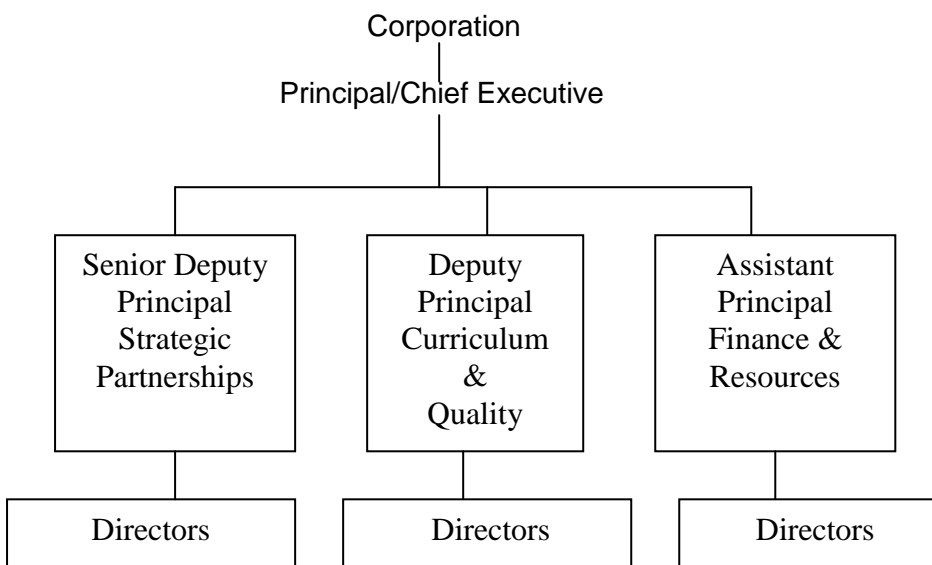
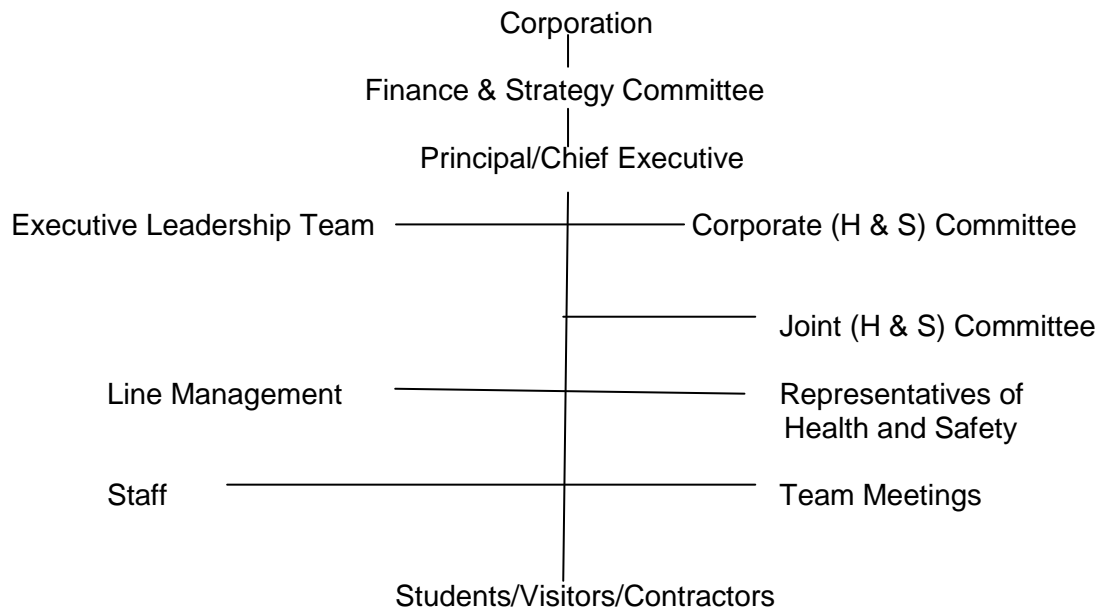




QUALITY ASSURANCE

HEALTH & SAFETY- Policy Ref: HS/7/1

1 Organisation



2 Committees

Corporate Health and Safety Committee

To develop the Collegiate's Strategy:

- 1 Act as the trade union and management consultative committee for the review of health and safety policy arrangements and implementation.
- 2 Make health and safety recommendations to the Corporation based upon changes in legislation.
- 3 Note actions based upon the Collegiate's reports and recommendations following any inspection undertaken by the HSE or any other enforcing authority, and monitor progress against recommendations.
- 4 Receive from Senior Management an annual report on the efficiency and effectiveness of the Management of Health and Safety.
- 5 Ensure a positive health and safety culture within the collegiate, and to integrate health and safety into relevant courses.
- 6 Ensure health and safety is integral to the Collegiate's business planning process.
- 7 Ensure adequate provision is made for health and safety in annual expenditure.

Joint Health and Safety Committee

To deal with operations:

- 1 Carry out safety surveys, inspections and audits, and to make out reports on any parts of the premises, plant or systems which are related to health and safety.
- 2 Receive and consider suggestions and complaints regarding health and safety from any person.
- 3 Request specialist investigation, monitoring, advice and support from the Health and Safety Officer.
- 4 Monitor health and safety training of all staff and make recommendations to the Corporate Health and Safety Committee.
- 5 Promote a positive health and safety culture within the collegiate.
- 6 Receive accident and incident statistics.

3 Health and Safety Review Statement

The Collegiate recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved by informal and formal arrangements. Informal reviewing is expedited by college managers, who upon identifying or becoming aware of ineffective health and safety practices or situations, will remedy accordingly. Formal reviewing is carried out annually by the Collegiate's Health and Safety Committee and the Board of the Corporation.

The Corporation via the Finance & Strategy Committee receives and considers termly and annual reports presented by the Health and Safety Officer. The content of the report addresses the following items:

- 1 Summary of significant matters raised at Health and Safety Committee meetings together with action taken to address those matters.
- 2 Statement regarding policy implementation and any suggested changes to the Health and Safety Policy.
- 3 Statement regarding current health and safety resources together with identified health and safety expenditure for the coming year.
- 4 Summary report covering accidents, incidents and matters reported to the relevant authorities.
- 5 Statement regarding safety inspections, external audit reports and other monitoring activities.
- 6 Summary of contact with enforcement agencies, eg HSE, EHO, Fire etc., including any enforcement notices received.
- 7 Major corporate health, safety or welfare initiatives for the coming year or description of the health and safety plan.
- 8 Summary of outstanding health, safety or welfare matters from previous report.

4 Arrangements

4.1 Health and Safety Committee and Representatives

The Collegiate encourages representation of staff and students to participate in full consultation on matters concerning health and safety. It will provide adequate facilities for health and safety representatives to fulfil their roles and be supported by management to carry out an annual inspection of the Collegiate.

4.2 Fire Evacuation Procedures

The Collegiate shall ensure that in all premises regular evacuation practices are carried out and records maintained, including false alarms and that any problems or concerns raised are actioned.

A duty Principal rota for Winwick Road will be prepared before the start of each academic year to ensure the effective provision of management to manage any incident likely to occur while students are present within the Collegiate.

See the Fire Evacuation procedure

- Incident Reporting

All incidents causing damage or potential injury occurring in the Collegiate or arising out of the work of the Collegiate should be reported and recorded in the approved incident book located in the Security Offices.

All incident data relating to the Protected Characteristics identified in the Equality Act will be reported to the Equality and Diversity Committee.

- Accident Reporting

All injuries occurring in Collegiate or arising out of the work of the Collegiate should be reported and recorded in the approved accident books (Form BI510) located:

Winwick Road	-	Security Office
Museum Street	-	Reception

Hospital

Injuries requiring further treatment by attending an Accident Emergency Unit or a GP should be recorded on the WC Accident Form and if the person is detained in hospital the notification of the Health and Safety Officer.

Notification

Major injuries, diseases or dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases, Dangerous Occurrences, Regulations 1995 [RIDDOR] on forms F2508 and F2508A (copy with accident book) and all injuries which lead to incapacity for more than three days. Failure to report is an offence in law.

- Health

First aid equipment and materials shall be provided and maintained at specific locations, together with adequate number of qualified (HSE first aid at work) staff to render assistance to people who are injured.

Notices of all current first aiders will be posted on notice boards.

- Review

The contents of this policy will be monitored by the Corporate and Joint Health and Safety Committees who will receive inspection reports and incident/accident data on a regular basis.

The policy will be revised annually following consultation between management and trade union representatives.