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1.0 Health and Safety Policy

Purpose

To state how Brooklands College complies with its legal and moral obligations relating to the health and safety of its staff, students and any other person who may be affected by its undertakings. This policy aligns with the College values as outlined below.

Aims

The College is committed to meeting its statutory health and safety responsibilities and to creating a culture that is both proactive and collaborative in supporting the health and safety of all its members. The principal aims of this Policy are to reduce the risk to people and property to enable the College to operate effectively; to manage the College's work in such a way as to allow staff, students, contractors, visitors and others who might be affected by its undertakings, to carry out their activities without detriment to their health and safety whilst embedding health and safety as a core value in everything we do; to ensure that the College has governance arrangements in place that enables it to demonstrate compliance with health and safety, and fire safety, legislation; and the development of a health and safety management framework.

Objectives

To achieve these aims the College has the following objectives:

- to assess work activities by identification of hazards and evaluation of risks
- to minimise risk to health through the provision and maintenance of suitable plant, buildings, facilities, equipment and the provision of safe systems of work.
- to minimise unavoidable risks by the use of physical control measures and issue of personal protective equipment.
- to provide safe arrangements for the use, handling, storage and transport of articles and substances.
- to provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others.
- to consult with employees' representatives on health and safety matters.
- to provide a comprehensive and effective Occupational Health service, including health surveillance where appropriate.
- to implement a monitoring, inspection and audit process to ensure effective management of health and safety throughout the College.
- to co-ordinate, co-operate and exchange relevant information with organisations providing support and facilities to College employees and students.
- to co-ordinate, co-operate and exchange relevant information with contractors and visitors.
- to integrate health and safety responsibilities into everyday working practices and managerial responsibilities.

Note that where the term health and safety is used in the College's Policy, it encompasses fire safety.

Scope

This policy applies to all staff, students, contractors and visitors and is intended for implementation in all of Brooklands College academic and administrative departments. In this document the term 'Department' is used generically to apply to all Brooklands College management entities including curriculum and support areas.

This document forms part of the College's Health and Safety management system by:

- defining the health and safety roles and responsibilities of key individuals and groups
- outlining the governance arrangements in place and how statutory consultation on health and safety matters is undertaken.
- Providing clarity regarding the relationship the College has with its wholly owned subsidiaries and the Brooklands Students' Union, with regards to health and safety.

As the activities of the College are broad and complex and statutory duties are extensive, each Department must determine and record its own organisation and arrangements to implement College Policy. These shall describe the responsibilities and mechanisms by which the Department will meet the College objectives and requirements and how the safety management responsibilities cascade within the Department.

Failure to comply with the College's health and safety requirements may lead both to disciplinary action by the College and potential legal action by the enforcement authorities.

This policy will be reviewed at intervals of not more than every 3 years.

2.0 Brooklands College Health and Safety Policy Statement

The mission of the Brooklands College is to contribute to society through the pursuit of teaching and learning at the highest national levels of excellence. This is underpinned by the College's core values which are freedom of thought and expression, and freedom from discrimination.

This policy aligns with the College values as outlined below.

- **We Champion growth** and success, appreciating the ideas, values and beliefs of everyone.
- **We Inspire**, motivate and raise aspirations through sharing good practice, taking risks, innovating and embracing change.
- **We Care**, we are compassionate, we foster a safe and supportive environment which enables everyone to grow and flourish.
- **We Collaborate** and build high quality, positive relationships to deliver high quality education and skills

The diversity and nature of our work means we engage in a wide range of activities. Some activities will involve risk due to their nature, others because they are novel. It follows that we all have the responsibility to uphold the health and safety of all staff, students, apprentices, visitors, contractors and others who may be affected by our activities.

Our statutory requirements do not require us to provide a risk-free environment. Instead, we are expected to undertake risk assessments, make well-informed decisions, take responsibility for our actions and be cognisant of the potential risks we may encounter while engaged in College business whether conducted at any of our college sites' or during organised trips.

The primary Health and Safety duty of the Brooklands College is to provide and maintain a safe and healthy environment for everyone who works, studies or visits the College. While achieving this objective is mainly the responsibility of managers, everyone who engages with the College, regardless of role, must take ownership of this responsibility too.

We should aspire to the highest standards in everything we do and health and safety management must be no exception. We must aim to always keep ourselves and others safe and well. We can achieve this through implementing high standards of health and safety management which embraces a culture where we strive to improve; and through effective leadership and collective accountability.

3.0 Health and Safety Roles, Responsibilities and Organisation

Policy Organisation

The Corporation has adopted this Health and Safety Policy Organisation to implement the policy statement above and to ensure effective management of health and safety issues.

Duty of Care

To meet our duty of care to staff, students, contractors, visitors and those affected by our undertakings there is a cascade of delegated accountability that runs through the College from the Principal to each individual primarily via the line management framework.

Responsibilities are allocated based on the principle that individuals are responsible for the work under their control, for those working under their control and for the people who are affected by their work. This is accompanied by a system of monitoring, supervision and feedback that ensures that delegated tasks have been adequately implemented and that arrangements are in place to facilitate and support individuals in meeting their responsibilities.

These arrangements and the effective management and control of risks to health and safety require that all parties with an influence on how the College operates must meet their duty of care to those who may be affected by their acts and omissions. The level of assurance required should be commensurate with the risk of the activity.

The committee structure which gives effect to the implementation of the Health and Safety Policy is shown in Appendix 1.

It should be noted that the Colleges have responsibility for the management and application of their own health and safety policies and procedures. However, the College and Colleges liaise on those matters of health and safety which impact on the wider College community.

General Responsibilities

This Policy sets out general, overarching responsibilities. Other subject specific health and safety policies and arrangements give details of more specific actions employees, managers, Heads of Department and others need to take to meet their responsibilities.

Where the College employs the services of third parties to project manage any capital works projects. They ensure that the College's responsibilities under the Construction (Design and Management) Regulations 2015 are met and that construction and refurbishment projects meet the health and safety needs of the College. They are responsible for the Health, Safety and Welfare of Contractors working on these projects with them.

Employees

Every employee has a responsibility to ensure their own health and safety, and to ensure others are not put at risk by their acts or omissions at work. Likewise, every employee is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner.

It is important that all employees understand their legal responsibilities and what they must do to meet them. In particular, all individuals, irrespective of where they work, have the following responsibilities:



Have an awareness of, and comply with both the College Health and Safety Policy and procedures specific to their work place.

Be familiar with fire and emergency arrangements and all risk assessments and method statements or safe operating procedures applicable to the work they are undertaking.

Participate in all training or occupational health requirements identified as necessary by the College and their Department and/or line manager.



Take reasonable care of themselves and all others who may be affected by what they do, or don't do.

Do not place fellow employees or others in danger by their actions or interfere with or misuse anything, objects, structures or systems of work provided by the College in the interests of health and safety.

Set a high personal standard and carry out activities in a manner consistent with College values of mutual respect, excellent service, collaboration, empowerment and innovation.

If aware of any unsafe practice or condition, inform their line manager



Understand the risks of their work and comply with and follow risk assessments and method statements/safe operating procedures. Only engage in activities when competent to do so and seek advice if they do not feel competent to carry out their work.

As soon as identified, tell their line manager or supervisor of any arising unforeseen risks which do not have control measures in place.

Avoid improvising and when identified, report any dangerous condition to their line manager immediately.

Obtain and use the correct tools/equipment for the work and don't use any that are unsafe or damaged.

Where applicable, use and store personal protective equipment properly and, where guarding or other protective mechanisms are in place check they are secure and have not been tampered with before using the equipment.

Always consider the safety of others who may be working in the same area or using the same or adjacent equipment.

Report any accidents, symptoms of work-related ill health, near misses (that might have resulted in injury or damage), dangerous occurrence or dangerous condition (including inadequacies in health and safety procedures) in a timely manner and in accordance with Department and College arrangements and procedures.

Students

Students are not, in the legal sense, employed persons and hence many of the specific provisions of the Health and Safety at Work etc. Act 1974 does not apply to them. Equally they are not bound by the duties of employees as laid down in the Act. Nevertheless, students must comply with health and safety instructions and may be responsible for the consequences should they neglect to carry out a task required for the health and safety of others.

All students are responsible for:

- looking after their own health and safety and the safety of others who may be affected by their actions whilst on College premises or undertaking activities (e.g. fieldwork, work or study placements) under the supervision of the College and its subsidiary companies.
- following the College's Health and Safety Policy and their Department's safety arrangements and procedures.
- following any instructions given to them by an employee of the College for their health and safety.
- reporting health and safety incidents or concerns pertaining to academic or College premises (including accidents, ill-health, premises hazards) in accordance with their Department and College procedures.
- taking part in any health and safety training identified as necessary by the College, their Department or their academic supervisor.
- ensuring they do not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on College premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the College.

Outline of Responsibilities for Role-holders

Responsibility for health and safety within the College may be simply the core legal duty to cooperate with the College. However, any College employee acting in a managerial, professional or supervisory capacity bears additional management responsibilities and the more senior the appointment, the more onerous the responsibility. The level of that responsibility is directly linked to the level of control since responsibilities are allocated based on the principle that you are responsible for the work under your control, for those working under your control and for the people who are affected by your work. The nature of the structure of the College is such that some role holders will have more than one set of responsibilities.

Responsibilities cannot be delegated. However, for staff, the actions needed to fulfil them can be passed on to other role holders. This responsibility applies to all College activities wherever they take place (e.g. in Brooklands, during fieldwork, placements, study or at a conference).

Students carrying out work for the College either under contract of employment (such as those in catering) or as part of training (e.g. demonstrations/tutorials) will be treated as employees under this Policy.

Staff with Teaching Responsibilities

Staff with teaching responsibilities are responsible for assessing, taking account of, and addressing the risks, including the health and safety risks associated with teaching activities in line with College health and safety policies and requirements. Staff with teaching responsibilities must:

- assess the risks of the work under their control including:
 - ensuring risk assessments are completed and recorded by their staff and students.
 - ensuring that any new processes are properly risk assessed before implementation.
 - ensuring that all new equipment is checked for hazards, risk assessed and that users are trained on the required safe systems of work and risk control measures.
- ensure that where risks cannot be eliminated, they are reduced to the lowest 'reasonably practicable' level.
- monitor the implementation, operation and effectiveness of risk control measures through e.g., appropriate supervisory arrangements, inspections etc.
- ensure the provision of suitable information, instruction, training and supervision of staff, students (including visiting students) and academic visitors under their control taking into account their experience and skills.
- ensure the safe handling and use of hazardous substances and the maintenance of safe plant, machinery and equipment under their control.
- provide staff with access to health surveillance where identified in risk assessments
- ensure coordination and communication with others affected by teaching activities to enable health and safety risks to be effectively managed.
- ensure all accidents and incidents are reported and investigated in accordance with agreed College arrangements and procedures.
- take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- ensure compliance with the programme for statutory testing of all equipment used by their staff and students, including those statutory inspections (carried out by specialist engineers), user checks and regular weekly/monthly checks (carried out by their own trained staff and students) required for local exhaust ventilation, pressure systems, lifting equipment etc. and maintain records.
- ensure that their staff and students comply with any policies or arrangements and procedures produced by the College, in particular those required for statutory compliance purposes. maintain records of staff competence as they relate to the use of equipment and any hazardous substances in their respective areas of responsibility.
- ensure that there are arrangements in place for ensuring the health and safety of students during laboratory sessions.
- ensure that they have appointed a suitable deputy to maintain appropriate supervision of the work under their control in their absence.

Staff with teaching responsibilities who specify new practical work for student sessions are responsible for the risk assessment of the practical work and for the information and identification of key messages that need to be communicated to students.

Staff with teaching responsibilities must work cooperatively to ensure that all parties understand their respective responsibilities, and that they can reasonably fulfil those responsibilities.

Line Managers and Supervisors

Line Managers and Supervisors that are not teaching staff, but have supervisory or management responsibility over other staff or students and as such, are responsible for the implementation of the College Health and Safety Policy and Department safety arrangements within their area of control. In general, the direct responsibility for health and safety will be determined by the extent to which Managers and Supervisors have the authority to act or make decisions. Where decisions are made, Managers and Supervisors are responsible for the health and safety implications of those decisions. They must:

- be fully familiar with the College Health and Safety Policy and Department safety arrangements and understand and apply them within all areas of their responsibility
- make sure that staff under their control are competent and capable to undertake their allotted tasks.
- ensure that staff know how to operate in accordance with the College Health and Safety Policy and Department safety arrangements, as relevant to their work and that they carry out their health and safety responsibilities.
- effectively communicate relevant health and safety information to staff and others affected by their work activities thereby ensuring staff are aware of the health and safety issues and control measures relevant to their activities and projects.
- ensure suitable and sufficient risk assessments are completed, authorised and implemented in their area of control.
- ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety ensure that equipment and substances provided for use at work are fit for purpose, used safely and maintained in a safe condition.
- carry out regular monitoring to ensure that safe working practices are adhered to, and a safe working environment is maintained.
- as appropriate, inform their line manager of any health and safety concerns that they cannot address.
- take account of the effect of work on staff health and the health of the staff member on work when delegating work and assessing health and safety risks.

Middle Leaders

Heads of Department have overall responsibility for ensuring that their Department complies with the College's health and safety requirements and has effective systems in place for the management of health and safety. They are ultimately responsible for the safe management of all work under their authority.

They must:

- provide leadership on health and safety.

- ensure that their areas of control and responsibility meet statutory and College safety policies and arrangements.
- ensure the allocation of the necessary resources as may be necessary to provide advice and/or support on health and safety related matters.
- ensure the appointment of a Fire Marshall to ensure that procedures and controls are developed for the evacuation of their areas in an emergency.
- ensure that those appointed in specialist health and safety roles have sufficient authority, competence and resources to undertake the role
- make sure that appropriate arrangements are in place for ensuring the health and safety competence and capability of their employees and the College's minimum requirements for health and safety training are met.
- ensure the preparation, annual review and authorisation of the organisation and arrangements specific to the Department for managing health and safety (contained within the Departmental Safety Management System) including confirmation of the Responsible Persons Register.
- ensure the identification of hazards (for which they are the risk owner), assessment and review of significant risks and ensure the planning, implementation, monitoring, recording (e.g. a safety risk register and profile) and review of measures to control those risks arising from the activities of their Department.
- have procedures in place to ensure that academic events and courses held outside College premises are subject to proper formal risk assessment and regular review and communicated to those responsible for the premises.
- ensure that there are measures in place for managing significant risks arising from the Department's activities that are not covered by the College's health and safety related policies and arrangements.
- develop and review local health and safety arrangements and procedures for the management of specific risks and legal requirements that have a significant impact on the Department.
- ensure that appropriate arrangements are in place for the communication of health and safety issues to all employees, students, contractors and other visitors to the Department.
- ensure the setting and review of Department safety objectives and action plans to manage risks.
- ensure the identification of activities critical to business continuity and preparation of plans to minimise the impact of a major incident, in conjunction with the overall College plan, including arrangements for all relevant persons who have restricted mobility, sensory disabilities or who are temporarily incapacitated.
- ensure that all persons who may be affected by the Department's activities are aware of the arrangements for health and safety and have access to the necessary information.
- establish local consultative health and safety arrangements or, in low-risk departments, placing health and safety as a standing item on the agenda of the department management committee if a health and safety committee is not justified.
- put procedures in place which ensure they are consulted in good time on matters that substantially affect their health and safety at work, and cooperate with trade union safety representatives whilst they are carrying out their functions.
- make explicit, document and communicate the health and safety cooperation and coordination responsibilities and arrangements where premises or workplaces are shared with other College departments and other employers.

- put in place procedures to ensure all new members of staff complete the health and safety induction requirements.
- put in place procedures to ensure the competence of employees including the maintenance of records e.g. training records.
- put in place procedures to ensure all activities undertaken on behalf of the College are carried out by, or supervised by, competent people who have the necessary authority to meet their responsibilities.
- have procedures in place to ensure adequate supervision of all students and visitors.
- ensure that arrangements are in place to deal with foreseeable emergencies including, in conjunction with the Head of Estates, the appointment and training of a sufficient number of First Aiders or First Aid provision to provide cover during operational working hours.
- ensure that suitable systems are in place for the regular monitoring and review of health and safety within the Department e.g., via departmental safety inspections, in accordance with the College's minimum requirements.
- cooperate with health and safety investigations, monitoring and auditing carried out by the Safety Office and any enforcing authorities.
- formally address any breaches of the College Health and Safety Policy or its associated policies, arrangements and procedures as they relate to the Department.
- be aware of your responsibilities under health and safety legislation and take reasonable care for the health & safety of yourself and other persons who may be affected by your acts or omissions at work

Building Occupiers

It is the responsibility of the building occupier to ensure that the space allocated to them is used safely and according to its design and expected use. Overall responsibility of an occupier will normally sit with the relevant Middle Leader; however, this responsibility can be delegated to the most senior member of staff based in that building/location.

In particular, the occupier is responsible for:

- ensuring that they communicate and cooperate with other occupiers/users of the building (including visitors) to ensure that risks to health and safety are effectively managed.
- consulting with the Estates Department when requesting changes to layout, structure or services within the building.
- informing the Estates Department or other landlord of any building related issues that may impact the health and safety of other occupiers/users or visitors.
- coordinating and facilitating any required remedial works.
- consulting with the Estates Department when defining responsibility for managing equipment or services where boundaries may be unclear, e.g. whether they are part of the building or viewed as occupier's equipment and ensuring responsibilities are documented.
- organising and managing work, processes and equipment to prevent injury or ill health.

Head of Estates

The Head of Estates is responsible for health and safety in relation to building structures, fabric and services as well as general areas of buildings.

As such, the post-holder is responsible for the systems and processes that ensure all statutory inspections of systems and equipment notified to the Estates Department are carried out, and for ensuring that the fabric of all College buildings, and fixed installations fitted therein, are safe and suitable for use. This includes:

1. ensuring that contractors are approved and work to the brooklands contractors policy.
2. fulfilling the role of statutory duty holder under the regulatory reform (fire safety) order 2005 to both the responsible person (principal) and to heads of department in respect to:
 - the structural fire precautions and means of escape from premises.
 - the fire alarm systems.
 - emergency lighting
 - fire equipment
 - fire brigade facilities [under article 17 of the regulatory reform (fire safety) order and bs 9999] excluding departmental equipment. article 3 of the regulatory reform (fire safety) order defines 'responsible person' in relation to a workplace as the employer.
3. fulfilling the role of statutory duty holder under regulation 4 of the control of asbestos regulations 2012, and appointing a suitably competent person to advise on asbestos management across the estate.
4. fulfilling the role of statutory duty holder for the control of legionella bacteria and for appointing a suitably competent, responsible person to make sure the water management programme is successfully carried out and the risks from legionella and legionnaires' disease and pseudomonas aeruginosa are identified and controlled properly.

Health and Safety Advisor

The Health and Safety Advisor has responsibility for the development and review of the College's Health and Safety Policy and strategy and the development, management and review of the provision of independent safety advice on behalf of the College in support of the policy and strategy including:

- development, review and evaluation of the safety management system to ensure it is fit for purpose and promotes continuous improvement.
- acting as the professional head for all safety advice and ensuring that adequate arrangements are in place to provide:
 - competent safety advice at all levels within the College and for all areas of safety risk
 - focussed operational support to key risk activities.
 - monitoring, auditing and reviews are required to give the Corporation assurance that the management of safety at the College is adequate and that risks are adequately controlled.

The Health and Safety Advisor on authority from the Principal/CEO, is responsible for ensuring the suitable management of the following:

College Fire Safety

- support and advise the College and Director of Estates , to meet, deliver and maintain statutory fire safety obligations under the Regulatory Reform (Fire Safety) Order 2005.
- support Departmental Fire Safety Managers and Fire Wardens in their roles and provide adequate training to maintain competence.
- ensure Fire Risk Assessments are carried out for all College premises on an appropriate timescale.
- provide a programme for general staff fire safety awareness training.
- review all fire safety risk assessments as necessary.
- provide liaison and support on all matters relating to fire safety provision within the College estate portfolio.
- liaise with the College's insurers with regards to fire safety within College premises (see Appendix 5).
- liaise with the Fire and Rescue Service (FRS) on all statutory fire safety matters.
- ensure all fire incidents are investigated.

Radiation Protection

Will consult with relevant technicians and seek advice in accordance with Schedule 4 and Regulation 14 of the Ionising Radiation Regulations 2017.

Ensure that any waste is disposed of with Permits issued under the Environmental Permitting Regulations 2016 (amended 2018).

Head of People

The People Department is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill health issues, the post-holder will bring these to the attention of the Occupational Health service.

Head of Finance

The Head of Finance is responsible for ensuring that purchasing systems consider health and safety issues and place responsibility on the purchaser to consider health and safety when planning the purchase of equipment, substances, articles or services.

Strategic Responsibilities

Corporation

The College Corporation is the principal executive and policy-making body of the College. It has overall responsibility for the administration of the College, for defining its mission and strategic direction of the College, for planning its work and for the management of its resources. The Senior Leadership Team is responsible for matters relating to implementing the College's academic and educational activities and policies. As such, corporate responsibility for health and safety and the health and safety impact of policy decisions rests with both the Corporation and the Senior Leadership Team and collectively, its members are responsible for:

- demonstrating their commitment to the achievement of high standards of health and safety.
- approving the College's Health and Safety Policy.
- considering the health and safety implications of strategic decisions
- ensuring that the College has the organisational arrangements, systems in place and resources to enable the effective management of health and safety risks.
- ensuring that the College's responsibilities under the Construction (Design and Management) Regulations 2015 are met and that construction and refurbishment projects meet the health and safety needs of the College.
- • ensuring that the College has access to competent health and safety advice and as necessary, seeking competent health and safety advice before making a decision that may affect the health and safety of employees, students and others who may be affected.
- ensuring that appropriate arrangements are in place for the effective management of health and safety, for monitoring operational health and safety performance and for ensuring an effective mechanism by which staff are consulted on health and safety including providing facilities for recognised trade unions to appoint safety representatives and enable them to discharge their responsibilities.
- *The Duty Holder is the owner of the non-domestic premises or the person or organisation that has clear responsibility for the maintenance or repair of such premises. *As required under The Control of Substances Hazardous to Health Regulations 2002 (as amended) and HSE ACoP L8 - The Control of Legionella Bacteria in Water Systems.
- receiving reports from the Health and Safety Committee and an Annual Report from the Head of Estates on the health and safety performance of the College, to enable them to monitor and evaluate the implementation and effectiveness of the College's Health and Safety Policy and arrangements for risk control.
- regularly reviewing the College health and safety risk profile.

- seeking assurance on the effectiveness of risk controls, including emergency planning arrangements, for significant health and safety risks to the College. To discharge these responsibilities, the Corporation is advised by the Principal and by the professional structure set up to provide expert direction on health and safety. The Audit Committee is responsible for reviewing the effectiveness of the College's systems of financial and internal controls through its internal audit programme, which includes audits commissioned in relation to health and safety. The Audit Committee makes an annual report to the Council on the effectiveness of these systems and would identify any risks relating to the College's approach to health and safety.

Principal/CEO

As Chief Executive Officer, the Principal has delegated authority for the academic, corporate, financial, estate and personnel management of the College. As such, the Principal has overall accountability for health and safety.

The Principal must:

- ensure that the College has a Policy on the management of health and safety and that this Policy is reviewed on a regular basis and communicated to all staff.
- ensure that structures, systems and procedures are in place to secure implementation of this Policy and associated policies and arrangements.
- agree how the Policy will be measured, monitored and reported through the development of appropriate key performance indicators.
- commissions Internal Audit Reports into any aspect of health and safety as part of the Annual Internal Audit Plan or as additional ad hoc pieces of work.
- monitor actions related to health and safety as part of the wider internal audit programme, ensuring they are adequate and followed up by management.
- agree health and safety objectives.

The Principal also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the College. In exceptional circumstances, this may include summarily closing down College buildings, sites, operations or activities.

On a day-to-day basis, the executive authority for health and safety management and any associated executive actions, is entrusted by the Principal to the Head of Estates and Safety Advisor.

Senior Leadership Team

Where appropriate The Senior Leadership Team will provide advice and guidance in relation to good health and safety management as part of their mentoring role. They will also advocate and champion a positive health and safety culture within their individual portfolios, ensuring that health and safety risks are considered and effectively managed through the projects and work-streams they oversee.

Health and Safety Committee

The Health and Safety Committee is a joint committee made up of all Middle Leaders and the Senior Leadership Team. It is set up to oversee effective management of health and safety within the College. It receives reports from the Head of Estates for Safety, the Safety Advisor and the Head of Estates.

The Committee:

- ensures the necessary management actions are taken to give effect to College Health and Safety Policy.
- reviews the effectiveness of the College Health and Safety Policy at intervals agreed by the Committee, but not exceeding three years.
- oversees Safety Office training.
- receives reports on health and safety from the Safety Advisor and Head of Estates.
- receives regular summary reports from the Consultative Committee for Safety and the Occupational Health Committee and receives information from other sources where appropriate to health and safety.
- oversees and, where appropriate, approves the development of College Health and Safety Policy

Consultative Committee for Safety

The College consults with staff and student representatives on health and safety issues. It achieves this formally through the Consultative Committee for Safety which is a subcommittee reporting to the Health and Safety Executive Committee.

The College recognises health and safety representatives appointed by UNITE and UNISON. It encourages the participation of the Brooklands Students' Union to represent the student body on health and safety issues. In addition, the College retains the right to consult with staff or students as appropriate on relevant issues related to health and safety performance.

Advice and Assistance

Occupational Health

The Occupational Health (OH) service contributes to protecting the health of staff by providing a service that focuses on the promotion and preservation of both physical and mental wellbeing at work, contributing to the prevention of ill health and supporting staff attendance, performance and wellbeing. The service has an advisory role in assisting the College meet its general duty of care under the Health and Safety at Work etc. Act 1974 by working alongside management to ensure that the working environment is safe and that a person's health is not adversely affected by their work activities.

The OH team provides an impartial and confidential advisory service. Through collaborative work with the Health & Safety Advisor and People Team advisers also in conjunction with external agencies and services, OH provides an integrated service to the College. Occupational Health services are primarily in conjunction with an external company, Medigold.

Occupational Health is responsible for:

- assisting in fulfilling statutory (e.g. health surveillance) and regulatory requirements (e.g. guidance on food safety, the application of the Equality Act 2010) to ensure that the health of staff and others is not adversely affected by their work.
- advising on fitness for work, vocational placement, return to work after illness, rehabilitation, ill health retirement, work-related illness and the control of occupational hazards.
- ensuring that work health issues are appropriately managed.
- advising on health issues affecting attendance or performance at work.
- providing vaccination and immunisation dictated by work activities including travel medicine specialties.
- guiding implementation of appropriate workplace adjustments specific to the health needs of the employee. promoting health and wellbeing at work.

Subsidiaries

The College will treat each of its wholly owned subsidiaries as autonomous and expect them to properly manage health and safety themselves and have an effective management system in place which is aligned to its undertaking and risk profile. However, the College recognises that it should seek assurances that such systems are in place and how effectively they are working. Consequently, each subsidiary is required to:

- align with the College's Health and Safety Policy.
- provide the College on an annual basis evidence that they have a Health and Safety Management System in place.
- provide the College on an annual basis evidence of how effectively their Health and Safety Management System is operating.
- obtain their own competent health and safety knowledge and advice, details of which should be included within their management system.
- explain how they will address any issues highlighted as a significant concern or reputational risk.
- monitor and review any programme of statutory inspections of subsidiary owned plant and equipment undertaken through the College's insurers. This will not be carried out by the College.
- address any defects or issues concerning subsidiary owned assets highlighted through statutory inspection undertaken through the College's insurers. This will not be out by the College.

Trade Union and Safety Representatives

The College recognises the legal requirement to consult with Trade Union appointed safety representatives and appreciates the benefits that these representatives bring to the organisation. Trade Union appointed safety representatives are a key element of the advisory and committee structures, whilst also being free to undertake in full their statutory rights as laid down in legislation. Formal consultation on health and safety matters will be through the Consultative Committee for Safety (see Section 3.5.6).

All Departments must have their own health and safety arrangements which provide opportunities for staff and managers to work together on improving health and safety within their respective areas and which provide opportunity for consultation with Trade Union and Safety Representatives and contribution to the management of health and safety within their Department.

Contractors

All contractors who undertake work on behalf of Brooklands College have legal duties under health, safety and welfare legislation while at work to ensure the safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Brooklands College will:

- Cooperate with the Head of Estates and Health & Safety Advisor, and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Brooklands College Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Actively promote a positive health and safety culture on site.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Head of Estates prior to commencement of work, if they are not following the Safe System of Work provided by Brooklands College.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by their own Employer.
- Make themselves aware of all site first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.
- Ensure that a DBS check has been completed by their employer and confirmation sent to the Head of Estates and People Team.

4.0 Arrangements

The arrangements for implementing this Policy are detailed in relevant College safety policies and published safety documents covering a range of activities.

Health and Safety Management System

The College health and safety management system is based on a Plan-Do-Check-Act process¹⁹ (see Figure 1 below) where ownership and responsibilities are integral to the activity owners. The philosophy behind the system is that the people responsible for creating the risk have a duty of care and are thus the people responsible for managing the risk. It is for this reason that a significant amount of effort is directed at developing our people, processes and enabling technology to help managers fulfil their responsibilities and in so doing, as a minimum, meet legal requirements.

Plan – refers to the process of setting direction for effective health and safety management that is an integral part of the College’s culture, values and performance standards.

Do – refers to the delivery of an effective health and safety management system that aims to protect people by ensuring that risks are dealt with sensibly, responsibly and proportionately.

Check – refers to regularly monitoring health and safety performance and reporting relevant information to senior management.

Act – refers to 1) reviewing health and safety performance to establish if arrangements are embedded and effective in managing risks and protecting people, and 2) improving performance, as necessary.



Health and Safety Policies

This Policy is supported by a range of College safety policies and publications to ensure we meet our legal obligations for health and safety. These policies etc. provide detail in relation to specific aspects of health and safety management within the College and the arrangements for ensuring that activities are undertaken safely.

All policies are subject to consultation with key stakeholders, then approval through the relevant College approval process. Because of their legal status, it is important that all College employees follow them and therefore, they are mandatory. There are no exceptions.

Policies will be reviewed whenever there is a change to legislation or if new information comes to light (e.g. accident/incident data, health surveillance data, exposure limits) that affects a policy. Otherwise, all policies will be kept under regular review.

All the supporting policies and publications are available via the College Intranet (Staff net) As the activities of the College are broad and complex and statutory duties are extensive,

Heads of Department are required to produce and keep under review a safety management system which includes a Health and Safety Statement of Intent, details of local health and safety responsibilities and arrangements covering risks arising from the work undertaken by the Department.

College Health and Safety Plan

The College will agree to a set of health and safety objectives giving consideration to the College's risk profile and its strategic plans. At the start of each term, the Health and Safety Committee will review the health and safety objectives and agree key objectives for the coming academic year. These will be developed into a more detailed plan which will be kept under review by the Health and Safety Committee.

A set of key health and safety performance indicators will also be agreed to aid measurement of progress with implementation of the Health and Safety Plan. These will be monitored during the year and reported upon as part of the annual health and safety reporting process.

The Assessment of Risks to Health and Safety

The process of risk assessment is fundamental to successful health and safety management. There is a statutory requirement for 'suitable and sufficient' assessment of the identifiable risks to health and safety to be carried out in order that Safe Systems of Work and Safe Operating Procedures containing appropriate control measures can be formulated.

Each Head of Department is ultimately responsible for ensuring that risk assessments are being competently completed; that they relate to actual working practices and that they are reviewed as necessary and at least annually. However, on a day-to-day basis, those managing work, Lecturers, Technicians, Line Managers and Supervisors, must ensure that risk assessments are completed in their area of control before work commences and in some cases during an activity.

Monitoring Implementation of the Policy

The monitoring and review of safety procedures and compliance with the College's arrangements is an everyday responsibility which follows the line management structure.

However, Heads of Department hold a higher duty of responsibility to monitor and ensure compliance. In addition to daily supervision, monitoring includes ensuring that inspections are undertaken at the required frequency to verify that all significant hazards are identified and controlled. Monitoring also ensures that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued.

Heads of Department are required to implement suitable and sufficient internal safety inspections. The frequency and detail of such activities must be commensurate with the size of the department, level of risk, and nature of the hazards within each location. All departments should undertake as a minimum an annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback.

Auditing Compliance with the Policy

Auditing is an essential element of the Health and Safety Management System of the College. Auditing the policies, arrangements and procedures put in place by the College to achieve and sustain high standards of health and safety performance verifies that the management procedures and operational practices are successful in meeting the appropriate performance standards. This requires a structured approach to collecting independent information on the efficiency, effectiveness and, importantly, the reliability of the Health and Safety Management System within departments of the College. The College employs a range of audit types to measure compliance with this Policy:

- Safety Management Audits: a safety audit reviewing the arrangements and procedures in place within departments to ensure safety in the workplace.
- Subject Specific Audits: Safety audits which concentrate on a specific subject or topic area within departments, e.g. biological safety, chemical safety, chemical waste, pressurised gas safety, electrical safety, work-related upper limb disorders, noise, vibration, radioactivity and laser safety.

The College also employs the services of independent auditing consultants to perform regular audits of the policies, arrangements and procedures that are in place throughout the College.

Reports to the Audit Committee allow progress to be determined in relation to areas for improvement that may be identified by such audits, with resources allocated as necessary to achieve compliance.

5.0 Appendices

Appendix 1 Health and Safety Governance and Organisation

The College holds a range of insurance policies, including employers and public liability, professional negligence, personal accident and overseas travel, as well as insurance for its buildings and assets. Its insurers are also responsible for statutory inspections of its plant.

The College insurers have an interest in how the College manages health and safety risks. They carry out periodic surveys of College buildings and may issue recommendations for improvements, both in terms of the physical construction of the premises and how they are operated, and the activities undertaken at the College.

Insurers will expect that the circumstances surrounding accidents and incidents are investigated by the College as soon as possible after the event and that the investigation findings, and any other relevant information, are made available to them should a claim for compensation be brought against the College.

The Health and Safety at Work etc. Act 1974 does not in any way alter the general position regarding civil liability. Employer's liability insurance covers the College for its Legal Liability to employees for death, injury or disease arising out of the normal business of the College.

Public liability insurance covers the College for its Legal Liability for damages in respect of accidental injury or ill health, and loss or damage to material property, happening in connection with the normal business of the College to non-employees such as students, visitors and other members of the public.

Appendix 2 Insurance

The College holds a range of insurance policies, including employers and public liability, professional negligence, personal accident and overseas travel, as well as insurance for its buildings and assets. Its insurers are also responsible for statutory inspections of its plant.

The College insurers have an interest in how the College manages health and safety risks. They carry out periodic surveys of College buildings and may issue recommendations for improvements, both in terms of the physical construction of the premises and how they are operated, and the activities undertaken at the College.

Insurers will expect that the circumstances surrounding accidents and incidents are investigated by the College as soon as possible after the event and that the investigation findings, and any other relevant information, are made available to them should a claim for compensation be brought against the College.

The Health and Safety at Work etc. Act 1974 does not in any way alter the general position regarding civil liability. Employer's liability insurance covers the College for its Legal Liability to employees for death, injury or disease arising out of the normal business of the College.

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