

# Health and Safety Policy

## EST 1

<b>Issue</b>	<b>Date of 1<sup>st</sup> Issue</b>	<b>Last Reviewed</b>	<b>Date of Next Review</b>	<b>Responsibility of</b>
06	Oct 2008	May 2020	May 2022	Health & Safety Coordinator

This document can also be produced in alternative formats upon request.

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# Health and Safety Policy

## 1. Purpose

The Northern Regional College as an employer and service provider, recognises and accepts its responsibilities for complying with the statutory duty requirements under the Health and Safety at Work Order (N.I.) 1978 and subsequent regulations, to ensure, so far as is reasonably practicable the health, safety and welfare of all employees, students and visitors. The Governing Body is committed to developing a positive health and safety culture and promoting good practice with regard to approved codes of practice and guidance.

Our statement of general policy is;

- to provide safe plant and systems of work, without risk to health;
- to provide a safe place to work, with safe access and egress;
- to consult with employees on matters affecting their health and safety;
- to prevent accidents and cases of work related ill health;
- to provide information, instruction, training and supervision of work safety;
- to ensure safe handling and use of substances;

## 2. Scope

All employees of the Northern Regional College have a duty to ensure that they take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. Employees will also bring to the attention of management any concerns regarding their immediate health and safety.

The Northern Regional College also recognises its duty to people who are not in its employment, students, visitors, contractors and the general public, who may be affected by its activities. The Northern Regional College will supply them with suitable and sufficient information to ensure they are not exposed to risk to their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to its employees or themselves.

## 3. Responsibilities

The overall responsibility for health and safety within the Northern Regional College rests with the **Governing Body**.

The Governing Body will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that the Northern Regional College keeps within the requirements of the **Health and Safety at Work Order (N.I.) 1978**, the Governing Body may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the Governing Body by the **Health and Safety at Work Order (N.I.) 1978**.

### **1.1. Principal and Chief Executive**

The Principal/Chief Executive on behalf of the Governing Body has executive responsibility for ensuring health and safety at work of staff, students and visitors. The Principal will also ensure that those to whom she delegates authority have identified, put in place and applied appropriate measures to manage the risks to staff, students and to others arising from the undertakings of the Northern Regional College.

### **1.2. Senior Leadership Team (SLT)**

The Senior Leadership Team chaired by the Principal will, as part of its role, oversee the Northern Regional College health and safety functions, including:

- approving strategies, structures, procedures, budgets and action plans regarding health and safety;
- recommending policy changes proposed by the Health and Safety Committee;
- receiving reports, minutes, recommendation from external bodies and committees;
- preparing documentation for the Governing Body and action their requirements;
- adequate funding is identified for health and safety purposes to ensure all legislative requirements are met;
- ensure sufficient resources are made available for health and safety.

### **1.3. Senior Management Team (SMT)**

As part of its role, the Senior Management Team will assure;

- safe working practices and implement effectively health and safety measures within their respected department;
- staff and students identify their personal responsibilities under the college health and safety policy document;
- all building designs and modifications whilst conforming to legislative requirements take into account the needs of the end user;
- that all statutory testing is carried out on the Northern Regional College's plant and equipment and that remedial action is implemented and appropriate;

- a system is in place for identifying hazards and assessing risks in their area of responsibility and that prompt and effective action is taken to ensure the risks are controlled;
- adequate measures are taken to control the work carried out by their staff to prevent risks being created;
- training needs are reviewed to enable staff and students to carry out their duties/studies, so far as is reasonably practicable, without risk to health and safety.

#### **1.4 Health and Safety Co-ordinator**

As part of their role, the Health and Safety Co-ordinator will assure;

- advice and assistance is provided to the Leadership, Management Teams and other persons involved in the planning, organising, controlling and maintaining a safe and healthy environment for work and study;
- the health and safety management system adequately addresses the hazards within the college and meets the needs of all staff, students and visitors;
- Implementation, monitoring and review health and safety procedures;
- arrangements are in place for effective monitoring, measuring and reporting of health and safety performance;
- advice on training needs for staff in relation to health and safety.

#### **1.5. Health and Safety Committee**

A committee chaired by a member of (SMT) will review procedures in respect to health and safety, including:

- policy and procedures development;
- safety culture and organisation;
- information dissemination;
- health and safety staff development;
- risk assessment co-ordination.

#### **1.6. Trade Union Health and Safety Representatives**

As part of their role they will carry out statutory duties on behalf of employees as covered by the Health and Safety at Work Order (NI) 1978; Safety Representatives and Safety Committee Regulations (NI) 1979 (as amended by the Management of Health and Safety at Work Regulations (NI) 2000; and The Health and Safety (Consultation with Employees) Regulations (NI) 1996, which will include:

- consultation with the Northern Regional College on health and safety matters;
- representation to the Northern Regional College concerning hazards, dangerous occurrences and accidents;
- attendance at meetings of the Health and Safety Committee within their capacity as safety representative or representative of employee safety.

#### **1.7. Employees**

All employees are required by the Northern Regional College:

- to take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions;
- to familiarise themselves with any relevant health and safety policies/procedures;
- to co-operate with the college and comply with its statutory obligations;
- to use equipment, machinery, plant and substances in accordance with the instructions and training that they have received;
- to inform their line manager of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger;
- not to intentionally and recklessly misuse or interfere with anything provided in the interest of health, safety and welfare;
- to ensure adequate supervision with responsibility towards student learning.

### **1.8. Students**

All students of the Northern Regional College have the following responsibilities under Common Law duty of care:

- to comply with the Northern Regional College health and safety policy;
- to take reasonable care of their own health and safety and that of others affected by their acts and omissions;
- to co-operate in complying with relevant statutory provisions;
- to make proper use of safety equipment;
- to report all accidents and any health and safety hazards to your lecturer.

### **1.9. Members of the Public and Visitors**

The Northern Regional College will take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the college. In order to meet these responsibilities, the college will take such steps as is reasonable to:

- provide safe access/egress;
- control work processes such that visitors are safe guarded against hazards presented to them by college's activities;
- control hazardous areas by means of excluding or restricting access;
- ensure risk assessments are conducted for all major events (including those managed by outside bodies).

## **4. Quality Assurance**

4.1. Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail [quality.improvement@nrc.ac.uk](mailto:quality.improvement@nrc.ac.uk) .

4.2. The following processes must be followed to monitor and review this document:

- a. It will be monitored on an ongoing basis and subject to a full review at least every two years.
- b. It may also be updated if changes or improvements in processes or procedures are identified.
- c. In monitoring and reviewing the document, the following will be taken into consideration:
  - feedback regarding the content and format of the document;
  - uptake and usage;
  - comments or complaints regarding the document;
  - Equality information and monitoring data.

## **5. Links to other Documents**

### 5.1. Internal Documents:

<http://staff.nrc.ac.uk/policy-procedures/Pages/Estates.aspx>

## Document Development

Please complete with details regarding the development of this Policy.

### D1. Working Group

Details of staff who were involved in the development of this policy:

Name	Position
Kyle Leckey	Health & Safety Coordinator
Steven Walls	Head of Infrastructure
Liam McSorley	Facilities Manager

### D2. Consultation

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date
Steven Walls	Head of Infrastructure	June 2014
Mark Lennox	Head of Estates	June 2017

### D3. Approval Dates:

Details	Date Approved
Equality Screening ( <i>please refer to Equality Screening Guidance</i> )	June 2014
Quality Checked ( <i>please refer to Quality Checklist</i> )	June 2014
SLT	N/A
Governing Body ( <i>SLT to decide if PPS needs to go to Governing Body</i> )	N/A

### D4. Communication Plan:

Please provide details and dates as to how this policy will be communicated, implemented and disseminated:

Action:	Action by:	Date:
Communicated via Northern Voice	Kyle Leckey	June 2017



**D5. Document History**

Issue no. under review  (Please see the front page)	Date of review:  (Date)	Who was involved in reviewing the document?  (Name/s)	Were changes made to the document after reviewing?  (Yes or No)	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again?  (Yes*/No)	If Yes, did the document need to be Equality Screened again?  (Yes*/No)	If Yes, date those affected by document will be alerted of updated document:  (Date)
	April 2015	H&S Coordinator Quality Manager		<ul style="list-style-type: none"> <li>Reference to Principal corrected.</li> <li>4.3 Reference to the cross college planner included.</li> <li>7.2. Clarified</li> </ul> Document development; document history; monitoring and review, complaints and links to external docs added		No	No	No
	Nov 17	H&S Coordinator		Document in New template		No	No	No
	Nov 17	H&S Coordinator		<ul style="list-style-type: none"> <li>Responsibility changes to reflect restructuring</li> <li>8.1. Automated External Defibrillator added</li> </ul> Infrastructure Dept replaced by Estates		No	No	No
5	Aug 18	H&S Coordinator	No	New Template	6	No	No	No
6	May 20	Kyle Leckey	No	N/A				

\* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.