



**Dumfries and
Galloway College**

One step ahead

HEALTH AND SAFETY POLICY

Responsibility: Director of Estates and Sustainability

Issue Date: 5th September 2019

Equality Impact Assessment: 9th September 2019

Version: 2



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Health and Safety Policy

Dumfries and Galloway College is committed to continual improvement in health, safety and safety performance. It recognises its duty of care to employees, students, members of the public and employees of sub-contractors in all college situations.

The College will comply with its legal responsibilities as required by the Health and Safety at Work etc Act 1974, and all other health and safety legislation. In so doing the College will:

- 1 Provide adequate control of the health and safety risks arising from our work activities.
- 1 Provide a safe and healthy working environment.
- 1 Provide and maintain safe plant and equipment.
- 1 Ensure safe handling and use of substances.
- 1 Provide suitable and sufficient health and safety training.
- 1 Prevent work-related accidents/incidents and cases of work-related ill health.
- 1 Maintain safe and healthy working conditions.
- 1 Make all employees aware of their legal responsibilities for ensuring their own health and safety and that of others.
- 1 Involve trade union representatives in the consultation process.
- 1 Monitor the effectiveness of any measures taken to reduce risk.
- 1 Review and revise this policy as necessary at regular intervals to consider changes in circumstances or in legal requirements.
- 1 Promote the importance of a health and safety environment and working practices.
- 1 Implement evacuation procedures in case of fire or any other significant incident.

Joanna Campbell
Principal

1. Organisation

1.1 Board of Management

As the employer, the overall responsibility for health and safety lies with the Board of Management. The Board of Management places importance on the promotion of health, safety and welfare of all those employed in the College, or who use the College facilities. It attempts to do this by:

- 1.1.1 Providing and maintaining plant, systems and working environments that are safe and without risk to health and adequate welfare facilities for all.
- 1.1.2 Making arrangements to comply with existing legislation, ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of equipment, materials and personnel.
- 1.1.3 Providing necessary information, instruction, training and supervision.
- 1.1.4 Ensuring that operations within the environs of the College undertaken by College employees are carried out in such a way that the adjacent population and non-employees are not exposed to unacceptable risks to their health and safety.
- 1.1.5 Ensuring continuing joint consultation with employees to fulfil the aims and objectives of the College's Health and Safety Policy.
- 1.1.6 Monitoring the effectiveness of the overall procedures throughout the College via safety consultants and the College Health and Safety Committee.
- 1.1.7 Co-operating with local industry, industrial occupational safety groups and the general public in promoting training courses or similar events in the interest of health and safety.

1.1.8 Requiring employees to co-operate and to ensure that a healthy and safe place of work is always maintained. Any system of work must be such that persons do not endanger themselves or others and bring to the attention of the College management any health or safety problem which they are not able to put right.

1.2 Principal

1.2.1 The Principal of the College, as Chief Executive Officer of the Board, is responsible for ensuring that the aims of the Health and Safety Policy are carried out and that the policy is revised at appropriate intervals and for reporting to the Board on all matters relating to health, safety and welfare.

1.3 Director of Estates and Sustainability

1.3.1 The Director of Estates and Sustainability has day-to-day responsibility for ensuring this policy is put into practice. He/she will chair the College Health and Safety Committee and provide regular reports to the Senior Leadership Team on health and safety matters.

The Director of Estates and Sustainability will ensure the College is always compliant with all legislative requirements for health and safety.

1.4 Senior Leadership Team

1.4.1 SLT members are responsible and accountable to the Principal for all matters relating to health, safety, and welfare within their areas of responsibility. They must ensure that:

a) All staff under their control receive information, instruction, and training to enable them to carry out their work in a safe and efficient manner.

b) They keep up to date with all health and safety matters within their area of responsibility.

- c) They regularly review health and safety matters as a Senior Leadership Team.

1.5 Responsibilities of Line Managers (members of staff who manage or assist in the management of staff)

All line managers have a general duty for ensuring, so far as is reasonably practicable, the health, safety and welfare of employees and learners under their direction at work and are responsible for ensuring that the Health and Safety Policy is implemented within their own departments. Staff must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, that member of staff must ensure that these are rectified, so far as is reasonably practicable.

1.5.1 All managers shall:

- Ensure that employees, contractors, learners and visitors are aware of the health and safety procedures within their area particularly to deal with imminent danger.
- Ensure that all equipment, plant and substances used within their area are suitable for the task and are kept in good working order, including regular maintenance and servicing of equipment.
- Ensure risk assessments are carried out for tasks, workplaces and equipment associated with staff and learners under their supervision.
- Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Bring to the attention of the Senior Leadership Team any health and safety issues that require their attention.
- Ensure all near misses and accidents within their area are recorded, reported and investigated where required.
- Always maintain safe access and egress to the workplace.
- Ensure that each new employee under their line management receives health and safety induction training including precautions and procedures appropriate to their jobs (refer to induction procedure).

- Ensure the provision of adequate training, information, instruction and supervision to ensure the work is conducted safely.
- Monitor the effectiveness of any control measures in place to minimise risk. Keep records of instruction and training delivered to staff which relates to health and safety.
- Liaise with the Estates Team Leader as appropriate participating in health and safety audits as required.
- Co-operate with Union Safety Representatives and members of the Health and Safety Committee.
- Ensure that health and safety procedures and activities are inclusive and do not represent barriers to learning.

1.6 Employee Responsibility

It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.
- As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions
- To report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- To report any accidents or incidents in accordance with College procedures.
- To ensure all learners are inducted in matters relating to health and safety.
- To ensure that protective clothing (eye, face, hand, foot, head and ear) is available for safe working procedures and is used when and where necessary.
- To co-operate with the College under the Health and Safety at Work Act 1974, which involves attendance as requested in training programmes,

participation in audits, the provision and use of equipment and complying with College safety signs, rules and regulations.

1.7 Visitors, Contractors and Learners

The College will ensure, as far as is reasonably practicable, that premises, plant and systems of work provided, are safe and without risk to health. Visitors, contractors and learners' obligations are:

- To take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with college employees.
- To comply with health and safety policies and rules and associated good practices of the College, and their own organisations, as appropriate.

1.8 Estates Team Leader

The Estates Team Leader is responsible for:

- The maintenance of health and safety records.
- The investigation of accidents.
- Reporting accidents or incidents to the relevant authorities as per current regulations such as Reporting of Injuries Disease or Dangerous Occurrences Regulations (RIDDOR) 2013.
- Providing accident statistics.
- Monitoring changing legislation and advising College Management as appropriate.
- Assisting in the development and monitoring of the College's health and safety policies and procedures.
- Advising the College on its obligations in respect of assessment, control and monitoring of hazardous substances, the workplace, work equipment, welfare facilities and for the use, handling, storing and transport of articles and substances.
- Liaising with outside agencies with an interest in safety matters.
- Developing appropriate safe systems of work to meet the requirements of legislation.

- ✦ Organising and promoting various methods of promoting health, safety and accident prevention to raise the profile and stimulate safety awareness.
- ✦ Providing health and safety training where appropriate.
- ✦ Providing staff with specialist advice and information in order to assist them in meeting their health and safety responsibilities.
- ✦ Completing and reviewing fire risk assessments in accordance with the Fire Safety Act (Scotland) 2005 for approval by the Fire Authority.

1.9 Refectory Manager

Special responsibility is vested in the catering contractor in that their appointed Refectory Manager must ensure that all catering staff and facilities, except for teaching kitchens, work and are kept in accordance with up-to-date practices in health, safety, fire safety and hygiene.

1.10 Health and Safety Committee

The College Health and Safety Committee reviews health and safety performance within the College and consists of employer and employee representatives. The Committee is chaired by a member of the Senior Leadership Team who has the power to act upon decisions reached by the Committee.

Dumfries and Galloway College encourages consultation with Trade Union Safety Representatives. Consultation will take place regarding:

- ✦ New or revised (draft) health, safety and welfare policies.
- ✦ The objectives set in Health and Safety Committee.
- ✦ Health and safety audits.
- ✦ Compliance matters.

2. *Arrangements for Safe Working Procedures*

2.1 The following arrangements for health and safety are detailed in the individual procedure document available on AdminNet/LearnNet.

- ✦ Accident/Incident Reporting Form
- ✦ Adverse Weather Procedure
- ✦ Assessment of Personal Protective Equipment (PPE) Requirements Procedure
- ✦ Contingency and Disaster Management Procedure
- ✦ Contractor Guidance on Health and Safety Procedure
- ✦ Contractors Safe Systems of Work Procedure
- ✦ Control of Substances Hazardous to Health (COSHH) Assessment Procedure
- ✦ Driving for Work Procedure
- ✦ Fire Evacuation Procedure
- ✦ Fire Policy Statement
- ✦ Management of Infectious and Contagious Diseases Procedure
- ✦ Prescription Safety Spectacles Procedure
- ✦ Prevention of Violence in the Workplace Statement and Procedure
- ✦ Risk Assessment Policy
- ✦ Risk Assessment Procedure
- ✦ Safety on Study Trips Procedure
- ✦ Smoke Free Policy
- ✦ Stress Management Policy
- ✦ Student Work Experience Placement Procedure
- ✦ Substance Misuse Procedure
- ✦ Testing Portable Appliances Procedure

2.2 Accident/Incident Reporting

All accidents/incidents must be reported using the on-line form on AdminNet.

Where an accident/incident occurs, ensure the injured person receives the appropriate first aid treatment by a Qualified First Aider by contacting the main reception desk.

Where the injured person requires conveying to hospital or home then any of the following methods should be used depending on the type and severity of the accident or incident:

- a) By 'phoning an ambulance.
- b) By 'phoning a taxi.

The Estates Team Leader will investigate reported accidents/incidents as appropriate with a view to prevention of recurrence and resulting recommendations will be actioned, so far as reasonably practicable.

Accident statistics will be monitored by the Estates Team Leader to establish trends. Corrective measures will then be devised, implemented and results monitored.

2.3 Communication

Where a member of staff has a concern regarding health and safety, they should advise their line manager and the Estates Team Leader.

3. *Distribution*

All Staff

All Students

Repository

Revision Log		
Date	Section	Description
December 2021	3 – Distribution	Quality Manual changed to Repository
31.03.22	Responsibility and throughout the Policy	Changed from Head of Corporate Services to Director of Estates and Sustainability

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Health and Safety Policy	Head of Corporate Services	1	05.09.19	
Health and Safety Policy	Director of Estates and Sustainability	2	31.03.22	