



# Health, Safety and Wellbeing Policy

## College Policy No **HS01**

Approved by

**Board of Management**

Date

**24/11/17**

Policy effective from

**24/11/17**

This policy has been agreed following consultation with the College's trade unions.

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
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## Contents

1.	INTRODUCTION.....	3
2.	GENERAL POLICY STATEMENT.....	4
3.	THE COLLEGE SAFETY ORGANISATION CHART .....	5
4.	RESPONSIBILITIES.....	6
4.1	The Board of Management .....	6
4.2	The Principal.....	6
4.3	Vice Principal Corporate Services .....	7
4.4	Head of Estates .....	7
4.5.	Health and Safety Team .....	7
4.6.	People Team .....	8
4.7.	Health, Safety and Wellbeing Committee .....	9
4.8	Senior Leadership Team.....	9
4.9	Heads of Learning .....	10
4.10	Course Leaders and Lecturing Staff.....	10
4.11	Support Areas - Line Management .....	11
4.12	Support Staff.....	11
4.13	All Staff, Learners and Visitors .....	12
4.14	Academic and Support Staff Safety Representatives .....	13
5.	ARRANGEMENTS FOR HEALTH AND SAFETY .....	13
5.1	Fire Safety and Evacuation Procedures .....	13
5.2	Risk Assessment.....	13
5.3	Accidents/Incidents/Near Miss.....	14
5.4	Training.....	14
5.5	First Aid Provision .....	14

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

## 1. INTRODUCTION

The Health, Safety and Wellbeing Policy sets out the College's firm commitment to health and safety. A solid framework is provided through this Policy for those clearly responsible for managing health, safety and wellbeing from the Board of Management through the Senior Leadership Team and encompassing every member of staff regardless of position. Effective safety management for staff, learners, visitors and contractors shall be ensured by the thorough use of this policy.

All staff shall familiarise themselves with the Health, Safety and Wellbeing Policy. They shall continually strive to improve their safety culture to a level where all accept readily the benefits of managing safety.

The general duties set out in the Health And Safety at Work Act etc 1974 require all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail to do, at work.

The College recognises its own responsibility to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all staff and learners, and the safety of contractors, clients, visitors and members of the public entering the College.

Securing the health, safety and wellbeing of our staff, learners and visitors is intrinsic to our day-to-day operation and therefore this Policy is central to all of our endeavours.

**For and on behalf of Dundee and Angus College.**

**Angela McCusker**  
Chair

**Grant Ritchie**  
Principal

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

## 2. GENERAL POLICY STATEMENT

Dundee & Angus College regards the health, safety and wellbeing of its staff, learners, visitors, contractors and any others who may be affected by the College's activities as a key management priority. The College is committed to the provision of a safe and healthy work and study environment. To achieve this, the College will:

- provide a management system to plan effectively, implement, monitor and audit health & safety systems and procedures
- have suitable and sufficient emergency procedures, which will include accident, ill-health and evacuation arrangements
- assess risks and substances hazardous to health
- provide and maintain workplaces and grounds that are, so far as is reasonably practicable, safe and where risks to health are controlled
- provide and maintain equipment, machinery and systems of work that are, so far as is reasonably practicable, safe and where risks to health are controlled
- provide adequate information, instruction, training and supervision for staff and learners to undertake their work activities safely
- ensure effective arrangements exist for communication, discussion and consultation on all aspects of health, safety and wellbeing
- ensure that any College contractors are competent and managed effectively
- review this policy annually or in line with changing legislation

The College expects staff, learners, visitors, contractors and others who may work at the College to share in the delivery of the above commitments by exercising responsibility and care in the prevention of injury and ill-health to themselves and to others who may be affected by their acts or omissions.

Any persons, regardless of status, found to be intentionally negligent in complying with the College Health, Safety and Wellbeing Policy may be subject to College disciplinary procedures.

This Policy will be regularly monitored by the Health and Safety Team in conjunction with the Health, Safety & Wellbeing Committee and the recognised teaching and support staff trade unions to ensure that the objectives are achieved. It will be reviewed and, if necessary revised, in the light of legislative or organisational changes. Any revisions will be approved by the Board of Management.

Dundee & Angus College also recognises the importance of staff wellbeing, and so a number of policies, procedure and guidance documents have been devised, to inform staff of the different mechanisms in place to support them, not only in their working environment, but also on personal issues. More detailed guidance and information on this and specific safety procedures can be found on the Intranet portal.

All staff should have easy access to a copy of this policy via the College Intranet. In addition, it will also be posted on the Health and Safety Notice Boards at each Campus.

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01

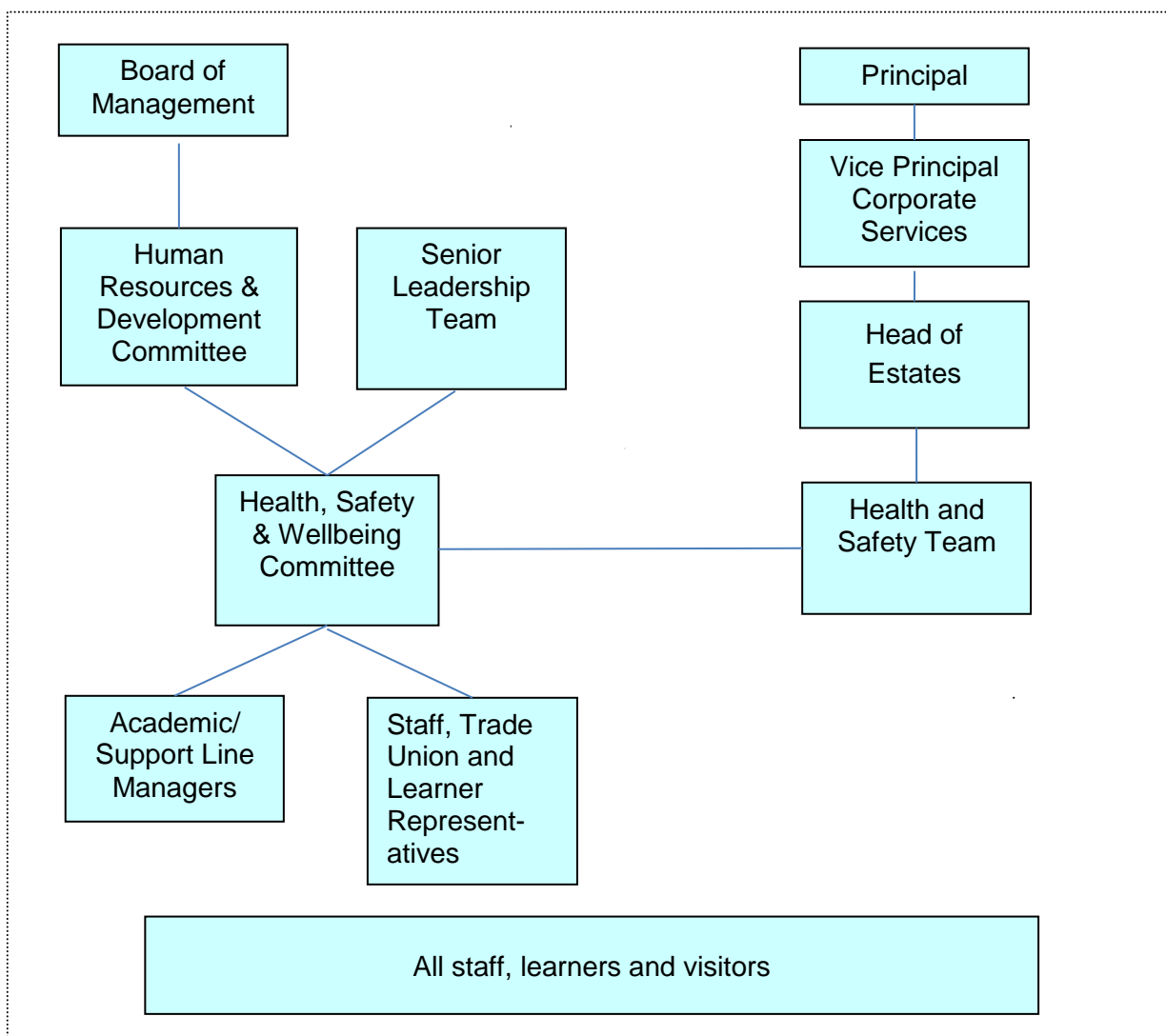
Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
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### 3. THE COLLEGE SAFETY ORGANISATION CHART

The chart below details the organisational structure and personnel required in order to arrange for the effective planning, organisation, control, monitoring and review of health, safety and wellbeing matters. This ensures that an adequate and suitable system exists for discussing and resolving health, safety and wellbeing issues and concerns.

However, it is emphasised that each and every person within the College has a vital part to play in ensuring the health, safety and wellbeing of all those who use the College.

#### The College Safety Organisation Chart



# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

## 4. RESPONSIBILITIES

### 4.1 The Board of Management

Board members recognise that they are personally responsible on an individual and collective basis for health and safety in the College and for ensuring compliance with this Policy.

The Board of Management shall:

- have overall responsibility for the College's management of health and safety
- understand and meet its obligation under the Health and Safety at Work etc Act 1974 and associated legislation
- ensure health and safety is a regular agenda item on Board meetings as well as relevant committees of the Board
- influence the direction of health and safety culture by demonstrating strong and active leadership
- monitor and review health and safety related performance indicators and measures
- ensure systems are in place so that major health and safety failures are reported as soon as possible to the Board
- ensure adequate resources are allocated for health and safety

### 4.2 The Principal

The Principal is the appointed accountable person and will, on behalf of the Board of Management, carry the ultimate responsibility for health, safety and wellbeing throughout Dundee & Angus College. This includes ensuring, so far as is reasonably practicable, the health, safety and wellbeing of:

- staff while carrying out their work-related activities
- learners while attending their courses of study and related activities and when on College premises
- contractors when working on College sites
- visitors to College sites

The Principal will also:

- make sure there are resources available, so far as is reasonably practicable, for everyone to implement the Health, Safety and Wellbeing Policy
- devolve health and safety responsibilities to a range of competent duty holders
- demonstrate commitment to achieving a high standard of health and safety performance within the College and to developing a positive attitude to health, safety and wellbeing among staff

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

- direct the Senior Leadership Team to make sure there are, so far as is reasonably practicable, resources for everyone to implement the Health, Safety and Wellbeing Policy

The Principal recognises the vital role of the Trade Union Safety Representatives in promoting a positive health, safety and wellbeing culture, and also the importance of consulting with and involving safety representatives to ensure effective health, safety and wellbeing management.

### 4.3 Vice Principal Corporate Services

The Vice Principal Corporate Services is accountable to the Principal for developing, reviewing, updating and auditing the health and safety management system throughout the College. The Vice Principal's specific responsibilities include:

- chairing the Health, Safety and Wellbeing Committee
- updating and advising the Principal and relevant Board Committees on compliance and best practice issues
- bringing to the attention of the Principal any breach of health and safety legislation, or our policy and procedures, that has placed or is continuing to place the health, safety and wellbeing of staff, learners or others at risk, and identifying any resources they need to rectify the position
- demonstrating a commitment to achieving a high standard of health and safety performance within the College and developing a positive attitude to health, safety and wellbeing among staff and learners
- seeking Board approval for revisions to the Health, Safety and Wellbeing Policy

### 4.4 Head of Estates

The Head of Estates' responsibilities include:

- managing the health and safety team
- conducting an annual review of policies and procedures to make sure they remain effective and in line with legislation and best practice
- demonstrating a commitment to achieving a high standard of health and safety performance within the College and developing a positive attitude to health, safety and wellbeing among staff and learners
- with assistance from the Health and Safety Team, advising line managers on health and safety issues, including breaches of health and safety policy and procedures that may result in disciplinary action for both staff and learners
- updating and distributing amendments to the Health, Safety and Wellbeing Policy

### 4.5. Health and Safety Team

The Health and Safety Team comprises the Health and Safety Officers. They report to the Head of Estates on relevant issues, and work towards fostering and maintaining a

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

safe working environment and safe systems of work on a day-to-day basis. They are responsible for providing advice on health, safety and wellbeing matters. This is achieved through regular communication via intranet, training and workplace tours. Health and safety training is provided through the Continuous Professional Development programme.

The Health and Safety Team shall:

- endeavour to ensure effective implementation of the Health, Safety and Wellbeing Policy, systems and procedures and monitor progress in these arrangements
- advise and assist College staff in all aspects of health and safety
- advise the Head of Estates of situations or activities that are hazardous to the health and safety of staff, learners and visitors to the College
- work closely with Trade Union Safety Representatives to help promote a positive health and safety culture
- assist Trade Union Safety Representatives, College Managers and Team Leaders with the safety inspections process, to ensure that the department under their control operates in a safe manner, with up-to-date Risk Assessments, COSHH Assessments and safe systems of work in place
- issue College Managers and Team Leaders with Improvement and Prohibition Notices, under the authority of the Principal
- ensure that accidents, or other relevant incidents, are investigated and reported in line with the requirements of the RIDDOR Regulations, and that action is taken to prevent recurrence
- ensure that fire-fighting equipment and first aid supplies are inspected and maintained
- carry out agreed training programmes for staff and learners on identified health and safety issues
- arrange health surveillance and invite relevant staff
- ensure effective communication of new or revised legislation and relevant health and safety information
- attend Health, Safety and Wellbeing Committee meetings
- produce reports/statistics for senior managers and the Health, Safety and Wellbeing Committee meetings

## 4.6. People Team

The People Team shall be responsible for:

- facilitating training
- maintaining detailed records of staff training/induction



# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

- arranging, as required, referrals to the Occupational Nurses
- monitoring and collating staff absence records for analysis by the Health, Safety and Wellbeing Committee

## 4.7. Health, Safety and Wellbeing Committee

The Health, Safety & Wellbeing Committee is chaired by the Vice Principal Corporate Services, and reports through the Human Resources and Development Committee of the Board of Management. The membership can be viewed [here](#).

The Committee meets a minimum of 4 times a year and has the following remit:

- to make recommendations to ensure that reasonable steps are being taken for the health, safety and wellbeing of staff, learners and all College users
- to receive and consider reports from the Health, Safety & Wellbeing Officers and the People Team representative
- to review the results of safety inspections
- to review records of accidents, incidents, and work related absences
- to direct the Health and Safety Officers' attention to those areas it considers warrant such attention
- to appraise the effectiveness of safety training, and make further recommendations as required
- to consider and respond to relevant internal and external issues

## 4.8 Senior Leadership Team

Members of the Senior Leadership Team are responsible for leading and managing their teams. They shall:

- lead, manage and co-ordinate their area of responsibility in accordance with the Health, Safety and Wellbeing Policy
- integrate health and safety management into the College's strategic planning process
- ensure that allocated resources are deployed to meet the health and safety responsibilities including time for staff training
- ensure that risk assessments are carried out and recorded for all work activities in their area of responsibility
- ensure that all activities for which they are responsible are managed effectively to ensure the wellbeing of staff, learners and all other persons who may be affected by the College's operations, practices and procedures
- bring to the immediate attention of the Health and Safety Team any breach of health and safety legislation, or our policy and procedures, that has placed or is continuing to place the health, safety and wellbeing of staff, learners or others at risk, and identifying any resources they need to rectify the position

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

- ensure that all relevant health and safety legislation is complied with in the areas under their control
- foster and develop an ethos of open communication throughout the College in relation to health and safety
- champion and promote active management involvement in health, safety and wellbeing issues
- regularly monitor and review health and safety performance in the areas under their control
- ensure that health and safety is a standard agenda item at team meetings

## 4.9 Heads of Learning

Heads of Learning are responsible for ensuring that the operational aspects of health, safety and wellbeing are carried out in the areas under their control by:

- complying with the requirements of the Health, Safety and Wellbeing Policy, ensuring that safe systems of work and Risk Assessments are followed
- ensuring all staff/learners receive relevant health and safety induction and other safety training as required
- ensuring risk assessment is an integral part of classroom activity with learner participation, where appropriate
- monitoring the performance of the area under their control in relation to health, safety and wellbeing by assisting with the Safety Inspection process
- providing proactive and positive support to their staff in carrying out their responsibilities in relation to the management of health, safety and wellbeing
- fostering and developing an ethos of open communication throughout the College in relation to health, safety and wellbeing
- championing and promoting active management involvement in health and safety issues
- ensuring that the inspection and routine maintenance of tools, equipment and machinery is carried out in accordance with manufacturers recommendations and relevant health and safety guidance
- ensuring that all health, safety and wellbeing documentation is completed in line with all relevant health and safety legislation

## 4.10 Course Leaders and Lecturing Staff

Course Leaders and Lecturing Staff, whether full- or part time, will:

- comply with the requirements of the Health, Safety and Wellbeing Policy ensuring that safe systems of work and Risk Assessments are followed
- ensure that the workplace environment is kept tidy and free from hazard

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

- work with their line manager and the Health and Safety Team to ensure effective safe systems of work
- contribute to the provision of Risk Assessments within their area of expertise
- make learners aware of the existing Risk Assessments within the area
- carry out specific Risk Assessments as appropriate in teaching areas, including excursions, placements and Outreach activities etc
- carry out Risk Assessments as a group activity with learner participation, where appropriate
- contribute to the generation of health and safety documentation thereby assisting their line manager to ensure that all relevant health and safety legislation is complied with in the areas under their control
- where appropriate, take action to prevent intentional or reckless interference with any health and safety provision

## 4.11 Support Areas - Line Management

Members of support staff with line management responsibilities should ensure that the operational aspects of health, safety and wellbeing are carried out in the areas under their control by:

- complying with the requirements of the Health, Safety and Wellbeing Policy, ensuring that safe systems of work and Risk Assessments are followed
- ensuring all staff receive relevant health and safety induction and other safety training as required
- promoting Risk Assessments as an integral part of all work activities
- monitoring the performance of the area under their control in relation to occupational health, safety and wellbeing by assisting with the Safety Inspection process
- providing proactive and positive support to their staff in carrying out their responsibilities in relation to the management of health, safety and wellbeing
- fostering and developing an ethos of open communication throughout the College in relation to health and safety
- championing and promoting active management involvement in health, safety and wellbeing issues
- ensuring that the inspection and routine maintenance of tools equipment and machinery is carried out in accordance with manufacturers recommendations and relevant health and safety guidance
- ensuring that all health, safety and wellbeing documentation is completed in line with all relevant health and safety legislation

## 4.12 Support Staff

Members of support staff, whether full- or part-time, will:

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

- comply with the requirements of the Health, Safety and Wellbeing Policy ensuring that safe systems of work and Risk Assessments are followed
- ensure the workplace environment is kept tidy and any hazards are controlled
- work with their line manager and the Health and Safety Team to ensure effective safe systems of work and the provision of Risk Assessments within their area of expertise
- contribute to the generation of health, safety and wellbeing documentation thereby assisting their line manager to ensure that all relevant health and safety legislation is complied with in the areas under their control
- participate, when requested, in the formal inspection and recording of results of eg tools equipment and machinery inspections in accordance with the safe use of work equipment procedure and guidance and any other relevant health and safety guidance in their designated areas
- where appropriate, take action to prevent intentional or reckless interference with any health and safety provision

## 4.13 All Staff, Learners and Visitors

Every person has a statutory duty to take reasonable care of their health, safety and wellbeing and of other persons who may be affected by their acts or omissions. There is a similar duty to co-operate with an employer or any other responsible person to enable any relevant statutory duty or requirement to be performed or complied with.

All staff, learners and visitors shall:

- co-operate in achieving the objectives of the Health, Safety and Wellbeing Policy
- conform with safe systems of work/ operating procedures, risk assessment, rules and regulations and specific job instructions for any work that they may undertake
- familiarise themselves with the College's arrangements for emergency evacuation and fire safety
- use only appropriate equipment and methods of work at all times
- report without delay any defects in equipment, hazard or unsafe condition which they may encounter to an appropriate person
- assist in the maintenance of good housekeeping standards
- co-operate with the supervisory and managerial staff in the promotion of health, safety and wellbeing at work
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and wellbeing
- undertake safety induction, training/instruction as required

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

## 4.14 Academic and Support Staff Safety Representatives

Safety representatives will work in partnership with Dundee and Angus College Management and the Health and Safety Team to help promote and continually improve health, safety and wellbeing standards at work.

The Safety Representatives shall:

- attend Health, Safety and Wellbeing Committee meetings
- work closely with Trade Union Safety Representatives to help promote a positive health and safety culture
- make representation on behalf of their staff groups to the College on any health, safety and wellbeing matter
- carry out inspections and investigate potential hazards, dangerous occurrences and where applicable examine the causes of accidents
- encourage co-operation between management and the staff

## 5. ARRANGEMENTS FOR HEALTH AND SAFETY

This section of the Health, Safety and Wellbeing Policy gives details of the systems and procedures used to assist in the implementation of the policy statement. These arrangements are supplemented by additional processes and guidelines and will be reviewed and updated as required - <http://staffportal.dundeeandangus.ac.uk/estates/hs/Pages/hsdl.aspx>

### 5.1 Fire Safety and Evacuation Procedures

All staff, learners, contractors and visitors are required to follow the College fire procedures. These procedures are displayed at all campuses. Further details on fire arrangements can be found within the [Fire Management Plans](#)

### 5.2 Risk Assessment

The College recognises its responsibility under the Management of Health and Safety at Work Regulations 1999. There is a process and guideline in place for the completion of general and specific risk assessments as required. Risk assessments are carried out by the staff with experience of the work activity being assessed. Once completed, they should be published departmentally on the College Portal site with permissions set to allow the Health and Safety team access to view any relevant documents. Further details can be found in the Risk Assessment Process and guidance ([HSSP01](#))

# HEALTH, SAFETY AND WELL- BEING POLICY – No HS01



Prepared by: D MacLean/A Cathro	Approved by: BoM	Revision Date: 24/11/17
---------------------------------	------------------	-------------------------

## 5.3 Accidents/Incidents/Near Miss

All accidents, incidents and near misses shall be recorded using the following form – Accident, Incident & Near Miss Report Form ([AINMRF1](#))

All forms are investigated by the line manager to determine the cause and any actions necessary to prevent a reoccurrence. These shall then be submitted to the Health and Safety Team who may conduct further investigation depending on the information provided.

The Health and Safety Team are responsible for reporting any submissions which fall within the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences.

All information is held confidentially and retained for a minimum of 3 years.

## 5.4 Training

Staff are required to attend a health and safety induction when they start at the College. This will be conducted by the line manager in conjunction with the Health and Safety Team as per the [College Staff Induction](#)

In addition, staff will be required to attend other more specific safety training that is relevant to their role. Details of this can be found via the [Health and Safety Training Matrix](#).

## 5.5 First Aid Provision

Posters are displayed in all campus buildings in common areas which details the contact number for a first aider. Some higher risk areas of the College have designated first aid provision. A list of contact numbers are available on the Portal - <http://staffportal.dundeeandangus.ac.uk/Pages/Accident-and-First-Aid.aspx>