

## Health and Safety Policy

### 1. Introduction

1.1 The Health and Safety at Work Act 1974 Section 2 (3) states;

*That all companies employing five or more people must have a written Health and Safety Policy.*

1.2 This policy contains the colleges:

- Statement of intent on health and safety at work
- Organisational responsibilities
- Arrangements in place for putting that policy in to practice

### 2. Statement of Intent

2.1 Petroc recognises the prime importance of health and safety and is committed to the effective management and continuous improvement of all health and safety related aspects of its undertaking.

2.2 The health and safety of all learners, staff and others who may be working in, or who may be affected by, the colleges undertaking, is fundamental to all our activities.

2.3 The college is committed to ensuring the health, safety and welfare of all employees, learners and others who work in, or who may be affected by those undertakings, in so far as is reasonably practicable.

2.4 The college will identify and allocate sufficient resources to ensure that as a minimum, it complies with all relevant legal requirements, approved codes of practice, and relevant education sector guidance, and that it will normally seek to employ best practice regarding Health and Safety.

2.5 The Executive Management Team (EMT) are committed to developing and sustaining a positive and proactive health and safety culture, and implementing an effective health and safety management system.

2.6 Each member of EMT has overall responsibility for the delivery of health and safety in those aspects of the college's activities that relate to their areas. Ensuring that appropriate provisions are made to at least comply with the requirements of the relevant legislation, approved codes and guidance, and for identifying and meeting applicable standards of best practice.

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- 2.7 The Senior Management Team (SMT) will ensure provision of a safe workplace as far as is reasonably practicable, for all employees, learners and others who may work for or visit college premises. They will implement safety management practices to ensure that all college activities are carried out to safeguard all concerned.
- 2.8 They will do this by visible and active leadership within Health and Safety in planning, implementing and monitoring standards in their directorate/departments, in partnership with their colleagues and others at all levels, and by promoting the commitment and participation of all parties concerned.
- 2.9 All employees are expected to take reasonable care for their own health, safety and welfare, as well as that of any others who may be affected by their acts or omissions.
- 2.10 Employees are expected to draw to the attention of the relevant line managers any weaknesses that they identify in the college's arrangements for health and safety, and to assist in the resolution of such issues as far as they are able, in conjunction with their safety representatives where appropriate.
- 2.11 The college will monitor the implementation and efficiency of its health and safety management system by setting annual health and safety objectives and targets for all and by reviewing the achievements of these objectives and targets at least annually.



Diane Dimond  
Principal and Chief Executive

Date: June 2019

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### **3. General Principles/Procedures**

3.1 The health and safety principles are outlined below. Supporting arrangements, procedures and information are detailed on the college Policy and Health and Safety intranet page.

#### 3.2 Health and Safety Advice

3.2.1 Any member of the college who requires advice or assistance on matters related to health and safety should consult their Line Manager, the college Health and Safety Manager or the Health and Safety Co-ordinator. Details of the topics/procedures covered within Health and Safety are indicated on the college intranet Health and Safety page – MyPetroc – Central Services – Health and Safety.

#### 3.3 Health and Safety Committee

3.3.1 The college Health and Safety Committee meet at least once per term. The committee is comprised, where possible, of representatives from recognised trade unions within the college, non-union staff representatives, the Director for Human Resources and Organisational Development, other management representatives, a student representative and co-opted members as detailed in the Committee Constitution.

3.3.2 Further details of the committee, minutes of past meetings and its schedule of future meetings are detailed on the college health and safety intranet page.

#### 3.4 Health and Safety Induction

3.4.1 All staff will receive health and safety awareness training at induction. For some members of staff, information provided at induction will be sufficient, i.e. general safety awareness, fire safety, evacuation procedures, reporting of accidents/incidents etc. This information is contained on the health and safety intranet page.

3.4.2 Additional training is necessary where there are significant health and safety risks. Staff working in these areas under go additional training / briefings to control risk and maintain legislative compliance as determined by the Line Manager.

#### 3.5 Health and Safety Inspections

3.5.1 The College recognises the value of regular health and safety inspections. Inspections are undertaken by Safety Representatives, a member of the Health and Safety Team or where appropriate a member(s) of the Estates team.

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### 3.6 Health and Safety Management System

3.6.1 The college adheres to best practice and as such has a robust and well maintained Health and Safety Management System.

### 3.7 Health and Safety Monitoring and Review

3.7.1 Auditing and performance review are the final steps in the health and safety management control cycle. They constitute the 'feedback loop' which enables an organisation to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the health and safety management system. The Health and Safety Manager is required to submit an annual review and audit report to the Director for Human Resources and Organisational Development. An annual report is submitted to the Governing Body providing a general review of health and safety performance throughout the year. In addition the Health and Safety Committee regularly review accident statistics, as well as other Health and Safety issues.

### 3.8 Health and Safety Plan

3.8.1 The Health and Safety Plan is an essential tool in the management of health and safety, annually setting out targets and objectives to further develop the management of health and safety within Petroc.

### 3.9 Health and Safety Training

3.9.1 SMT have approved a Health and Safety Training Matrix that identifies the health and safety training needs of general tasks for all personnel, based on: job description, responsibilities, relevant health and safety risks and environmental aspects associated with their work or environment. SMT, Line Managers and all staff must identify any additional health and safety training requirements commensurate with the tasks to be undertaken.

### 3.10 Off Site Activities

3.10.1 The college recognises that the undertaking of appropriate off site activities can be an important integral part of some courses and can assist in enriching and developing the content of many courses. Also recognised is the requirement to ensure, so far as is reasonably practicable, the health safety and welfare of students undertaking such activities and of staff leading such activities. The Management of Off-Site Trips and Visits procedure identifies these requirements and details the responsibility of the relevant members of staff organising the activity and that of the Assistant Principal.

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### 3.11 Satellite Locations

3.11.1 In addition to the main college campus at Old Sticklepath Hill Barnstaple and Bolham Road Tiverton, there is one satellite site, Brannams Campus. All health and safety policies and procedures are applicable to both main and any satellite site except where these procedures are based on the requirements dictated by location e.g. emergency evacuation, where site specific procedures will be adhered to.

### 3.12 Appointment and Control of Contractors

3.12.1 The college will use only contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by the organisation. The Estates Manager is the nominated person to control and manage this procedure.

3.12.2 Prior to any contract work commencing, it is obligatory that the contractor will have conducted risk assessments and submitted them to the Estates Manager, along with method statements and any COSHH assessments for approval. Furthermore, no work of any kind is to be started until the contractor has gained formal authorisation from the Estates Manager or nominated deputy.

3.12.3 Any manager intending to engage a contractor for any works on college owned or college operated premises, must follow the college procurement procedure and advise the Estates Manager prior to the commencement of any works.

3.12.4 Should a manager engage the services of a particular specialist contractor, then they must notify the Estates Manager or the estates office in good time to enable the Estates Manager to make the necessary checks on the competency of the proposed contractor and the suitability of the work proposed.

3.12.5 Where building and fabrication work is involved, the responsibilities are more extensive. For building and maintenance work the Construction (Design and Management) Regulations 2015 may apply. Therefore the client for all construction work or work involving the installation of equipment which affects the building fabric must be the Estates Manager or nominated deputy. For further details please see the College Contractors Procedures.

### 3.13 Asbestos

3.13.1 The college acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially

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exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

3.13.2 The Estates Manager arranges for a competent person to carry out a survey for asbestos on premises controlled by the college in order to identify and map the location of asbestos containing materials. A plan and register have been drawn up and contractors etc. are advised of the location of asbestos. Contractors will be supervised to ensure that they follow safe working procedures. Staff will be informed of any work on asbestos-containing material in their area and of the safety precautions in place.

3.13.3 The College holds and maintains an Asbestos Register which is held by the Estates Manager.

### 3.14 Bullying and Harassment

3.14.1 The college is committed to creating and maintaining a working and learning environment that is safe and secure, free from any form of harassment and bullying for all learners and staff as detailed in the Learner Rights and Responsibilities Policy and Anti-Bullying and Harassment Policy and College Code of Conduct.

### 3.15 Chemical Safety

3.15.1 The college recognises the potential for harm to the health and safety of persons that some chemicals represent. Where substances hazardous to health are identified in general risk assessments, risk assessors will undertake assessments as required by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended). A register of such substances will be forwarded to the Estates Manager and Health and Safety Team annually with periodic updates as required. The use of chemicals within laboratories will be in accordance with CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Equipment) guidance. For further details please see the College COSHH Procedures No P67001.

### 3.16 Equality Diversity and Inclusion (EDI)

3.16.1 Active inclusion to address any potential discrimination for reasons of age, disability, gender, transgender, race, religion or beliefs, marital status or civil partnership, pregnancy or maternity or sexual orientation.

3.16.2 The college recognises its moral and legislative responsibilities for widening participation for all whilst always considering the health and safety of all concerned. The EDI Committee is comprised of co-opted members and advises SMT on any policy related matters. The Estates

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Manager is tasked by the Vice Principal Finance and Resources to monitor and manage access and facilities for physically impaired persons.

### 3.17 Display Screen Equipment

3.17.1 The college will meet its obligation within the Health and Safety (Display Screen Equipment) Regulations by assessing health and safety risks, providing employees with suitable working conditions for working on screen display equipment (all alpha-numeric and graphic display

screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training. Students are not directly covered by the regulations but they will, as far as is practically possible, be deemed to be within scope.

3.17.2 College Managers are responsible for liaising with the Health and Safety Team to conduct assessments within their areas of responsibility and identifying those staff and students who are habitual users of this equipment for a significant part of their normal work. A detailed Display Screen Equipment procedure can be found on the Health and Safety intranet page.

### 3.18 Drugs and Alcohol Policy

3.18.1 The use and misuse of substances can adversely affect the health and safety of staff and students. Staff responsibilities for appropriate behaviour whilst undertaking college business form part of employees' contractual obligations. Guidelines for students are contained in the Learner Rights and Responsibilities Policy.

### 3.19 Emergency Evacuation Procedures

3.19.1 To save life and prevent injury in the event of fire or other similar emergency, all members of staff must know, understand and follow the emergency evacuation procedure. Site specific procedures have been prepared to comply with the statutory requirements.

3.19.2 All members of staff will be instructed in the evacuation procedure at their induction and at any local induction that might be required. Regular evacuation drills will be carried out for the purpose of testing the efficiency of the procedure and for training. The Vice Principal Finance and Resources must ensure co-operation and liaison with the emergency services.

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### 3.20 Fire Safety

3.20.1 The college Principal and CEO, as responsible person, has nominated the Vice Principal Finance and Resources to establish and maintain effective procedures as detailed in the Regulatory Reform (Fire Safety) Order 2005. The Vice Principal Finance and Resources will ensure that fire risk assessments are undertaken and reviewed as necessary for all sites. The Estates Manager manages related fire safety items including means of discovering the fire, raising the alarm and controlling the spread of the fire on all sites. Local registers of fire drills etc. will be maintained by all sites. A register of actual/drills, fire/emergency evacuations and the routine testing of fire alarms will be maintained for both main site and all other campuses using the Health and Safety Management System in line with the College Fire Safety Policy, highlighting the duties/roles and responsibilities of everyone within the organisation.

### 3.21 First Aid Provision

3.21.1 In addition to the legislative requirements for the provision of first aid assistance for employees, the college will follow best practice and arrange first aid cover for students and visitors, while on site. First aid arrangements will be made known to all staff and students at induction and prominent signage. The college has a separate detailed First Aid Policy, again this can be found on the Health and Safety intranet page.

### 3.22 Health and Safety of Overseas Students and Students speaking English as a Second Language

3.22.1 The college extends a welcome to all students and accepts that there may be additional considerations necessary for some students especially where English is not their first language and also for students who have come to study and may not be familiar with the locality. The Student Support Team Leader will arrange for a risk assessment to be carried out to identify any instances where additional health and safety considerations or controls may be necessary e.g. different cultural emphasis, multi lingual signage, interpreters etc.

### 3.23 Ionising Radiations

3.23.1 Sources of ionising radiations within the college are those required for science courses. They are managed by specially trained and appointed staff and the safety precautions and management system are designed by a duly appointed Radiation Protection Advisor based at Plymouth University. These are implemented by a specifically trained member of the science staff who has been appointed as the college Radiation Protection Supervisor. Further details may be obtained from the Assistant Principal for Academic Studies. The use, storage and control of radioactive sources will be in accordance with the CLEAPSS L93 document entitled 'Managing Ionising Radiation and Radioactive Substances in Schools and Colleges'.

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### 3.24 Non-Ionising Radiations

3.24.1 Sources of non-ionising radiation are managed within the relevant directorate/departments by safe systems of work and risk assessments in accordance with CLEAPSS guidance.

### 3.25 Manual Handling Safety

3.25.1 The college will ensure, so far as is reasonably practicable, that risks of injury from manual handling operations are identified and where such risks cannot be eliminated, a risk assessment will be carried out to control the risk. Senior Managers are responsible for the undertaking of such assessments.

3.25.2 Where job description identifies manual handling tasks, manual handling training will be provided.

### 3.26 Smoking and Vaping Provisions

3.26.1 All buildings and vehicles belonging to, or hired by, the college are designated as non-smoking, thus protecting non-smokers from the exposure of smoke fumes. On certain sites, shelters where smoking is permitted are provided (see local information). Vaping within buildings and vehicles also follows the same principle and will only be permitted in designated shelters. Such shelters may differ from those used for smoking. This is to encourage those trying to give up smoking to do so in a smoke free environment.

For further information please see the College Smoking Procedures

### 3.27 Noise

3.27.1 The college will comply with the Noise at Work Regulations and will ensure that such procedures are in place, that the risk to the staff and students from hearing damage is eliminated or reduced to the lowest possible level. Where required, following the hierarchy of controls, suitable hearing protection will be provided.

### 3.28 Out of Hours Provisions

3.28.1 Where it is necessary for the college to be serviced or used outside of the main working hours, consideration must be given for the potential for lone working or an isolated worker. The college has a lone worker Policy; each site has some localised differences due to the nature of the campuses.

### 3.29 Personal Protective Equipment (PPE)

3.29.1 The college will ensure suitable PPE is available to employees and students as identified by risk assessments. Its use will only be prescribed when engineering and management solutions (and other safe systems of work) do not effectively protect the worker from

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danger. Such protective equipment will be without cost to the employee. Where the wearing of the required PPE could compromise a person's religious beliefs, physical impairments, medical conditions or other considerations, an individual risk assessment will be completed to assess the health and safety implications.

### 3.30 Portable Electrical Equipment

3.30.1 The college is required to ensure portable or transportable appliances in use on its premises have been tested to a predetermined schedule. Responsibility for the management of the testing procedure lies with the Health and Safety Team. Designated members of college staff who have demonstrated competence for this task or competent contractors will undertake the testing.

### 3.31 Reporting of Accidents

3.31.1 To fulfil legislative requirements all accidents, incidents which occur on college sites or in connection with the work of Petroc and work related ill health, must be reported to the Health and Safety Manager or Health and Safety Co-ordinator. This is applicable to staff, students, visitors, contractors and members of the public. Accident, incident and ill health statistics also contribute to the analysis of health and safety management. Where, under the Reporting of Injuries Diseases and Dangerous Occurrences Regulation (RIDDOR), notification to the enforcing agency is required, this is undertaken by the Health and Safety Co-ordinator. Where, under the Training Provider Contract, such accidents are required to be reported to the Education Skills Funding Agency, this is undertaken by the Health and Safety Co-ordinator.

### 3.32 Risk Assessment System

3.32.1 The college maintains risk assessments to ensure that significant hazards found in the workplace are either eliminated or remedial actions implemented to reduce the level of risk. Senior Managers will, by regular audit, ensure the active implementation of this procedure across college and within their directorate/department.

3.32.2 Risk assessments form the central strand of a self-regulated safety management system. Successful completion of assessments provides sound economic benefits to the organisation as well as satisfying legal requirements. Each Faculty will be divided into relevant areas for risk assessment purposes. Senior Managers may nominate competent person/s to undertake risk assessments within their area but will undertake assessment audits.

3.32.3 All persons will be considered including staff, students, visitors, contractors and members of the public. Particular attention will be focused on more vulnerable persons e.g. students aged 14-18, inexperienced employees and expectant/nursing mothers. Assessments will be undertaken in accordance with the Management of Health and Safety at Work Regulations 1999. These will assist in

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identifying any alternative or additional assessments required under other legislation including for example COSHH 2002 (as amended), Work at Height Regulation 2005.

3.32.4 When completing a risk assessment, the risk assessor should take into consideration any implication of increased risk due to the individual's circumstances, e.g. inexperience, physical or learning difficulties, requirements of a person's religious faith, etc.

### 3.33 Stress

3.33.1 The college acknowledges the importance of identifying and reducing workplace stress. The Human Resources Team support the early intervention and management of stress related illness. The responsibilities and functions of varying groups of employees include the following:

- Senior Managers have overall responsibility for the management of stress within their directorate/department.
- Middle Managers are responsible for implementing management strategies and liaising with all employees.
- Human Resources are responsible in particular for monitoring sickness absence and developing the Human Resources Strategy to take full consideration of the influence of stress in the workplace which can be exerted on people.
- Employee's responsibilities include alerting Managers if they recognise symptoms of stress in themselves or colleagues.
- Health and Safety Representatives will take an active role in ensuring that stress is effectively managed within the workplace.
- The Health and Safety Committee will be consulted on the effective management of stress within the workplace and monitor levels of staff absence.

### 3.34 Use of College Vehicles

3.34.1 The Vice Principal Finance and Resources has management responsibility for the transport procedures regarding college activities. In compliance with the college Transport Policy, the Facilities Service Leader assists in reviewing policy and implementing decisions on a day to day basis. The transport policy covers the use of college cars, hire vehicles, and also the use of private cars in connection with college business. The use of fork lift trucks and mobile plant is covered by the Mobile Plant and Forklift Truck policy and procedure.

### 3.35 Vehicle Traffic

3.35.1 The Estates Manager has management responsibility for the safe use of all sites operated/managed by the college. At all sites the pedestrian/ vehicle interface will be assessed. Wherever possible, pedestrians and vehicles will be segregated. Where this is not possible, other means of control will be examined and where reasonably practicable introduced

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to maximise control. Adequate arrangements for parking for persons with limited mobility will be observed.

### 3.36 Work at Height

3.36.1 Working at height should be eliminated where reasonably practicable. Where working at height is unavoidable, all reasonable steps will be taken to provide a safe working environment for personnel to carry out their tasks following a safe system of work. Risk assessments will be carried out for all tasks involving work at height and a safe system of work produced. This safe system of work must be followed by all involved in such work. Where it is not possible to follow the safe system of work, work should cease and a responsible person should be informed at which stage the risk assessment will be reviewed.

### 3.37 Workplace Assessments

3.37.1 Work placements and work experience are an essential part of many courses. The college, to fulfil its moral, legal and contractual obligations will satisfy itself of the legal aspects in relation to Insurance and Health and Safety arrangements within the provider's workplace before placement of any student. The responsibility for ensuring the completion of such information gathering lies with the Assistant Principal of the Department delivering the course. This responsibility also includes work based learning e.g. apprentices and other training programmes delivered in the workplace.

## **4. Monitoring and Review (Organisation)**

### 4.1 The Governing Body

4.1.1 The Governing Body (The Corporation) is the Board of Governors, whose responsibilities are laid down by central government in the Instrument and Articles of Government applicable to all Colleges of Further Education in England.

4.1.2 The Governing Body is responsible for ensuring, through policies and procedures, the effective and efficient use of college resources, and the safeguarding of college assets, as well as determining the educational character and mission of the institution by oversight of its activities.

4.1.3 The Governing Body is therefore responsible for approving and ensuring that there is an appropriate Health and Safety Policy in place and for monitoring performance of the college in relation to that policy. It achieves the latter through considering the annual report from the Director for Human Resources and Organisational Development and by one member serving on the college Health and Safety Committee and reporting annually to the Governing Body on its proceedings.

4.1.5 Further details of the Governing Body and its membership may be found on the college website or obtained from the Governance Advisor.

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## 4.2 College Management

See Appendix 1

## 4.3 **Roles and Responsibilities**

### 4.3.1 Principal and CEO

4.3.1.1 The Principal and CEO of Petroc has prime responsibility for leadership and management of all aspects of the college's undertaking, including both business and academic activities.

4.3.1.2 The Principal and CEO is specifically responsible for the development and implementation of the Health and Safety Policy and for ensuring that all college undertakings are conducted in a manner that accords with the standards required by legislation and Approved Codes of Practice, as well as with education and other government guidance, to deliver best practise in this area. The day to day oversight of this has been delegated to the Director for Human Resources and Organisational Development.

4.3.1.3 The Principal and CEO, through delegation to the Director for Human Resources and Organisational Development, will ensure that an appropriate Health and Safety Management System is implemented to enable staff to integrate health and safety effectively into their day to day activities. This will allow properly controlled delivery of learning and management of the college activities, estate and infrastructure across all sites.

4.3.1.4 With the assistance of colleagues in EMT, the Principal and CEO will ensure that suitable arrangements are made throughout all college directorates/departments to demonstrate planning, organisation, control, monitoring and review of health and safety matters. These arrangements will include the setting and monitoring of appropriate health and safety performance objectives in all areas of college business.

4.3.1.5 The Principal and CEO, through delegation to the Director for Human Resources and Organisational Development, will ensure that appropriate resources are identified and provided to enable suitable

health and safety assistance to be available to all members of the college to allow them to achieve their learning and other work objectives safely and effectively.

4.3.1.6 The Principal and CEO, through delegation to the Director for Human Resources and Organisational Development, will ensure that the Health and Safety Policy and arrangements are reviewed whenever significant changes to the operations of the college occur, and in any event the policy to be reviewed annually and the arrangements to be reviewed on an annual cycle so that they remain current.

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4.3.1.7 Ad hoc review and revision of particular sections of the arrangements for health and safety will be undertaken as required and be authorised by the relevant member of SMT.

4.3.1.8 The Principal and CEO has line management responsibilities for the Vice Principals and Director for Human Resources and Organisational Development.

#### 4.3.2 Vice Principal Finance and Resources

4.3.2.1 The Vice Principal Finance and Resources has overall responsibility within the directorate for ensuring that suitable financial arrangements are made to allow the delivery of the health and safety management standards that accord with the requirements of the organisations Health and Safety Policy. These areas of responsibility include but are not exclusive to:-

- Financial management and accounts
- Funding
- Estates
- IT
- Catering
- Reprographics
- Business Services

4.3.2.2 Ensuring that appropriate financial consideration of health and safety implications are assessed when financial planning for day to day management of the organisation and for new developments or alterations for the organisations activities.

4.3.2.3 Ensures proper consideration of health and safety matters is incorporated in the development and implementation of the College's Estate Strategy.

#### 4.3.3 Vice Principal Quality, Curriculum and Learners

4.3.3.1 The Vice Principal Quality, Curriculum and Learners has overall responsibility within the directorate for ensuring that suitable provisions are made in the post holder's area of responsibility to allow delivery of health and safety management standards that accord with the requirements of the organisation's Health and Safety policy.

These areas of responsibility include but are not exclusive to:-

- Quality improvement and assurance throughout the college.
- The tutorial process
- Higher Education provision in the organisation
- Student Services and the development and maintaining of outstanding teaching and learning throughout the college
- Learner Support and the learner experience
- EDI throughout the college
- Safeguarding
- Curriculum planning and development
- Line management of Assistant Principals
- Adult and Further Education

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- 4.3.3.2 More specific health and safety responsibilities which accrue to the post include the following:
- Assisting in the development of an annual Health and Safety plan for the college and oversight of the development of supporting directorate/departmental plans to achieve it, in collaboration with the Director for Human Resources and Organisational Development
  - Ensuring the development and implementation of a college Health and Safety Management System, as a key member of SMT
  - Arranging, in collaboration with the Director for Human Resources and Organisational Development, suitable health and safety provisions for all personnel in directorates/ departments for which the post holder has responsibility, in particular those not led by an SMT member
  - In collaboration with the Director for Human Resources and Organisational Development, to ensure that adequate consideration is given to health and safety requirements associated with all courses, both full and part time, which the college may propose to offer, and that appropriate provisions are in place before any courses commence
  - In collaboration with the Director for Human Resources and Organisational Development, to ensure that appropriate health and safety elements are specifically included in the effective implementation of the college Staff Development Plan
  - To ensure, in collaboration with the Director for Human Resources and Organisational Development, that adequate and effective health, safety and welfare provisions are incorporated into all activities requiring liaison with local schools, other educational establishments, employers and community organisations
  - To ensure that appropriate health and safety provisions are incorporated into the effective discharge of any duties that the post holder may be called upon to undertake in the light of their position in college
  
  - To ensure, in collaboration with the Director for Human Resources and Organisational Development, that appropriate consideration of health and safety issues is included in the college's response to new developments relating to curriculum development plans and other areas relevant to the post holders areas of responsibility
  - To ensure, in collaboration with the Director for Human Resources and Organisational Development, adequate health and safety arrangements are made for student enrolment at all relevant locations
  - To deputise, as appropriate, for the Principal and CEO.

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#### 4.3.4 Director for Human Resources and Organisational Development

4.3.4.1 Director for Human Resources and Organisational Development has overall responsibility within the directorate for the planning and management of the college's human resources, health and safety, and workforce development.

4.3.4.2 The Director for Human Resources and Organisational Development also has executive responsibility for the, Human Resources, First Aid and Health and Safety departments, and Line Management responsibility for the Health and Safety Team. The post holder therefore has responsibility for ensuring adequate management of health and safety, to the standards required by the college policy, in these departments and overall across the college in conjunction with SMT.

4.3.4.3 More specific health and safety responsibilities which accrue to this post include the following:

- Integrating appropriate consideration of, and provisions for, health and safety issues into the development of strategic plans and objectives for the development of the college
- Development of an annual health and safety plan for the college and oversight of the development of supporting local and departmental/directorate plans to achieve it, in liaison with the Assistant Principals
- Ensuring the development and implementation of an effective Health and Safety Management System, as a key member of SMT and as Line Manager of the Health and Safety Team. Ensuring the provision of suitable and sufficient resources to enable competent assistance in matters of health and safety are available to all members of college as required
- Ensuring that the appropriate consideration of health and safety requirement is incorporated into all strategic, facilities and other related infrastructure development plans, and that suitable and sufficient resource requirements are identified and provided for in those plans
- Ensuring that adequate health and safety provisions are included in the processes for acquisition, management and disposal of key items of equipment and other major resource items
- Arranging suitable health and safety provisions for all personnel in directorates/departments for which the post holder has responsibility, in particular those not led by a SMT member
- Ensuring that adequate physical provisions are made for the health, safety and welfare of all members of staff, learners and other users of college facilities at all locations
- To ensure the implementation of effective health and safety management provisions, across all sites, in the work of the college's estates management function
- To ensure the provision of effective selection, management, monitoring, control and review of the health and safety performance of contractors working for the college at all locations

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- To monitor and where necessary resolve, in conjunction with the Health and Safety Manager, any health and safety issues arising from use of college accommodation
- To provide a report on the health and safety performance of the college to the Board of Governors, to assist them in monitoring this area
- Ensuring that appropriate health and safety provisions are incorporated into the effective discharge of any duties that the post holder may be called upon to undertake in the light of their position in college
- Providing for review and revision as necessary, of those parts of the arrangements section of the Health and Safety Policy that apply to the whole college or to significant sections of it, in liaison with the Health and Safety Manager, in order to assure the efficiency of those arrangements
- Authorisation of new or revised arrangements for health and safety, in conjunction with the Health and Safety Manager, and ensuring their implementation throughout all relevant areas of the college's undertaking.

#### 4.3.5 Senior Management Team

4.3.5.1 As the Senior Managers of the college, members of the Senior Management Team (SMT) have collective responsibility for the development, implementation and review of the Health and Safety Policy and supporting safety management systems in all college activities and across all premises used by the college, in order to safeguard learners, staff and any other people who may be affected by the college's undertaking.

4.3.5.2 SMT members are responsible for co-ordinated implementation of a comprehensive safety management system that includes a suitable and sufficient risk assessment system, throughout all areas of college, to inform staff decisions and enable them to carry out or manage all college activities safely and in accordance with legislation and other relevant standards.

4.3.5.3 In particular SMT members are responsible for assuring the following, both across college in general and individually within those directorates/departments and areas for which they have responsibility, or over which they exercise control:

4.3.5.4 Development and implementation of arrangements to plan, organise, control, monitor and review health and safety measures connected with all college undertakings in order to safeguard staff, learners and any third parties who may be affected by those undertakings.

4.3.5.5 Development, implementation, monitoring and review of the college Health and Safety Plan.

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- 4.3.5.6 Provision of appropriate health and safety objectives for staff in all areas, and monitoring of progress to allow the plan to be successfully achieved.
- 4.3.5.7 Identification and implementation of suitable remedial measures where health and safety objectives are not being met, or where failings in the safety management system are brought to their attention.
- 4.3.5.8 Provision of appropriate health and safety related input into staff development plans.
- 4.3.5.9 To co-ordinate develop and implement a set of arrangements for this policy. These arrangements will address the health and safety issues relevant to all college activities, facilities, and mechanisms to assure that suitable provisions are made in each case for the health and safety of staff, learners and others who may be affected.
- 4.3.5.10 Conduct a review of the health and safety performance for their area of the college each term and produce and implement an appropriate plan of action for the following term, in response to the review findings.
- 4.3.5.11 Providing for the representation by non-trades union staff, of a suitable number of Employee Representatives of Safety to represent their interests in, and provide channels for, consultation on matters of health and safety, and the establishment of regular Health and Safety Committee meetings at which all representatives, both trades union and non-union, may attend.

#### 4.3.6 Individual SMT Members

- 4.3.6.1 As Senior Managers of the college, members of SMT are individually responsible for ensuring that the following health and safety management activities take place in all areas and all premises for which they have responsibility or control:
  - Effective health and safety arrangements including risk assessments and the implementation of appropriate control measures for all college activities
  - Appropriate health and safety arrangements cover all activities, premises and personnel who may be involved in, or be affected by, any operations that take place in the areas for which they are responsible, regardless of who carries them out
  - Any ambiguities regarding the control or responsibility of health and Safety are identified and clarified, and any uncertainties resolved
  - All staff in their areas of responsibility are fully informed of their duties and responsibilities for health and safety, and of how to effectively discharge those duties
  - That all staff in their areas of responsibility have been provided with the necessary training or other resources to provide them with the competences required to discharge such duties

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effectively, and that suitable alternative arrangements are made where this is not the case

- That they liaise and consult with the Health and Safety Manager and employee Safety Representatives to provide assurance that all necessary measures to provide compliance with the requirements of health and safety legislation and standards, and with college policy continue to be met throughout their areas of responsibility
- That effective co-operation and co-ordination between staff in all areas enables college operations to be managed safely and effectively
- That deliberate breaches of the college’s health and safety provisions, being breaches of criminal law are treated as disciplinary matters
- That contractors or other third parties working in their areas of responsibility do so in a safe manner with adequate safeguards for staff, learners and any others who may be affected by that work, and that any queries relating to such operations are reported to the Estates Manager and to the Health and Safety Manager without delay
- In the event that they consider that any activity on premises over which the college has control, or any college activity on any premises, may provide inadequate safeguards for the health and safety of learners, staff or third parties, or may not comply with legal requirements, they take action to stop the activity pending discussion with the Health and Safety Manager and/or the Estates Manager or a member of EMT.

#### 4.3.7 Line Managers

4.3.7.1 Specific health and safety responsibilities of individual Managers derive from their particular job descriptions, and require each manager to take all necessary steps to ensure compliance with relevant health and safety standards whenever they are exercising their various fields of specialist expertise as employees of the college.

4.3.7.2 In addition to any specific “post related” responsibilities, Assistant Principals, Faculty Managers and other Managers have a number of generic responsibilities (highlighted below).

4.3.7.3 Line Managers who work for Petroc are responsible for ensuring the effective implementation of health and safety management measures in accordance with college policy throughout all areas of college activity for which they have responsibility, or over which they have control, in order to safeguard themselves and their colleagues, learners and any other people who may be affected by those activities or locations.

4.3.7.4 Particular line management responsibility includes ensuring the following, in all areas for which they have responsibility or control:

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- That all health and safety measures required by this policy and which are relevant to their remit are planned, organised and controlled effectively and are monitored and reviewed regularly to ensure their effectiveness in safeguarding all learners, staff and third parties
- That risk assessments relating to all activities in their remits are conducted systematically, are recorded where significant risks are revealed and that suitable control measures are employed as a result, to reduce all those risks to acceptable levels
- That the risk assessments are reviewed at least annually
- That all colleagues for whom they have responsibility or control are kept fully informed of all relevant health and safety provisions, including risk assessments and controls, safe systems of working and all relevant emergency provisions relating to tasks that they may be asked to undertake as employees of the college
- That all accidents, regardless of whether or not they result in injury, are reported to the Health and Safety team, and that appropriate investigations are undertaken to identify the root causes of the accident and that any measures that may be taken to prevent a re-occurrence are implemented
- That all colleagues are encouraged to raise and discuss with their Line Managers, Safety Representatives or the Health and Safety Manager, any weaknesses that they identify in the college's health and safety arrangements, and any remedies or improvements that they feel should be implemented
- That they liaise regularly with all relevant Safety Representatives to resolve any health and safety issues that may be raised relating to any areas for which they are responsible or over which they have control, and either inform the Health and Safety Manager of actions taken, or consult the post holder when satisfactory solutions are not immediately clear
- That the health and safety training needs of all staff for whom they are responsible (including themselves) are identified to ensure that all employees have the necessary knowledge and competences to enable them to discharge their duties in accordance with this policy, and that these needs are incorporated in a planned training programme
- That appropriate health and safety objectives are agreed annually for all staff they are responsible for, and that achievement of these objectives is facilitated and regularly monitored
- That all staff they have responsibility for or control comply with all legislative and college requirements relating to health and safety, and that any deliberate breaches of such requirements are treated as disciplinary matters and are reported to the relevant Senior Manager
- That all staff are encouraged to identify to Line Managers or the Health and Safety Manager areas where health and safety related training would enhance their competence or knowledge to the benefit of the college

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- That effective arrangements ensure that damaged or defective equipment is taken out of use without delay, and remains securely out of use until it is either repaired or safely disposed of
- That emergency escape routes in all areas for which they are responsible or for which they have control, are kept clear at all times and that all work areas are kept tidy so as not to pose any hazard to the users, colleagues or learners
- That suitable health and safety equipment including personal protective equipment (PPE) is made available to, and is used by, all who require it as a result of appropriate risk assessments, and those activities that require such equipment are not undertaken without it
- That staff they are responsible for, or they have control over, are not required to perform any tasks, which they do not feel competent to undertake. Where colleagues feel, or are judged to be, less than fully competent, (such as during training or probationary periods, or when new activities are required), that suitable support and/or supervision is provided

4.3.7.5 Petroc operates an evening duty rota, when the campuses are open late (from 5pm until closure) covered by members of the College Management Team, in case of emergency.

The purpose of this is to:

- Be the key contact person on site at North Devon (also covering Brannams) and Mid Devon Campus'
- Record any issues that occur
- Liaise with other site Duty Manager, if required
- Call key personnel if required, i.e. Estates if there is a flood.
- Support and provide lone worker supervision of premises and reception staff
- Provide First Aid cover, where trained
- Provide emergency Fire co-ordination.

#### 4.3.8 Individual Staff Members

4.3.8.1 All members of staff, whether teaching or non-teaching, must comply with the requirements of this policy whenever undertaking any college activities and/or whenever they are on any college premises.

#### 4.3.8.2 All staff must:

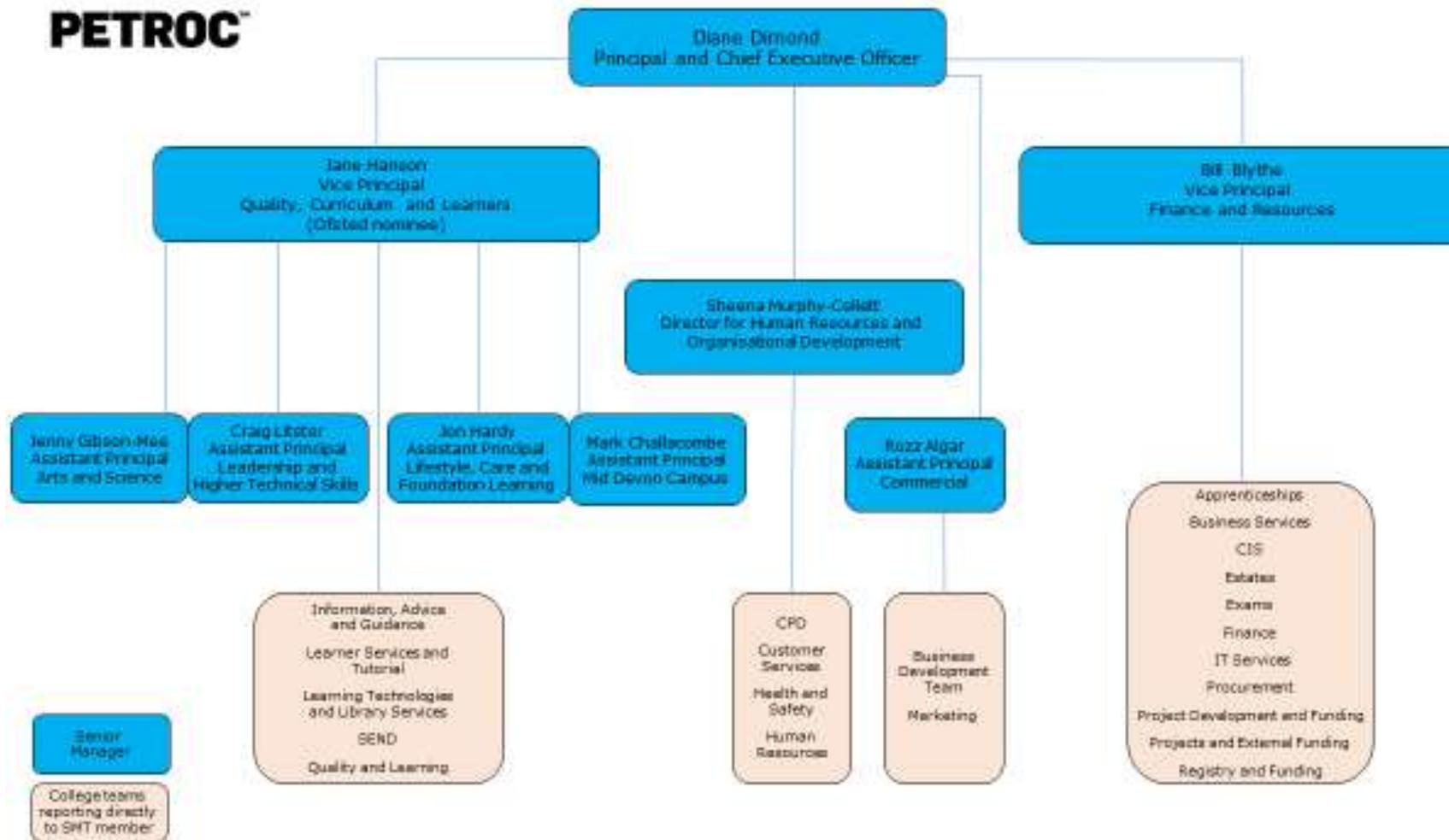
- Take all reasonable measures to care for their own health and safety, and for that of their colleagues, learners and any other people who may be affected by their activities or the equipment being used
- Co-operate with college Managers and other colleagues to implement the college safety management system as effectively as they can, and to ensure that all college activities are carried out safely and in compliance with college guidelines and safe systems of work

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- Not undertake any activities or duties, or assume any responsibilities that they do not feel competent to perform to appropriate safety standards
- Not undertake or sanction any activities that they do not consider safe
- Inform their Line Managers, Safety Representatives or the Health and Safety Manager of any deficiencies that they identify in the college arrangements for managing health and safety and discuss with them any solutions or improvements that they are able to suggest
- Conduct and review risk assessments as required, and follow the resulting work practices to ensure that their tasks are carried out safely
- Report all accidents to their Line Manager regardless of whether or not an injury has been sustained
- Familiarise themselves with the emergency provisions and other health and safety precautions relevant to any locations in which they may be called upon to work, before beginning their tasks
- Ensure that all emergency escape routes are kept clear at all times
- Take action to stop any activities and to avoid the use of any facilities or premises that they consider unsafe, and inform their Line Manager or the Estates Manager and the Health and Safety Manager immediately, in order to resolve the situation
- Maintain their work areas in a tidy condition and store items and materials in such a way that no hazards are presented to either their own safety or that of learners or their colleagues
- Take any damaged or defective equipment out of use as soon as it is found, report the item to their Line Manager and take steps to ensure that it remains out of use until it has been repaired or is disposed of.

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## Appendix 1 – Senior Management Team Structure Chart



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