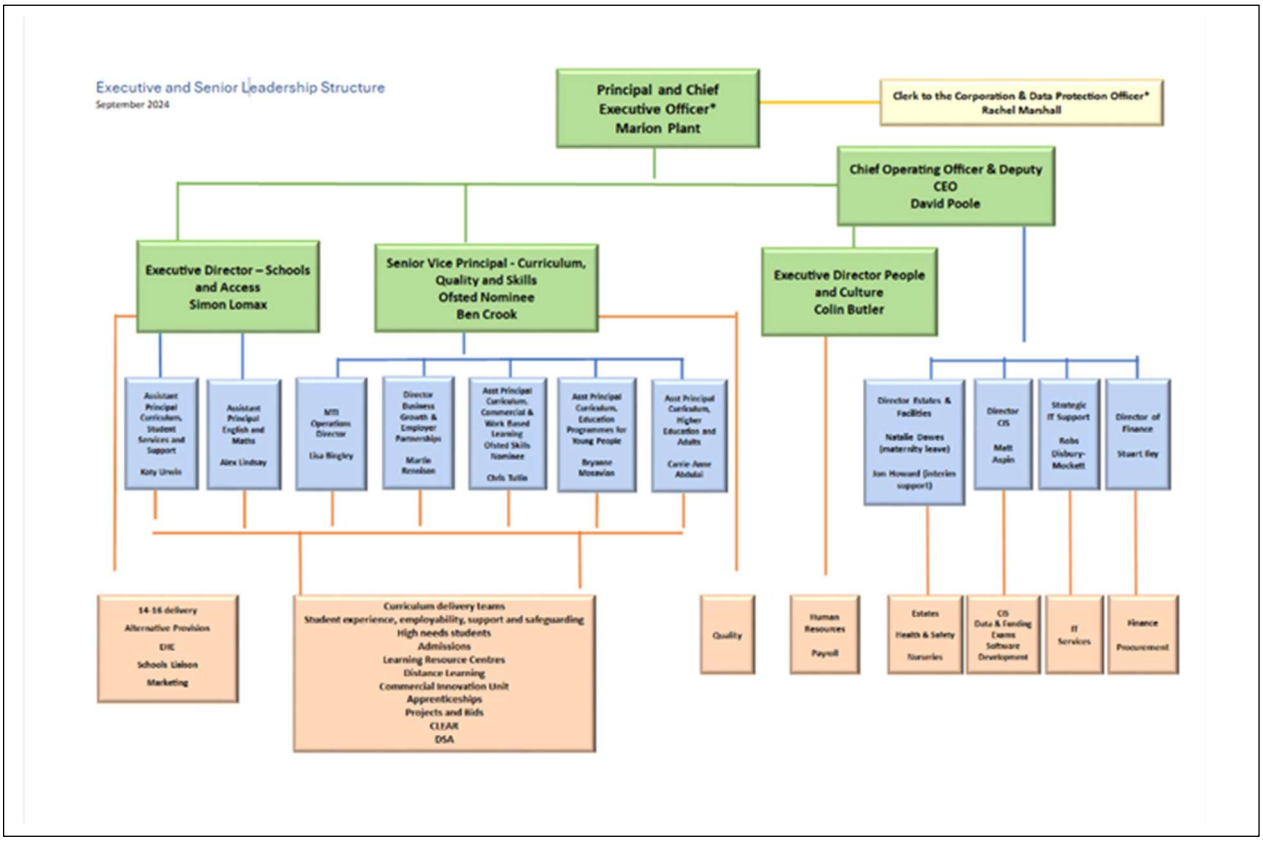
POLICY STATEMENT OF INTENT REF. H&S-NWSLC-002-01-2025-V1

The Corporation recognises that under the Health and Safety at Work etc. Act 1974 (HSWA) it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and duties to: students, contractors, visitors and others who may be affected by its activities whilst on the College premises or externally, as part of the College business.
The Corporation will take all such steps as are reasonably practicable to meet its responsibilities relating to health and safety requirements in adherence to all legal Acts, Regulations made under the HSWA, all Approved Codes of Practice and Statutory Obligations etc., these being:

- Provide, maintain and provision for adequate facilities and welfare arrangements and so far as is reasonably practicable, make arrangements for the safe use, handling, storage and transportation of articles, materials, substances and provide safe plant, machinery, equipment and systems of work.
- Provide all employees and students with sufficient information, instruction, training and supervision as necessary so that they can perform their work safely and efficiently.
- Conduct proactive risk assessment to identify foreseeable hazards that could affect employees, students, visitors, and so far as is reasonably practicable to eliminate or reduce the risks.
- Create an Organisational Management Structure that will promote a positive health and safety culture which supports risk control at all levels within the College, particularly at senior management levels and to effectively control the activities of all outside contractors when on sites controlled by the College.
- Work closely with appropriate external agencies, partners, College networks and other governing bodies, to ensure our continued adoption of best-practice solutions in health and safety management.
- Appoint competent persons to assist and advise the College in matters related to health and safety as appropriate.
- Encourage a full consultation on health and safety matters and hold termly Health and Safety Committee meetings.
- Regularly review the performance at the appropriate committee and corporation meetings of health and safety management and adherence of this Policy to enable the College to learn from experience and remain compliant with all current and forthcoming legislation.
- Make provision of appropriate first aid treatment for those injured whilst on premises controlled by the College.
- To ensure that all accidents and incidents are appropriately dealt with, including informing the Health and Safety Executive of any instances where RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) applies.
- Ensure that emergency evacuations of premises are practised on a termly basis and recorded.

The Corporation will constantly review the performance of health and safety management and adherence of this Policy to enable the College to learn from experience and remain compliant with all current and forthcoming legislation. This Policy will be used as a practical working document and will be reviewed annually or as necessary to ensure compliance and will be fully communicated for staff and students via the College Extranet and website.

ORGANISATION



ROLES AND RESPONSIBILITIES

ORGANISATIONAL RESPONSIBILITIES H&S-NWSLC-02-01-2025 V1

The Corporation

The Corporation collectively and individually accepts full responsibility for health and safety in the College. The Corporation or one of its committees shall:

- Monitor, review and approve any significant changes to the Health and Safety Policy.
- Ensure that there are reporting structures to allow Stakeholders, Senior Managers, Management and Staff to be informed of any significant changes as appropriate.
- Scrutinise the effectiveness of health and safety risk management issues throughout the College.
- Appoint the Principal as the "Health and Safety Director."
- Challenge unsafe practices and encourage the inclusion of staff, learners and others in developing and improving the College health and safety culture.
- Ensure its decisions reflect its health and safety intentions in accordance with this Policy.

The College Principal as Chief Executive will be responsible to the Corporation for the safe functioning of all College activities and will provide a strong Health and Safety leadership. The Principal will:

- Ensure that senior levels of staff (The COO/Deputy Chief Executive, Deputy Principal, Vice Principal Quality, Executive Directors, Directors and Team Leaders) understand the Policy including their applicable roles and responsibilities.
- Monitor the Policy's effectiveness, report back to the Corporation any issues as appropriate and instigate any changes where necessary.
- Consult with the COO/Deputy Chief Executive, Director of Human Resources and the Director of Facilities and Estates on health and safety matters.
- Insist upon the full cooperation of all staff, across all levels, to actively work to the criteria as set in this Policy and as instructed collectively or individually by the Principal.
- Ensure that any changes in the curriculum and changes to work processes / procedures are considered for their health and safety implications.

Executive Team –

Executive and Vice Principals are responsible to the College Principal for:

- Providing strong leadership for health and safety in relation to the Policy. They are required to engage the full participation of members of staff who will report to them on all aspects of the College's health and safety management system from within their own designated department.
- Ensuring that all members of staff reporting to them understand the Policy as it relates to them and work to the Policy.
- Ensuring all curriculum-operating plans include the appropriate levels of health and safety required in each curriculum area and are instigated/implemented in relation to the health, safety and wellbeing of the learners within that department.

- Maintaining the safety, health and wellbeing of all students through curriculum area operating plans by identifying different hazards and levels of risk they may be exposed to.
- Ensuring all work placements for students are vetted by a member of staff and appropriate documentation (e.g. insurance levels, Health and Safety Policy, College Health and Safety Vetting form, learner forms etc.) are fully completed by both the Employer and College and is deemed suitable and sufficient to meet the College's criteria as a work placement provider.
- Ensuring the relevant information, instruction, guidance, supervision and training is given to the learner by the work placement provider to enable them to meet their learning objectives.

The COO, is responsible to the College Principal for:

- Providing adequate resources to ensure that individual employees with responsibilities for health and safety are able to fulfil their roles.
- Ensuring initial training in, and the reinforcement of, good health and safety practice and ensure it is embedded in student induction programmes, schemes of work and lesson plans.
- Monitoring judgements made by the Health Safety Environment Manager on the efficiency, and that all areas adhere adherence to the health and safety arrangements and procedures applicable to the curriculum area through audit and inspection reports. Ensuring any actions identified are appropriately planned and completed by the applicable Director/Manager in accordance with health and safety regulations etc.
- Reporting to the Principal and Corporation on all aspects of the running of health and safety within the College after consulting with appropriate management levels including the Director of Facilities and Estates and Health Safety and Environment Manager.
- Reporting to the Principal on the effectiveness of this Policy and on the College's Health and Safety performance.
- Communicate and report to the Executive Team all aspects of the management and implementation of health and safety within the College after consulting with appropriate management levels.
- Support the Health Safety and Environment Manager to chair the Health and Safety Committee meetings and in consultation with Union Representatives in relation to health and safety.
- Oversee duties specified in the Controlling Contractors arrangements section of this Policy.
- Take applicable action in relation to accidents/incidents etc. and in accordance with RIDDOR and where required, report cases to the Executive Director Corporate Services.

Executive Director of People and Culture-

Health and Safety responsibilities include:

- Responsibilities include: Ensuring that individual employees with responsibilities for health and safety throughout the organisation are given adequate training to fulfil their role effectively ensuring the dissemination of health and safety information to College staff is clear and effective.
- Supporting the implementation of the wellbeing strategy

Director of Facilities and Estates

Health and Safety responsibilities include:

- Ensuring individual employees within Estates with responsibilities for health and safety are given adequate training to fulfil their role.
- Communicate with the Health Safety and Environment Manager for the completion of all types of risk management systems for Estates (including compliance auditing, Risk and COSHH Assessments, Safe Working Procedures etc.) and their effectiveness in relation to department areas.
- Carry out duties specified in the Controlling Contractors arrangements section of this Policy.
- Selection of and appoint outside maintenance/new works contractors to undertake estates related work and the monitoring of their activities on College premises.
- Ensuring the safe operation of all project development activities on College sites.
- Ensuring that individual employees in the directorate are capable and are given the necessary instruction, training, responsibility and encouragement to carry out the delegated functions.
- Ensuring that fixed electrical installations are inspected by a competent person at least every five years, and that records are kept available for inspection.
- Ensuring that the Estates Team fulfils the requirements of the Approved Codes of Practice (ACOP) on the Control of Legionellosis and that suitable records are kept for inspection.
- Ensure that the College fulfils the requirements of the management of asbestos and that the required records are maintained and available for inspection.
- To provide appropriate and effective security provision for all College premises, utilising the College's own resources and those of external contractors as appropriate.

Contract Manager

Health and Safety responsibilities include:

- Ensure that all contractors appointed by the Estates Department have the appropriate level of competence suitable to the task they are appointed to undertake.
- To ensure proper siting and maintenance of all health and safety related facilities and resources on all sites, including security and emergency alarms, fire extinguishers, signage and other equipment associated with emergency procedures. Ensure a regular review of these arrangements to ensure they are in line with Policy.
- Ensure that all contractors appointed by the Estates Department have the appropriate level of competence suitable to the task they are appointed to undertake.
- Overseeing that all statutory inspections via the College's insurance company are completed with records held and any identified deficiencies are communicated to the applicable departments.

Maintenance Team leader

Health and Safety responsibilities include:

- Prepare and deliver an annual health and safety training matrix for the Estates Department staff to train and advise staff on all health and safety matters, including related documentation such as safe systems of work, risk assessments etc.
- Ensure in house maintenance work comply with this H&S Policy and supporting documentation
- Ensure that the College's parking and traffic management arrangements on all sites maintain clear access for emergency vehicles and accord with best Health and Safety practice as far as is practical.

Health, Safety and Environmental Manager

The Health, Safety and Environmental Manager responsibilities include:

- Supporting and advising on complex health and safety matters, developing Health and Safety Policy Arrangements and Procedures and Strategy.
- Supporting the COO and Director of Estates with health and safety compliance matters and support the promotion of a positive health and safety culture.
- Develop and advise on appropriate College wide risk management systems to enable all areas of the College and Department Managers/Heads to undertake risk assessment processes to identify hazards and after evaluate risk to ensure appropriate control measures are taken to meet or exceed statutory provisions.
- To act as the main liaison point on health and safety issues with the Health and Safety Executive and any other Local or National Enforcing Authority.
- To act as the main liaison point for the use of external Health and Safety Consultants, Auditors and Training Consultants and Providers.
- Reporting and taking applicable action in relation to Accidents/Incidents etc. and in accordance with RIDDOR and where appropriate, keep the Director of Human Resources informed of any investigation
- Chair the Health and Safety Committee meetings and advise the members of the Health and Safety Committee on changes to appropriate legislation and give information on inspection/audit reports etc.
- Providing practical advice and guidance to all staff to identify risk and to carry out and complete the risk assessment process.
- Advising staff with regards to adherence to all parts of the Health and Safety Policy and their legal responsibilities.
- Liaise with the Director of Facilities and Estates to undertake or appoint a suitably competent person to ensure appropriate Fire Risk Assessments are completed.
- Make arrangements for termly emergency evacuation drills and ensure weekly alarm testing is completed across all College sites.
- Make available suitable a health and safety training provision including training tools such as e-learning and support with the delivery of classroom-based training including: Fire Marshal Training, Manual Handling Awareness Training, Asbestos Awareness.
- Complete regular audits of site and implement clear improvement plans when required.
- Complete an annual review of this H&S Policy.
- Ensure the college is kept informed of changes to legislation and regulations relating to H&S.

Senior Leadership team – Assistant Principals

Health and Safety responsibilities include:

- Monitoring the effectiveness of the Policy on a day-to-day basis and reporting back to the Deputy Principal or Vice Principal and providing information to the Health and Safety Manager
- Ensuring that their area of responsibility is run according to the standards laid out in this Policy and, as a minimum, that they meet the legal standards and other appropriate standards that may be set by the College.
- Ensuring that staff working in their area of responsibility are capable and understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- Ensuring that staff working in their area of responsibility are aware of the degree of priority that these matters carry, and that where appropriate, they will be provided with both time and encouragement to peruse such matters.
- For any matters within health and safety which they have only limited knowledge they can gain advice via the Health and Safety Manager and Director of Facilities and Estates.

The Senior Leadership team will also be responsible for the following, which they may, after consultation delegate tasks to Managers where appropriate:

- Reporting to the Health and Safety any accidents, incidents, near-misses, or damage for appropriate investigation as soon as possible after the adverse event (i.e. preferably the same day or the following day in the morning).
- Ensuring that suitable and sufficient Risk Assessments are completed, in accordance with the College Risk Assessment process and Management of Health and Safety at Work Regulations, particularly those required to be completed in accordance with their individual regulations e.g., COSHH, DSE, Expectant Mothers, Fire Assessments, Asbestos etc.
- Ensuring that, where appropriate, a College Health and Safety representative is nominated from the curriculum teams to coordinate health and safety matters in the teams area of responsibility and ensuring that such individuals are capable and are given time from divisional duties, encouragement, training and supervision to carry out such responsibilities.
- Monitoring progress of the curriculum delivery teams on the completion of findings from any inspection or audit and ensuring that any identified deficiencies are acted upon and rectified within the stated control time in accordance to the level of risk/harm as assessed.
- Ensuring where necessary that any supplementary policies are drawn up and implemented. Additional advice can be sought from the Health and Safety Manager or Director of Facilities and Estates.
- Identifying where required and completing any necessary detailed arrangements e.g. Safe Working Procedures/Safe Systems of Work/Method Statements etc. and their implementation to staff/learners etc.
- When required, nominating a staff member to carry out checks of the contents of First Aid Boxes within their work area.

MTI Operations Director

Duties include:

- Ensuring that all aspects of Health and Safety at the Mira Technology Institute (MTI) are managed and controlled effectively and where necessary that any supplementary policies are drawn up and implemented.
- Appoint a suitably qualified person for the day-to-day management of health and safety on site and take advice from the College Health and Safety Manager on complex Health and Safety matters.
- Communicate effectively with all parties involved with the MTI project on all matters related to Health and Safety as appropriate.
- Appoint a representative for health and Safety and ensure representation at the College and where appropriate partner health and safety Committee meetings.
- Assist with and support with accident and incident investigations and provide partners with accurate health and Safety information as requested.
- Assisting the Centre Manager (MTI) in ensuring that all work activities are adequately supervised so that work proceeds according to standards laid down in this Policy.

Facilities Officer (MTI)

Health and safety Responsibilities shall include.

- Monitoring and reporting accidents, incidents including near misses or damage to the Operations Director (MTI) and the Health and Safety Manager any accidents, incidents, near-misses, for appropriate investigation.
- Ensuring that all contractors appointed have the appropriate level of competence and that risk assessments and method statements are suitable for the task they are appointed to undertake and that all contractors are supervised and monitored as appropriate.
- Ensuring that suitable and sufficient Risk Assessments are completed, in accordance with the College Risk Assessment process and Management of Health and Safety at Work Regulations, particularly those required to be completed in accordance with their individual regulations e.g.; COSHH, DSE, Expectant Mothers, Fire Assessments, Asbestos etc.
- Ensuring that fire and emergency evacuation procedures including weekly fire alarm testing and evacuation drills are completed and a record is maintained.
- Ensuring that all workplace equipment including firefighting appliances and machine tools are inspected and maintained in accordance with the appropriate legislation and insurance guidelines.
- Ensuring all substances (COSHH) are controlled and that a suitable and sufficient COSHH risk assessment is completed for all substances on site, maintain a single central register of substances along with the appropriate risk assessment and safety data sheet and that COSHH is reviewed on a regular basis,
- Assisting the Operations Director (MTI) and MTI parties in ensuring that all work activities are adequately supervised so that work proceeds according to standards laid down in this Policy.

- Identifying where required and ensuring the completion of any necessary detailed arrangements e.g. Safe Working Procedures/Safe Systems of Work/Method Statements etc. and their implementation to staff/learners etc.
- Nominate a sufficient number of fire marshals and first aiders to carry out checks of the contents of First Aid Boxes and first aid provisions and to ensure the duties and responsibilities of fire marshals are carried out effectively.
- Ensuring that the MTI fulfils the requirements of the Approved Codes of Practice (ACOP) on the Control of Legionellosis and that suitable records are kept for inspection.
- Ensuring that the MTI fulfils the requirements of the management of asbestos and that the required records are maintained and available for inspection.
- Provide appropriate and effective security provision for all College premises, utilising the College's own resources and those of external contractors as appropriate.

Health and Safety Committee and Representatives

The College shall involve staff and their safety representatives, as valuable sources of information and advice. This will help to ensure that all relevant hazards have been identified, and appropriate controls selected. Responsibilities include:

- Along with their day-to-day activities the Safety Representatives are responsible to the department Director/Manager to assist in coordinating health and safety aspects within the department. (The responsibilities from the Director/Manager cannot be delegated "*in total"* to the Health and Safety Representative).
- Take an active part in promoting a positive health and safety culture, assisting with any accident/incident investigations, audits, inspections, identified remedial action, and keeping the department team abreast of any applicable developments passed down to them.
- Attending the Health and Safety Committee meetings to raise in a positive way any departmental issues/concerns and to relay information back from the meeting to the department employees/colleagues.
- Provide assistance in the production of assessments (Risk, COSHH etc.) and applicable Safe Working Procedures and ensure they are disseminated to department staff and reviewed yearly as a minimum.
- Ensuring staff working in their department are capable and have appropriate training according to the needs of their work.
- Assisting the Director in ensuring that all work activities are adequately supervised so that work proceeds according to standards laid down in this Policy.
- Department representatives of employee safety will make representations to the Health and Safety Manager of any potential hazards and dangerous occurrences which could affect employees and general matters affecting employees at work.
- Representatives of employee safety may represent employees of the College in consultations at the College with inspectors from the Health and Safety Executive (HSE).
- Representatives of Employee Safety (ROES) may request to be involved in safety inspections and audits in the College as a means of assisting them to carry out their functions.
- Representatives of Employee Safety will be given the time, facilities and training to be able to carry out their duties.
- Consultation will take place as appropriate.

MONITOR AND REVIEW

This Policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

This is to ensure it is kept up to date and any updated / new / withdrawn regulations, legislation or guidance is implemented tough this Policy into the working structure of the College.

All reviews will be recorded in the following Review Record.

HEALTH AND SAFETY POLICY: REVIEW RECORD		
DATE	REASON FOR REVIEW	REVIEWED BY
09/02/24	Updated policy in the correct format, health & safety policy will be reviewed annually as per current legislation.	Gary Squires GH&SM
20/01/25	Updated policy in the correct format, health & safety policy will be reviewed annually as per current legislation	Gary Squires H&SM
15/01/26	Updated policy in the correct format, health & safety policy will be reviewed annually as per current legislation. HSP 62 Operation of Passenger Lifts added to policy.	Gary Squires H&SM