

Health and Safety Policy

June 2011

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Perth College

Health and Safety Policy Statement

The Board of Management of Perth College attaches the greatest importance to safeguarding the health and safety of all staff, students, visitors and others who use the premises, and regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

It is the commitment of Perth College, hereinafter referred to as "the College", to act within the requirements of the Health and Safety at Work, etc, Act, 1974, and subsequent legislation, and to provide users with appropriate safeguards against exposure to risks to their safety and health, due to its activities.

To meet these criteria, the College will:

- As a minimum, comply with the requirements of relevant legislation.
- Identify hazards, assess risks and manage those risks.
- Provide appropriate information, instruction, training and supervision.
- Provide adequate funding and resources to meet Policy needs.
- Consult with employee's representatives on health and safety matters.

In order to effectively manage Health and Safety, the College Board of Management devolves policies and procedures through the Chief Executive to the Senior Management Team, to the Curriculum Area/Unit/Department Managers, and their staff, all of whom are responsible for managing Health and Safety as set out in further sections of this Policy.

The College requires that all employees, students and others co-operate in regarding safe working as a prime objective, by working within established procedures.

Overall responsibility for the practical implementation of this Policy lies with the College Chief Executive.

Arrangements for implementation of this Policy are set out in the attached documents, which are to be read as part of this statement, which will be reviewed and updated, as required to ensure best practice methods of managing Health and Safety are achieved.

Signature: Thomas Moore College Chief Executive

Signature: Penny Brodie Chairman of the Board of Management

Date: February 2011

Health and Safety Policy

1 Purpose

Perth College UHI recognises its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and members of the public using the College.

The general conditions and duties established in the Health and Safety at Work, etc Act 1974 require all employees to take reasonable care for their own health and safety and that of others who may be affected by what they do, or fail to do, at work.

The Board, Management and staff are committed to give due care and consideration within their sphere of operation to embodying the corporate aims of the College in their work practices and procedures.

The corporate aims of the College are to develop and manage its activities in ways which give consideration to:

- The well-being of employees and visitors.
- Being mindful of the issues of other stakeholders.
- The provision of quality services to customers.
- The maintenance of a safe working environment.

2 Scope

All persons employed or visiting the college: example students, or contractors.

3 Definitions

- 3.1 Any abbreviations for acronyms are explained in full when they are used.
- 3.2 Manager: anyone on a management contract.
- 3.3 Perth College UHI and Perth College are brand names of the legal entity "The Board of Management, Perth College".
- 3.4 Designated First Aider: A member of staff who has gained the qualification "First Aid at Work" approved by the Health and Safety Executive (HSE).
- 3.5 Duty Fire Officer: In the Brahan and Goodlyburn buildings, this is the Receptionist on duty. In the Webster building this is the Student Engagement Officer.

4 Key Principles

The Board of Management of Perth College UHI attaches the greatest importance to safeguarding the health and safety of all staff, students, visitors and others who use the premises, and regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

5 Responsibilities

5.1 The Board of Management

The Board of Management has overall responsibility for setting and periodically reviewing the College's Health and Safety Policy and for ensuring its effective implementation in College Curriculum Areas.

The Board is responsible for achieving the objectives of the Health and Safety Policy within the College, and will review annually the allocation of resources intended specifically for health and safety purposes to individual Curriculum Areas.

5.2 The Principal/Chief Executive Officer

The Principal has overall responsibility for the practical operation of and compliance with the Health and Safety Policy. The responsibility for day to day running of health and safety related activities is delegated to competent persons within the college.

5.3 The Senior Management Team

The Senior Management Team review and monitor the recommendations and findings of the Health and Safety Committee, and forward these to the Board of Management for their consideration. Health and safety matters are line management responsibilities. Responsibilities can be delegated, however accountability cannot.

The Director of Resources who chairs the Health and Safety committee is the member of the College Senior Management Team responsible for College compliance with all Health and Safety legal requirements which apply to the use of College premises, facilities and grounds.

In the absence of the Director of Resources, another member of the Senior Management Team will assume his health and safety responsibilities.

5.4 Managers

The key to effective Health and Safety management in the College is the control exercised by Managers.

Each Manager is responsible for developing, implementing, monitoring and reviewing an effective Health and Safety management system that is appropriate for their area. Each management system must satisfy the broad requirements of the Health and Safety Policy.

Where responsibilities for health and safety are delegated to team members, accountability for health and safety still remains with managers.

Managers must:

- Appoint a member of staff as their area Safety Coordinator.
- Make health and safety a standing item on the agenda of team meetings.

5.5 Health and Safety Functional Teams

The college has trained teams to enhance the operation of the Health and Safety Policy and Procedures.

- 5.5.1 Designated First Aiders provide first line medical assistance with responsibility to take charge of a casualty and decide on further medical treatment and medical support.
- 5.5.2 Fire Marshals have responsibility to ensure their designated area is clear of people in the event of a fire or emergency evacuation and for reporting status to the Duty Fire Officer.
- 5.5.3 Safety Coordinators represent their work area and communicate between their manager and the Health and Safety Officer. They attend their own team meetings and the Safety Coordinators Committee meetings.

5.6 The Estates Manager

The Estates Manager is responsible for monitoring planned and unplanned maintenance work throughout the College. The planning and/or implementation of these activities shall be carried out through Estates.

The Estates Manager's main responsibilities are as follows:

- Ensure that all College buildings and grounds are maintained in a safe condition.
- Ensure that health and safety compliance is carried out in relation to Asbestos related work activities, Legionella, fire equipment provision and general waste.
- Ensure that a file containing clear, correct, safety procedures is available in relation to property maintenance activities.
- Undertake responsibility for the selection and engagement of competent contractors who are to carry out work for the College.
- Ensure that any outside contractors are assessed in terms of their safety competency prior to contract award and work start.

5.7 The Health and Safety Officer

Main responsibilities of the Health and Safety Officer include:

- The provision of health and safety advice and assistance to all Persons to further the development, implementation, and maintenance of their own health and safety policies and systems.
- Advising the Board of Management and the Health and Safety Committee on all matters of health and safety.
- Overseeing and monitoring the implementation of the Health and Safety Policy by College areas.
- Conduct regular audits of the College's health and safety systems, and then submit findings to the relevant Curriculum Area/Senior Management Team and Board of Management.
- Management of health and safety within the College and developing the Health and Safety Procedures and Systems.
- Conducting regular monitoring and reviewing of existing Policies and procedures, and recording activity in the annual Health and Safety report.
- Provide effective monitoring, training and facilitation in health and safety matters.
- Co-ordinate the effective implementation of all relevant Environmental and Health and Safety Legislation, documentation, Codes of Practice, Guidance Notes and College Curriculum Area Procedures and Systems.

5.8 The Health and Safety Committee

5.8.1 Composition and Membership of the Health and Safety Committee is identified within the Health and Safety Committee Terms of Reference.

5.8.2 The Health and Safety Committee will provide consultation, direction and support to College-side activities which meet our commitment to the provision of a safe environment and enable compliance with health and safety legislation in the interests of staff, students and service users. Activities are identified within the Health and Safety Committee Terms of Reference.

5.9 Staff, Students and Visitors are expected to act in a responsible manner and not endanger any other persons by an act or omission on their part.

5.10 Quality approval check of policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the intranet.

6 **Linked/Related Documents**

The Procedures and Guidance documents listed below can be found on PerthNet or are available by contacting the Health and Safety Officer.

Fire and Emergency
Accident/Incident
First Aid
Consultation and Communication
Risk Assessment (this also covers Office Safety)
Health and Wellbeing Dealing with Stressors in the Workplace
Lone Working
Contractors Working within in Perth College UHI
Control of Substances Hazardous to Health (COSHH)
Electrical Safety
Asbestos
Control of Legionellosis in Water Systems
Excursion, Visits, Residential
Staff Overseas Travel
Display Screen Equipment
Manual Handling
Provision and Use of Work Equipment
Young People
Personal Protective Equipment
Workplace Health Safety and Welfare
Transport Including Use of Mini Bus
Control of Noise
Work at Height Procedure

UNCONTROLLED WHEN PRINTED

7 Relevant Legislation

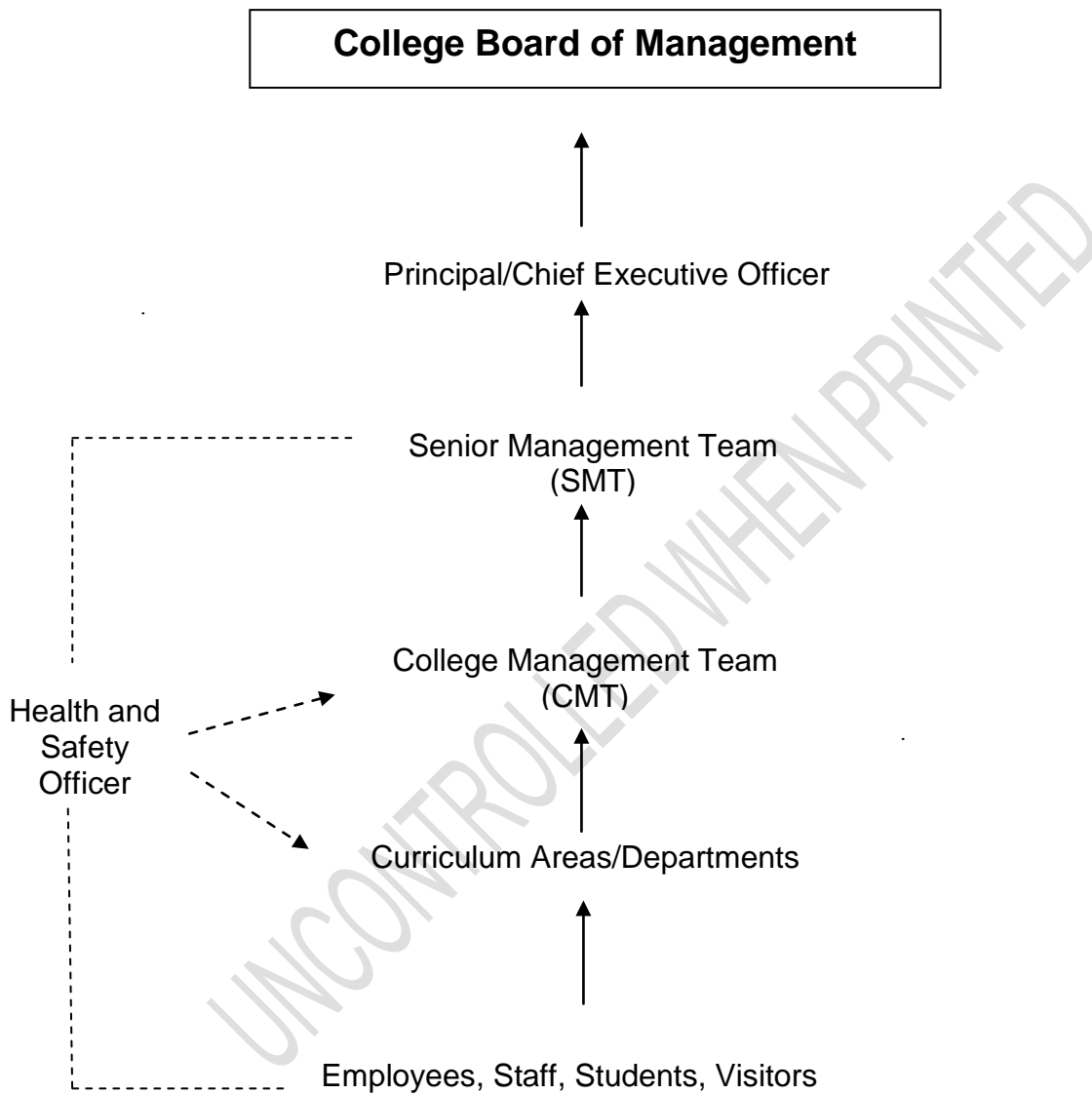
Occupiers Liability (Scotland) Act 1960
Employers' Liability (Compulsory Insurance) Act 1969
Health and Safety at Work Act 1974
The Safety Representatives and Safety Committee Regulations 1977
First Aid Regulations 1981
Electricity at Work Regulations 1989
Health and Safety (information for Employees) Regulations 1989
Health and Safety (Display Screen Equipment) Regulations 1992
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Health and Safety (Consultation with Employees) Regulations 1996
Lifting Operations and Lifting Equipment Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Pressure Safety System Regulations 2000
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
Control of Substances Hazardous to Health 2002
Health and Safety (Miscellaneous Amendments) Regulations 2002
Fire (Scotland) act 2005
Noise at Work Regulations 2005
Working At Height 2005
Construction (Design and Management) Regulations 2006
Control of Asbestos 2006
Corporate Homicide Act 2007
Fire (Scotland) Act 2005
Health and Safety Offences Act 2008
Health and Safety Offences Act 2008

Status: Final, Version 3
Effective Date: June 2011
Owner: Health and Safety Officer

Approved By: College Management Team
Review Date: June 2012
Impact Assessment Status: 26 February 2009

Appendix 1

The Health and Safety Institutional Responsibility Structure



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Appendix 2

The Health and Safety Functional Communication Structure

