

Glasgow Kelvin College

Board of Management Meeting of 10 June 2026

Annual Health and Safety Policy Review

Report by Health and Safety Manager

1. Introduction

The Management of Health and Safety at Work Regulations require that where an employer employs five or more employees, there is a written health and safety policy document produced. It is also a requirement that the health and safety policy is kept up to date with changes to the organisation and arrangements and to health and safety regulations and best practice.

To achieve this the Health and Safety Manager reviews and updates the health and safety policy and presents this document to the Health and Safety Committee for comment and endorsement in April of each academic year.

2. Changes to the Health and Safety Policy

The reviewed and updated policy contains a number of small changes, which have been summarised below:

- Update of 3.2 organisational chart (H&S line management).
- Updating and standardisation of post titles throughout the policy.
- Amendment to Sec 4 – removal of the reference to HSE 41.
- Amendment to 4.8.2 – addition of section relating to training provision.
- Full document – correction of grammatical, spelling and formatting mistakes.

This policy was reviewed at the Finance and Resources Committee meeting held on 27 May 2026 and endorsed.

3. Resource Implications

There College makes appropriate budget provision each year to support the implementation of good Health & Safety practices. This is reviewed and amended throughout the year as necessary.

4. Equality

There are no equality issues identified as a consequence of this report.

5. Impact on Students

An appropriate health and safety policy protects students and staff of the College.

6. Risk and Assurance

There are no new risks identified as a consequence of this report.

7. Data Protection

There are no data protection issues identified as a consequence of this report.

8. Environmental and Sustainability

There are no environmental and sustainability implications arising as a consequence of this report.

9. Recommendations

Members of the Board of Management are recommended to:

- i) approve the Health and Safety Policy attached at Annex 1 – signatures will be added following approval.

10. Further Information

Members can obtain further information on the contents of this report from Steven Young, Health and Safety Manager at syoung@glasgowkelvin.ac.uk

Health and Safety Policy

Document Control Information

Reviewed by the Senior Leadership Team:

April 2026

Date of Next Review:

June 2027

Approved by the Board of Management:

June 2026 - TBC

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

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Foreword by the Principal and Chief Executive Officer

Glasgow Kelvin College (the College) is committed to supporting a high-quality learning experience which includes being risk-aware and not risk-averse while providing a safe and healthy environment for learners, employees, and visitors. My senior team and I are committed to ensuring that the health and safety of everyone effected by the activities of the college is paramount.

Health and safety is the responsibility of all members of the College community and this policy outlines the responsibilities of employees in discharging their duties. The policy and the procedures defined in the Health and Safety Control Manual (HSCM) are in place to reduce the likelihood of accidents and employees should have a sound understanding of both documents.

Accidents can be prevented, minimised, or mitigated safely by working collaboratively, taking reasonable precautions, being aware of potential hazards and communicating effectively. This approach is key to supporting a health and safe environment for all.

Joanna Campbell
Principal and Chief Executive Officer

1. Statement of General Policy

The Board of Management, the Principal and Chief Executive Officer (CEO), and the Senior Leadership Team (SLT) recognise that provision of a safe and healthy working environment is essential to the well-being of employees and learners and the success of Glasgow Kelvin College.

It is the policy of the College to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors, contractors, and others who may be affected by its activities. The effectiveness of our Health & Safety Policy will be monitored regularly and reviewed, in consultation with employees and their representatives.

The College is committed to continual improvement in the management of health & safety and the development of a positive and robust health & safety culture. To support this policy the SLT will ensure adequate resources are provided to enable the aims of this policy.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive health and safety management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The health and safety management system covers all college activities on college and others' premises (Outreach etc.) and offsite.

The College will:

- Aim to prevent accidents and cases of work-related ill health.
- Provide adequate control of health & safety risks arising from work activities including systematically identifying hazards to assess and control risks.
- Implement and maintain an effective and properly resourced health & management system.
- Define and delegate specific health & safety responsibilities.
- On an annual basis, set health & safety targets and objectives which will be reviewed periodically.
- Provide adequate health & safety information, training and supervision.
- Maintain effective systems of communications on health and safety matters.
- Consult with employees and their representatives on health & safety matters; and
- Comply with legal requirements, Approved Codes of Practice, guidance, and recognised sector best practice.

The Senior Person with overall responsibility for health and safety is the Principal and CEO and the management appointee with responsibility for coordinating health and safety is the Health and Safety Manager. All employees must co-operate with the College in fulfilling its statutory duties and the aims of the Health and Safety Policy.

Health and safety responsibilities are included in Job Descriptions, as appropriate to each post. In addition, all employees, learners, visitors, contractors and others on College premises have a duty to take reasonable care of themselves and all other persons who may be affected by what they do or fail to do.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The management system covers all college activities on college and Others' premises (Outreach etc.) and offsite.

To ensure that the Health & Safety Policy is kept up to date it will be reviewed on an annual basis between April and June by the Health and Safety Manager, the Health & Safety (H&S) Committee, Finance and Resources (F&R) Committee, SLT and the Board of Management to ensure that account is taken of any applicable legislative changes, new guidance or best practice and to identify and correct and deficiencies.

The policy will be brought to the attention of all employees, learners, visitors, contractors, and others at all campuses.

	Date	XX-XX-2026
Principal & CEO of Glasgow Kelvin College		
	Date	XX-XX-2026
Chair of Board of Management of Glasgow Kelvin College		

2. Specific Policy and Scope

The Board of Management regards these health & safety obligations as a minimum standard to be achieved throughout all College activities and requires employees at every level and learners to accept the promotion of high standards in health & safety as a core objective.

The College will provide a safe environment for all employees, learners, contractors, and visitors which comply with current health & safety legislation so far as reasonably practical, including, making reasonable adjustments to comply with College policy for equalities and inclusiveness

The College will:

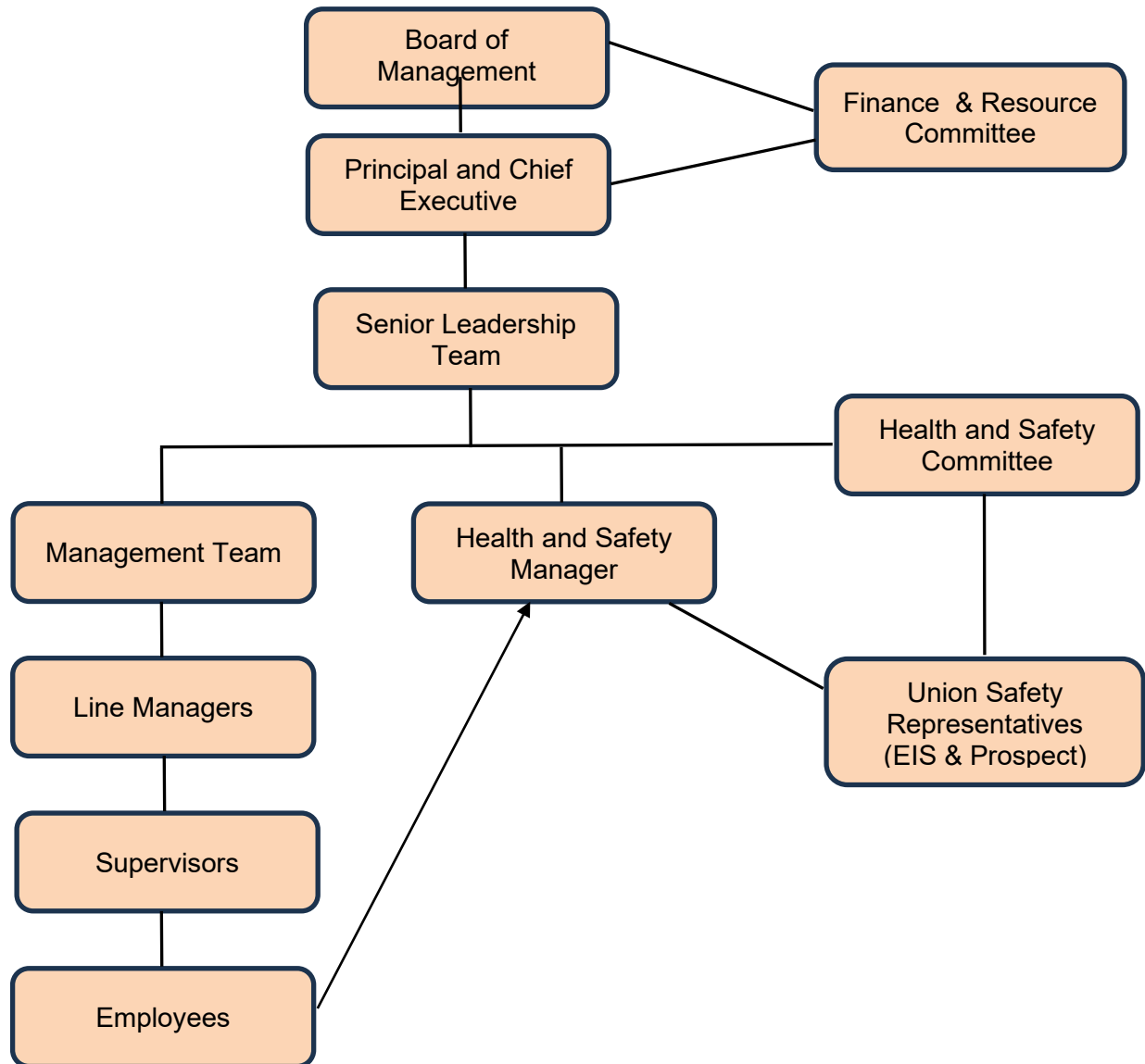
- Provide and maintain places of work that are, safe and without undue risks to health. Ensure that all premises, means of access and egress, plant equipment and vehicles under College control are designed, constructed, maintained, and used, with due regard to health & safety.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Assess the risks to health of harmful substances used by employees and learners and introduce measures to remove/minimise such risk, so far as is reasonably practicable.
- Ensure adequate information is available with respect to machinery and equipment used, detailing the conditions and precautions necessary to ensure they are used without risk to health & safety.
- Provide information, instruction, training, and supervision as is necessary to ensure the health & safety at work of employees, learners, contractors and visitors.
- Adopt the 'hierarchy of risk management' approach, whereby hazards are eliminated or substituted where reasonably practicable before considering the need for engineering control and then segregation. Only where this cannot be reasonably achieved will Personal Protective Equipment (PPE) be considered.
- Provide equipment and protective clothing as necessary and ensure that employees are adequately trained in the correct use of this, that it is worn/used when required and that it is checked and maintained regularly.
- Provide facilities, as appropriate, to enable employees Health & Safety Representatives to perform their functions and consult with them in promoting and developing measures to ensure high standards of health and safety at work and promote through joint consultation on health & safety matters and encourage effective participation in such matters by employees.
- Always ensure that there is suitable training and retraining available for first aiders and arrange for the provision of first aid services to ensure, prompt and appropriate treatment of illness and injury occurring during the course of work.

3. The Organisation

3.1 Campuses

East End Campus 2 Haghill Road Glasgow G31 3SR	Easterhouse Campus 1200 Westerhouse Rd Glasgow G34 9HZ	Springburn Campus 123 Flemington Street Glasgow G21 4TD
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3.2 Organisational Chart



NOTE: All health and safety concerns, hazards or issues, should be reported through the line management structure above and brought the attention of the Health and Safety Manager.

4. Responsibilities and Arrangements

It is recognised that the successful management of health & safety requires the commitment of all employees of the College. The purpose of this policy is to define the health & safety roles, responsibilities, and accountability of employees, from senior management down through the management chain.

The College recognises that all employees have the responsibility to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions.

The following sections set out the principal health & safety-related responsibilities of individuals within the College. These duties will be in addition to the general duty on all employees to ensure the health, safety and welfare of themselves and all others who may be affected by their undertakings.

In addition to the individual liability of senior employees, the Corporate Manslaughter and Corporate Homicide Act 2007 allow companies and corporations to be prosecuted for corporate homicide (in Scotland) where serious management failures result in death. Under this Act there is no longer the need to identify a 'controlling mind' (i.e., one individual whose negligence or recklessness caused the death) to convict an organisation of homicide, thus making it easier to prosecute organisations.

The management responsibilities defined within this Policy should ensure that adequate and appropriate managerial control is exercised over health & safety issues to prevent against prosecution for corporate homicide.

4.1 Responsibilities – Board of Management

- 4.1.1 The Board of Management, headed by a Chairperson, comprises non- executive members, the only exception being the Principal & CEO, who is the only executive member, provide professional, community and stakeholder representation and are accountable to the Scottish Government (SG) through the Scottish Funding Council. They are the employer of the College's employees and have a duty of care for their employees. They are required to ensure the quality of the provision of health and safety across all college activities and locations.
- 4.1.2 It is recognised that the Board of Management, while not actively involved in the daily running of the College, has certain responsibilities in terms of occupational health & safety (OH&S) and the following procedures will be adopted to ensure these responsibilities are effectively discharged.
- 4.1.3 The Board of Management will:
- Approve the vision and overall strategy for the direction of health & safety management within the College and drive forward continual health & safety improvements
 - Consider OH&S under the Risk standing item on the agenda of all Board meetings.
 - Ensure that College management provides monitoring and reporting of health & safety performance to the Board of Management and/or an appropriate standing committee.
 - Review the College health & safety performance annually against its health & safety operational plan.
 - Ensure that the College Health & Safety Policy statement reflects current legislation and Board priorities.
 - Review any significant health & safety failures and results of any subsequent independent investigations.
 - Ensure that health & safety systems are in place and remain effective.

4.2 Responsibilities – Finance and Resources (F&R) Committee

- 4.2.1 The F&R Committee will:
- place OH&S as a standing item on the Agenda of all general meetings. This will allow reporting on safety performance, funding requirements, safety failures and other OH&S related issues. The F&R Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.
 - Consider the findings of all internal and external OH&S audits carried out within the College and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by such audits.
 - Take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.
 - Review the Health and Safety Policy annually, in advance of the Board of Management.

4.3 Responsibilities – Principal & CEO

- 4.3.1 The Principal & CEO holds responsibility for the day to day running of the College and it is recognised that this function also incurs the overall responsibility for OH&S management within the College. The Principal & CEO will be responsible for ensuring the implementation of the policy and arrangements supported by the Health & Safety (H&S) Manager.
- 4.3.2 The Principal & CEO may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.
- 4.3.3 The Principal and CEO will:
- Approve and sign the Health & Safety Policy Statement along with the Chair of the Board of Management. Where there is a change of Principal & CEO, the incoming Principal & CEO will sign the documentation upon appointment to demonstrate commitment and acceptance of responsibilities.
 - Will approve the appointment of the H&S Manager (who will have accountability for day to day OH&S management and performance) ensuring that they have the requisite competence and are provided with resources to effectively fulfil their role.
 - Be responsible for reviewing relevant reports, documentation and information provided by the H&S Manager and for taking appropriate action to ensure adequate resources are made available to rectify any safety failures and to improve OH&S performance.
 - Be responsible for the reporting of OH&S performance to the Board of Management (but may delegate this task to the H&S Manager).
 - Ensure that adequate resources are provided to achieve compliance with the Health and Safety Policy, HSCM and associated arrangements and will take all appropriate action to rectify failures that require intervention above the management grade of the H&S Manager.

4.4 Responsibilities – Health & Safety (H&S) Manager

- 4.4.1 The H&S Manager has been given specific responsibility for the performance of the College against the Health & Safety Policy, HSCM and associated arrangements. The H&S Manager will therefore be responsible for implementing the policy and arrangements that have been approved by the Board of Management and the Principal & CEO.
- 4.4.2 The H&S Manager may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence.
- 4.4.3 The H&S Manager will:
- Be responsible for reporting to the Vice Principal Resources and Corporate Development for OH&S performance, funding requirements, resource implications, safety failures and other OH&S related issues.
 - Ensure that OH&S considerations are considered for all new investment opportunities and in the organisation's purchasing policy. The objective will be to minimise risks as early in the purchasing chain as is reasonably practicable. Where required, the H&S Manager will refer decisions to the Principal & CEO.

- As a matter of routine, attend SLT and MT meetings.
- Develop, review, and update annually the Colleges Health and Safety Policy and Procedures.
- Prompt, encourage and mentor the promotion of a positive health and safety culture across the College in order to secure the effective implementation of the Health and Safety Policy.
- Be responsible for all strategic health and safety planning including the setting of objectives and priorities.
- Assist in identifying hazards, assessing risks, and identifying suitable means of control.
- Implement plans and monitoring control measures employing proactive and reactive techniques.
- Review performance and ensure the routine auditing the whole of the health and safety management system.
- Maintain adequate information systems on relevant laws and safety management practices.
- Provide interpretation of health and safety laws and their implications for the organisation.
- Assist in the establishment, development and maintenance of risk control standards relating to 'software' (such as procedures, systems, and people).
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents, and cases of ill-health.
- Establish and maintain adequate and appropriate active monitoring and auditing systems.
- Establish and develop professional relationships at all levels within and outside of the organisation (HSE, Trade Bodies, Colleges Scotland etc.).
- Be responsible for dealing with all OH&S issues referred to him by managers, employees and union safety representatives and Committees.
- In conjunction with the People and Culture (HR) department be responsible for maintaining an adequate programme of employees training in OH&S issues, ensuring that all are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
- In conjunction with People and Culture (HR), will be responsible for approving the Health & Safety Training Development Programme, including any additions or deletions, as per Section 6.2 of the Control Manual.
- Ensure that adequate communication channels exist throughout the College to allow OH&S issues to be reported and dealt with timeously and effectively.
- Be responsible for reviewing all reports and documentation provided by departments and faculties in accordance with the OH&S policy, HSCM and arrangements and for taking appropriate action to rectify non-compliances and to achieve continual improvement.
- Be responsible for reviewing and taking appropriate actions for any health and safety-related issues raised via the College Intranet 'Estates Helpdesk'.
- Will ensure that where any amendment that is made to the text or other content of OH&S documents, is duly authorised and referenced.

4.5 Responsibilities – Vice Principals (VPs), and Assistant Principals

- 4.5.1 Due to the senior 'managerial' function performed by the VPs and Assistant Principals, it is recognised that they may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.

4.5.2 The VP (Resources and Corporate Development) specifically, will:

- Approve changes to the Health and Safety Control Manual (HSCM)

4.5.3 The VPs and Assistant Principals will:

- Ensure the active participation of their departments in the H&S Committee. This will involve the identification of health & safety concerns within their departments, the raising of pertinent issues for consideration by the Committee and the actioning of all measures identified by the Committee and management employees as being required.
- Ensure the implementation of all relevant College policies, procedures, and arrangements within their departments, as required by the Health and Safety Policy, HSCM, Health & Safety Committee and other direction from senior employees and communications groups.
- Ensure that adequate communication channels exist throughout their areas of responsibilities to allow OH&S issues to be dealt with timeously and effectively. All departmental employees will be given the opportunity to raise any safety related queries with their line managers, the Assistant Principals, or the Vice Principals.
- Ensure that all departmental employees adhere to all control measures identified in relevant risk assessments, adopt safe working procedures, work in accordance with any training provided and properly use equipment and PPE etc. provided for the nature of the work carried out.
- Where the need for further training or any other form of risk control for departmental employees is identified raise the issue without undue delay with the H&S Manager.
- Where any significant breach of health & safety procedures identified, ensure appropriate action be taken to reduce the immediate risk and report the issue to the H&S Manager without undue delay. All such incidents will be reported to the H&S Committee.
- In conjunction with department employees, attend a minimum of two formal safety inspections within their areas of responsibility annually. Safety inspections will take place four times per year for support departments (quarterly) and three times per academic year for Faculties.
- Be responsible for the risk assessment process within their areas of responsibilities. This will include ensuring that all appropriate risk assessments are completed and reviewed timeously and that all identified risk control measures are implemented.

4.6 Responsibilities – Assistant Principal of People and Culture (HR)

4.6.1 The Assistant Principal of People and Culture (HR) will:

- Be responsible for ensuring that effective recruitment and selection processes are in place to ensure the competency of those selected for employment.
- Be responsible for ensuring that reference to employees H&S responsibilities is contained within standard written statements of employment.

4.7 Responsibilities – Head of Facilities and Environmental Sustainability

4.7.1 The Head of Facilities and Environmental Sustainability will:

- Be responsible for maintaining records of all OH&S information provided to contractors.
- Be responsible for communicating with contractors in respect of OH&S and for arranging responses to any OH&S related questions and queries. Support will be available from the H&S Manager where required. Records of all communications will be retained by the Estates department.
- Be responsible for operating a 'Permit to Work' system for all contractors. Records of all such permits will be retained by the Estates department.

4.8 Responsibilities – Heads / Managers (CSM's and CM's) / Team Leaders / Supervisors

4.8.1 It is recognised that Heads / Managers (CSM's and CM's) / Team Leaders / Supervisors etc. may be held liable where OH&S offences are committed with their consent or connivance or as a result of their negligence.

4.8.2 Heads / Managers (SCM's and CM's) / Team Leaders / Supervisors etc.:

- Must be conversant with the College's health and safety policy and procedures.
- Are to ensure that employees for whom they are responsible have received training appropriate to their job requirements, and all such training is documented.
- Will ensure that employees, learners, or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures.
- Will, where required, ensure the necessary Control of Substances Hazardous to Health (COSHH) risk assessments have been carried out and are routinely reviewed and that the safety provisions relating to the work discussed with their employees.
- Will ensure that relevant safety documentation is readily available for reference to auditors and/or regulating authorities.
- Are to ensure that personnel for whom they are responsible have received training appropriate to their needs all such training is documented.
- Will ensure that they conduct regular 'toolbox talks' with employees for whom they are responsible. These 'toolbox talks' can be carried out during routine employees / team meetings.
- Should ensure that the work environment and equipment are safe and well maintained, identifying, and correcting hazardous conditions.
- May be required, after consultation with the H&S Manager, to assist in the investigation of accidents or incidents revising risk assessments, where necessary.
- Will assist the H&S Manager in identification of relevant employees for occupational health surveillance. Further, they will ensure that these individuals, who are registered with the Occupational Health Service, attend health surveillance appointments as and when required.
- Will monitor employees' compliance with risk assessments and COSHH control measures and censure those who fail to comply.
- Will ensure proper disposal of waste materials in accordance with College procedures.

- Will ensure that the levels of supervision provided are influenced by the severity of risk in the workplace and the competence of the employees involved.
- Will ensure that the levels of supervision provided are sufficient to accommodate the particular needs of:
 - those who undertake high risk tasks.
 - new employees
 - young persons (A young person is anyone under 18)
 - new or expectant mothers (NEMs)
 - lone workers
- Will ensure that the levels of supervision are suitable and sufficient to accommodate employee's handovers.
- Should recognise and promote the benefit of on-the-job coaching and team building to develop a positive health and safety culture within their area of responsibility.

4.9 Responsibilities – Employees

- 4.9.1 ALL employees have a general duty to ensure their own safety and that of others. The Health and Safety at Work etc. Act 1974, Section 7, notes the following:
“It shall be the duty of every employee while at work –
(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co- operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”
- 4.9.2 The following procedures will, therefore, be adopted by ALL employees to ensure these duties are adequately discharged.
- 4.9.3 Employees will comply with the Health and Safety Policy, and the procedures and arrangements laid out in the HSCM and with any information, instruction and training provided. In addition, any risk control measures, and equipment provided to ensure safe working practices will be properly used.
- 4.9.4 Any identified breaches of OH&S procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to employees or other persons shall be reported immediately to the H&S Manager and to their line-management.
- 4.9.5 Employees will inform their line-management, Assistant Principal or Vice Principal without undue delay, where they believe that further training or other risk control measures would be beneficial. Where the employee believes significant risk may be present, those tasks should not be carried out and the H&S Manager should be informed immediately.
- 4.9.6 Employees will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and are to actively implement any control measures identified to them as being required.

- 4.9.7 Employees will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

4.10 Responsibilities – Health & Safety (H&S) Committee

4.10.1 The voting membership of the H&S Committee shall be:

- Principal (or nominee)
- Chair (rotated annually between Management and Union Safety Representatives)
- Vice Principal Resources and Corporate Development
- Health and Safety Manager
- Head of Student Support Services
- Head of Facilities and Environmental Sustainability
- Safety Representative – EIS
- Safety Representative – UNISON
- Academic Employees Representatives (x 5)
- Support Employees Representatives (x 2)
- Student Association
- Student Class Representatives (x 2)

The Faculty, Support employees and student representatives will be sought from volunteers on an annual basis. All other members will be designated by job roles.

The minutes of the H&S Committee will be made available to the Senior Leadership Team.

Voting shall be by consensus with the Chair having a casting vote.

Operation of the Health and Safety Committee

4.10.2 The Chair will be rotated on an annual basis between College Management and the Union Safety Representatives (EIS and Unison). The H&S Manager shall preside over meetings in their absence.

4.10.3 The Committee allows representation from Health & Safety Representatives appointed by recognised trades unions and individual employees, thus allowing access to all employees and employee groups.

4.10.4 All Committee members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole.

4.10.5 The Committee shall appoint a clerk from a member of the College's support employees who will take responsibility for production of minutes.

4.10.6 The Health and Safety Committee shall exercise the following functions:

Quorum

The quorum for meetings of the H&S Committee shall be a minimum of 6 members.

4.10.7 The remit of the H&S Committee is to provide an open forum for the discussion of all health and safety related issues raised by members of the H&S Committee and by any other relevant sources and offer considered opinion, guidance and advice to the SLT and the Board of Management on:

- The Health and Safety Policy of the College.
- The health and safety performance of the College.
- Suggest solutions and initiatives for issues arising, which will be minuted and presented to the SLT following each meeting, without undue delay.
- Where appropriate, the H&S Committee will propose policy revisions, procedures and arrangements, for ultimate approval by the Board of Management via the SLT.
- Will propose via meeting minutes and subject to the Principal & CEO's approval, members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives.
- Will review the health and safety performance of the College, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Principal & CEO without undue delay.

4.10.8 Sub Committee Structure.

- The Health and Safety Committee may establish a number of sub committees charged with reviewing particular aspects of College health and safety provision.
- The Principal & CEO may additionally establish an ad hoc committee or short-life working group for a single specific purpose. These would normally exist for a period of no longer than one academic session.

4.10.9 Notice of Meetings

- The Committee will meet at regular intervals with at least 5 meetings per academic year.
- These meetings shall be scheduled by the Chair of the H&S Committee.
- Normally five clear working days' notice will be given of meetings.

4.10.10 Business at Meetings

- At a meeting of the H&S Committee no business other than that specified on the agenda may normally be discussed or considered.
- Business which has not been specified in the pre-published agenda may only be considered at the end of the meeting provided that in the opinion of the Chair the same is relevant, competent and a majority of the members present, and voting agree.

4.10.11 Order of Business

The order of business at the meeting shall be as follows:

1. Sederunt.
2. Apologies.
3. Declaration of Interest.

4. Minute of Previous Meeting held on
5. Matters arising from the minutes of the previous meeting.
6. Health and Safety
 - a. Health and Safety Manager's Update.
 - b. Legal and Current Issues (LCIR).
 - c. Health and Wellbeing Activities.
7. Safety Representatives' Updates.
8. Health and Safety / WorkRite Training.
 - a. Health and Safety Committee Members
 - b. Employees
9. Estates Update.
10. A.O.C.B.
11. Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda.
12. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda.
13. Risk Management - Risk Issues to be considered as a consequence of the consideration of the above agenda.
14. Data Protection – Data Protection issues to be considered as a consequence of the above agenda.
15. Impact on Sustainability – Sustainability issues to be considered as a consequence of the above agenda.
16. Closure.
17. Date of Next Meeting.

4.10.12. Conduct of Meetings

- Meetings of the H&S Committee shall be conducted in all other respects in line with the standing orders regulating meetings of the Board of Management.
- Minutes of meetings of the H&S Committee will be received and considered by the SLT and will also be forwarded to the F&R Committee for information.

4.11 Responsibilities – Learners

4.11.1 Safety is an integrated function of College management, and each manager is responsible for safety performance in their sphere of operations. The active co-operation and understanding of safety procedures by learners is a vital element of the College's safety effort. The avoidance of accidents is a common interest of all employees and learners.

4.11.2 The Board of Management requires all learners to:

- Comply with the College Health & Safety Policy and Procedures.
- Comply with current Health & Safety legislation, Approved Codes of Practice, authoritative guidance.
- Recognise that each person is responsible not only for their own safety but also for the safety of anyone else who could be affected by their acts or omissions.
- Support actively and co-operate with the pursuit and maintenance of standards of health, safety and welfare that are integral to the education sector.
- Not interfere with or misuse anything which has been provided by the College in the interest of health, safety or welfare.
- Use any safety equipment and safe systems of work as instructed by teaching

- and management employees; and
- Not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals, and / or result in situations with the potential to cause harm.

4.12 Responsibilities – Contractors

4.12.1 A contractor is an individual or company that the College does not employ but who is commissioned/contracted, to carry out a set task or tasks during the duration of contract, whether or not this is on a formal contract basis.

4.12.2 Contractors shall:

- Always comply with the Health & Safety at Work etc. Act 1974 (HSAWA) and all relevant statutory instruments.
- At all times, whilst engaged on a contract, ensure that their operations are executed under the controlled supervision of a named individual on site.
- Inform the Head of Facilities and Environmental Sustainability, or their representative, of the named individuals on site.
- Prior to commencing work undertake appropriate risk assessments and provide the Head of Facilities and Environmental Sustainability, or their representative, with both completed risk assessments and method statements for the work to be conducted.
- Inform the Head of Facilities and Environmental Sustainability, or their representative, of any changes to the method statements or risk assessments provided.
- Comply with all safety instructions issued by the College.
- Work to a permit-to-work system for certain operations indicated or arising from the initial method statement and risk assessment stage which are considered to pose high risks.
- At all times use their own equipment and tools unless it has been pre- arranged with the Head of Facilities and Environmental Sustainability, or their representative.

4.13 Accidents, First Aid and Work-related ill Health

4.13.1 The H&S Manager in co-operation with the People and Culture (HR) Team will be responsible for:

- Maintaining an Occupational Health provision with a suitable external consultancy.
- Maintaining a recording keeping system for all occupational health surveillance records which relate to individual employees.
- Assisting Managers conduct individual stress risk assessments.

4.13.2 The College will undertake a First Aid Needs risk assessment which will be reviewed on an annual basis. This risk assessment will identify the number and disposition of the First Aiders required by the College.

4.13.3 Ensure first aid notices are displayed at appropriate places in the College estate.

4.13.4 First-aiders will be responsible for:

- Administering first-aid in line with their training, competence, and confidence

- where situations dictate
 - Recording all accidents, hazards and near misses on the College Incident report form
 - The Incident report forms are available via QR code or via an icon on the College intranet home page.
 - A record of all incidents reported (accidents, incidents, near misses or violence/abuse) will be maintained by the H&S Manager.
- 4.13.5 Responsibility for reporting all RIDDOR-reportable occurrences to the enforcing Authority lies with:
- H&S Manager
 - Assistant Principal of People and Culture (HR)
- 4.13.6 First Aid boxes are kept at:
- Various (limited) locations throughout all the College buildings. Signage in rooms identifies the nearest one to that location; and/or
 - Carried by the duty first-aider.
- 4.13.7 The contents of First Aid boxes will be checked monthly by Estates employees.

5. Distribution of the Health & Safety Policy

- 5.1 The College Health & Safety Policy will be available as follows:
- College Website
 - MyKelvin
 - Employees Intranet