



Health & Safety Policy

2. ORGANISATION & RESPONSIBILITIES

2.1.1 As the employer, the Corporation will take complete responsibility for the health and safety of all College Staff.

2.1.2 Responsibility for the formulation and implementation of the College policy lies with the Principal. (see Responsibilities List below)

2.1.3 Responsibility as Safety Director lies with the Principal. (see Responsibilities List below)

2.1.4 Responsibility for the supervision of the implementation of College policy is delegated to the Deputy Principal.

2.1.5 Responsibility for the implementation of the College policy is delegated to

i) Directorates. (see Responsibilities List below)

Adult Learning
Quality and Strategy
Workforce Skills
International Operations
14-19

ii) Administration & Management Vice Principal, Corporate Services

iii) College buildings, maintenance
& cleaning, car parks and Head of Estates & Facilities
open spaces, liaison with
contractors

2.2 Each of the named persons is responsible for formulating their own Directorate policy that then forms an integral part of the College Policy.

2.3.1 Employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and that of other employees and to co-operate with the College Management so as to enable them to carry out their responsibilities. (see Responsibilities List below)

Section 7 of the Act states

- " It shall be the duty of every employee while at work:
- a) to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work, and
 - b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him as far as is necessary to enable that duty or requirement to be performed or complied with."

2.3.2. These general duties also require employees to use all work items safely and in accordance with training and instruction received, and to report to the employer or safety advisor any work situation likely to represent serious and immediate danger to health and safety; and within the limits of their experience, any shortcoming in the employer's protection arrangements for health and safety at work.

2.4 The College Health, Safety & Environmental Officer will provide advice on policy and assist with its implementation. The Health, Safety & Environmental Officer has the right to enter any part of the college premises at any time, to report to the Director concerned or other responsible persons, regarding hazards or working practices that in his opinion are unsafe or are a risk to health.

2.5 Safety Representatives

Name	Department
Chichester	
Alison Gray	Instructor/ Technician Engineering
Jane Askham	Sports
Peter Warren	Student Success
Ivor Osborn	Construction & Engineering
Malcolm Neale	Hair & Beauty
Kerri Benny	
Chris Collier	Hospitality
Chris Walker	Creative & Performing Arts
Geoff Gibbs	International
Laura Robinson	Maths & Science
Nick O'Brien	Computing & IT
Chris Turner	Workforce Development
Erica Barrnett	14+
Mike Twiss	CSU
David Prior	SLLD
Mario Pietrobuono	Union H&S rep
Debra Laxton	Healthcare & Early Years, Teacher Ed.
Name	Department

H&S Org/Resp	
Kirsty Hornsey	EFM
Mark Forder	Sports
Liz Webb Sue Carpeneter	First Steps Nursery
Trudy Baxter	Executive Team
Brinsbury	
Claire Smith	Animal Care
Andrew Walker	Farm
Colin Lambert	Horticulture
Helen Burt	Equine Unit
Shaun Rowe	Agriculture & Conservation
Alan Payne	Estates and Administration
Liz Webb	Nursery
Smith Tesfaye, Hilary	Additional Support
Martin Smailes	Engineering

2.6.1. Procedures for Union Appointed Safety Representatives and Advisors

(i) Inform the appropriate Director of the intention to inspect an area under his/her control. Such notice to be not less than one week in cases of formal or regular inspections. Forward copies of audit and/or hazard report to the Director as soon as possible after inspection.

(ii) Such inspections to take place at least once each term using the safety inspection check list. Inspection should preferably take place in the presence of the appropriate Director or their representatives in order to facilitate communication and expedite action.

(iii) Direct verbal complaints and hazard reports straight to the Director.

(iv) Liaise with visiting authorities and HSE Inspectors.

(v) Be informed by the Director of any complaint made as soon as possible.

(vi) Be informed of any accident/incident, and to take such steps as are required by the Safety Representatives and Safety Regulations 1977

(vii) Be informed as to any notifiable accident, occurrence and diseases that may arise.

(viii) Be informed of any new introductions, work or location changes prior to implementation.

2.6.2. Health and safety representatives are specifically entitled to consultation in good time on changes at work which may affect health and safety, particularly with regard to the introduction of new technologies, and to the provision of facilities and assistance with

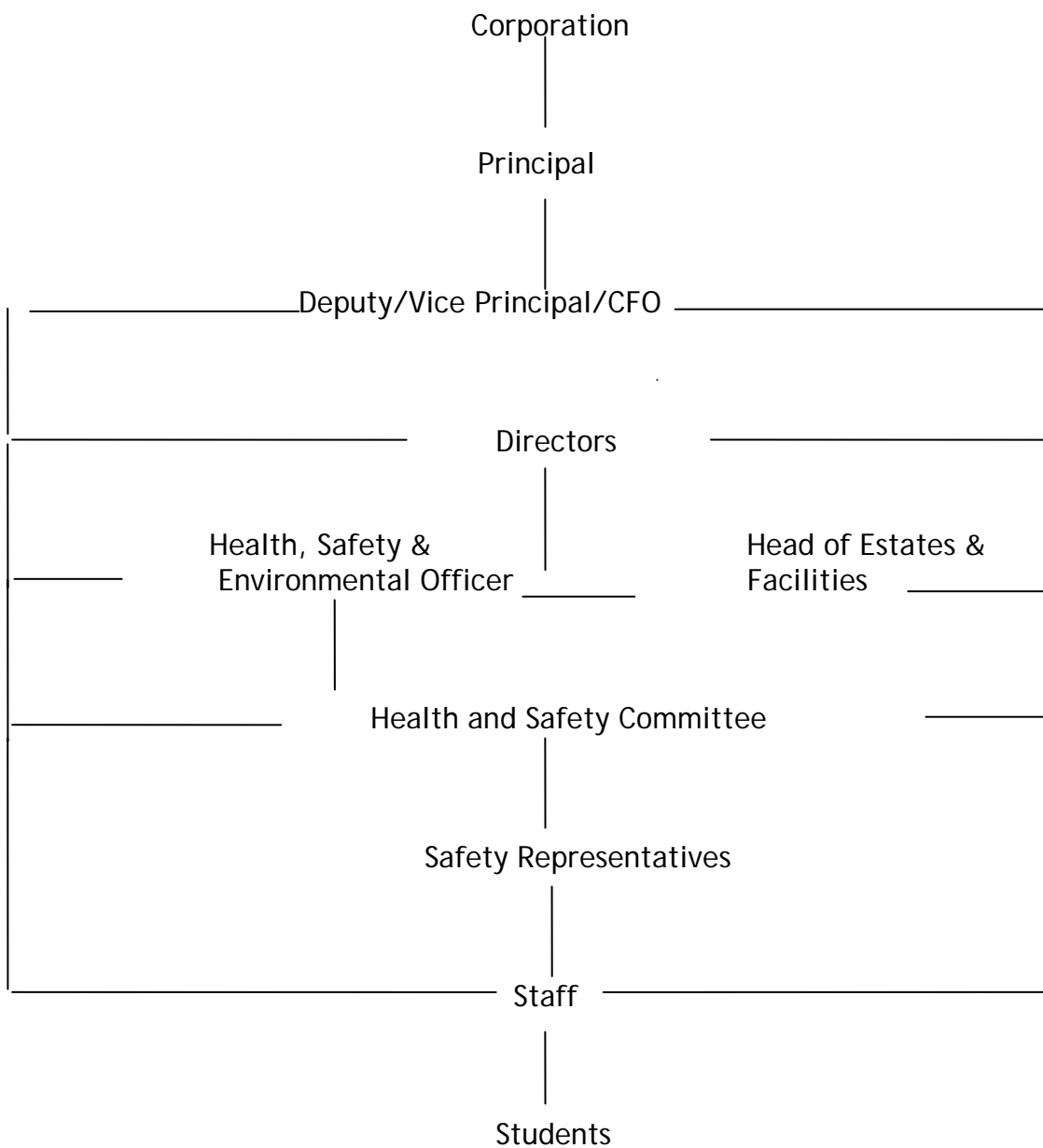
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information and training for the health and safety of the employees they represent.

2.7 In pursuance of the policy the College has established a Safety Committee to provide effective communication and consultation in order that the College Health and Safety Policy is properly maintained, developed and reviewed as appropriate.

The membership and the functions of the Safety Committee are to be found in 2.5.

8 Safety Organisation Chart



2.9 RESPONSIBILITIES OF THE PRINCIPAL

1. To ensure the College has in place the appropriate organisation and methods for the implementation of the Health & Safety Policy and for making all persons aware of their responsibilities.
2. To ensure that the Health & Safety Committee complies with its terms of reference.
3. To sanction the College's Health & Safety Policy Statement.
4. To ensure that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working by all staff and students and that appropriate resources are allocated to achieve this.
5. To ensure that appropriate reports on health and safety are submitted to the Governors on an annual basis.
6. To set a personal example by following all health and safety rules and regulations when on site.
7. To carry out the duties of Safety Director as stated by the Health & Safety Executive in their guidance.

2.10 RESPONSIBILITIES OF DIRECTORS

1. To ensure that the College's Health & Safety Policy is available to all employees and to ensure that they are aware of their duties and responsibilities.
2. To ensure that the Directorate Health & Safety Policy is up to date and available to all employees and to ensure that they are aware of their duties and responsibilities.
3. To receive termly inspection reports from Directorate Safety Representatives and act on them as appropriate.
4. To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed.
5. To work closely on all issues with the College Health, Safety & Environmental Officer and with him to implement the overall Management Plan as it applies to their Directorate.
6. To monitor all risk assessments in their Directorate and ensure that they are appropriate and kept up to date. To ensure that all safety registers and records are similarly monitored.
7. Should any statutory notice (improvement/prohibition) be served on any equipment or persons within their control, or if a visit is made by a statutory agency (HSE, EHO,

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Trading Standards or Fire Brigade), that he/she is to report to the Vice Principal (Quality & Curriculum) and Health, Safety & Environmental Officer immediately.

8. To set a personal example by following all rules and regulations when on site.
9. Directors may delegate these duties to a suitable alternative, but they are still responsible for their area of work.

2.11 RESPONSIBILITIES OF ALL COLLEGE MANAGERS

1. To ensure that statutory regulations and College procedures are adhered to in the areas of their responsibility and highlight any irregularities to their Director or Senior Manager.
2. To ensure that the College's Health & Safety Policy is brought to the attention of all employees within their area of control and ensure that they are aware of their duties and responsibilities.
3. To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed.
4. To ensure all students under their control receive appropriate information and training where necessary to enable them to operate safely while on college premises.
5. To work closely on all issues with the College Health, Safety & Environmental Officer and with him to implement the overall Management Plan as it applies to their area of work.
6. To monitor all risk assessments in their Programme Area and ensure that they are appropriate and kept up to date. To ensure that all safety registers and records are similarly monitored.
7. To ensure that in the areas under their supervision there is adequate provision and arrangement for welfare, personal protective equipment and other items designed for accident and loss prevention.
8. To have an understanding of the requirements laid down under the Health & Safety at Work Act 1974, Regulations made there under and other appropriate regulations and ensure they are observed.
9. Should any statutory notice (improvement/prohibition) be served on any equipment or persons within their control, or if a visit is made by a statutory agency (HSE, EHO, Trading Standards or Fire Brigade), that he/she is to report to the Vice Principal (Corporate Services) and Health, Safety & Environmental Officer immediately.
10. To set a personal example by following all rules and regulations when on site.

2.12 RESPONSIBILITIES OF THE HEAD OF ESTATES & FACILITIES

1. To understand fully and act upon the College's Health and Safety Policy.
2. To ensure that the operations under his control are conducted in accordance with relevant regulations, approved code of practices and College procedures following the appropriate risk assessments and safe systems of work.
3. To work closely with the Health, Safety & Environmental Officer, managers and staff to ensure the College's Health & Safety Policies are implemented.
4. To arrange for Facilities staff to carry out regular health and safety inspections of the College Campus.
5. To ensure that all accidents and dangerous occurrences are promptly reported to the Health, Safety & Environmental Officer.
6. To ensure only approved contractors are employed to undertake work on the College premises.
7. To ensure that contractors are given the College's Health and Safety Guide and that they abide by all the rules and regulations within it.
8. To ensure that all areas within the College premises are maintained in a clean and tidy state and to ensure that all rooms are adequately lit and have rubbish removed to prevent the risk of fire.
9. To remove contractors from site who fail to consider the safety and well being of themselves and others and ensure that written notification is forwarded to the appropriate company through the recognised channels.
10. To arrange to issue as appropriate any work permits appertaining to the activity of the College e.g., hot work and confined spaces.
11. To ensure that all plant and equipment brought onto the College campus by contractors is 110 volts and is in a safe working condition with all appropriate certification.
12. To ensure that risk assessments and COSHH assessments for Facilities operations are updated on a regular basis.
13. Certain parts of the Facilities responsibilities may be delegated to the Premises Manager.
14. To set a personal example by following all rules and regulations when on site.

2.13 RESPONSIBILITIES OF THE HEALTH, SAFETY & ENVIRONMENTAL OFFICER

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1. To provide advice and support the College Senior Management on all aspects of health and safety.
2. To liaise with a range of individuals including managers, facilities personnel, contractors, enforcement agency inspectors and staff safety representatives in ensuring the implementation of health & safety policies.
3. To help College Management draw up an annual Health & Safety Management Plan and ensure the implementation of it in conjunction with managers.
4. To receive termly health and safety reports undertaken by Safety Representatives and to inform the Health & Safety Management Committee and College Health & Safety Committee of the findings of these reports.
5. To carry out regular audits of all health and safety management systems, policies and procedures.
6. To implement and monitor reporting procedures for accidents and dangerous occurrences, whether or not involving personal injury. To ensure the circumstances surrounding such accidents are properly and fully investigated and to consider if further control measures/precautions are needed to prevent reoccurrence and to act on these.
7. To ensure that all college health and safety records and registers are properly maintained, kept up to date and actioned where necessary and that they and all appropriate reports and assessments are kept and are readily available.
8. To ensure that relevant managers are aware of their responsibilities for the health and safety aspects of methods of work, relevant codes of practice and a commitment to comply with College health and safety procedure.
9. To ensure where appropriate risk assessments and safe systems of work, at onset and during the works, are provided by contractors undertaking work involving high risk, fire risk or of a hazardous nature.
10. To have a comprehensive understanding of the requirements laid down under the Health & Safety at Work 1974, regulations made there under and other appropriate regulations and ensure they are observed.
11. Should any statutory notice (improvement/prohibition) be served on any equipment or persons within the college, and to report it to the Senior Management immediately.
12. To maintain adequate and up to date information on relevant law and on safety management practice.
13. To attend relevant training courses to keep abreast of changes.
14. To set a personal example by following all rules and regulations when on site.
15. To identify and co-ordinate health and safety training provision for college staff.

16. To promote awareness of health and safety issues and a positive health and safety culture within the college.

2.14 RESPONSIBILITIES OF LECTURING AND SUPPORT STAFF

1. All employees have a legal duty under Section 7 of the Health & Safety at Work Act 1974 to take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
2. All employees have a duty under Section 8 of the above Act not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
3. To understand fully and act upon the College's Health & Safety Policy as it relates to their area of work.
4. To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and College procedures, following the appropriate risk assessments and safe systems of work.
5. To co-operate fully with the College's Facilities staff, the Health, Safety & Environmental Officer and external consultants and act promptly upon any instructions.
6. To report to the Head of Estates & Facilities, Premises Manager or Health, Safety & Environmental Officer any employees or contractors who fail to consider the safety and well being of themselves and others whilst on site.
7. To advise their Programme Manager of any need to update risk assessments relating to their work area.
8. To set a personal example by following all rules and regulations when on site.
9. To ensure that all students within their area of responsibility are aware of and act upon safety procedures and instructions.

2.15 RESPONSIBILITIES OF STUDENTS

1. To co-operate with College staff in all matters in relation to health and safety.
2. To complete the College's confidential health questionnaire.
3. To refrain from any conduct which puts at risk themselves or any other person.
4. To set a personal example by following all rules and regulations when on the College campus.

SAFETY COMMITTEE

The committee, which meets once a term, is made up of the following:-

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Deputy Principal
Safety Representatives
Ex-officio members:
Premises Manager
Health, Safety & Environmental Officer
Head of Estates & Facilities

Functions of the College Safety Committee

1. To consider information, statistics, reports and risk assessments, relating to Health, Safety and Welfare matters affecting the College generally, and to make recommendations or observations to Management accordingly.
2. To make recommendations to Management regarding the effective application and development of the Health and Safety Policies of the College and its Directorates (as named in the College Safety Policy Document).
3. To advise on safety rules, practices, etc. affecting the College generally and adherence to safety policy.
4. To consider Hazard Reports submitted by Safety Representatives to Management where in the opinion of the Safety Representatives the action taken or proposed by management is considered unsatisfactory.
5. To consider reports from Management where necessary on matters arising on Hazard Reports.
6. To consider training at all levels (i.e. Managers, Safety Representatives, and other employees).
7. To consider reports from the Health and Safety Executive.
8. To carry out [inspections](#) of a specific workplace by nominated committee members when necessary.
9. To keep the Corporation informed at all times of the work of the Committee through the Human Resources Committee.

23rd November 2008

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