

Board of Management

Date of Meeting	Wednesday 16 December 2020
Paper No.	BoM3-I
Agenda Item	7.1.1
Subject of Paper	Organisational Health and Safety Policy
FOISA Status	Disclosable
Primary Contact	J Gribben/C Keenan
Date of production	December 2020
Action	For Approval

1. Recommendations

Subject to agreed changes, the Board is asked to approve the Organisational Health and Safety Policy which was submitted at the Finance and Physical Resources Committee meeting held on 2 December 2020.

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 2 December 2020
Paper No.	FPRC2-F
Agenda Item	3.6
Subject of Paper	Organisational Health & Safety Policy
FOISA Status	Disclosable
Primary Contact	John Gribben
Date of production	16/11/2020
Action	For Approval

1. Recommendations

Recommendation is to endorse the new Organisational Health and Safety Policy, (Appendix1) and agree that this should go to the full Board for final approval.

2. Purpose of report

The purpose of this report is to present a holistic and new Organisational Health and Safety Policy for approval.

This policy has been updated to reflect the changed structure of the College organisational structure and governance. This will allow a refresh and move forward of the overall organisational Health safety and wellbeing strategy and practice

The Policy has not been amended nor revisited since 2014 with the organisation having changed considerably since with two new campuses in operation and growth in structure and facilities.

3. Context

As part of the Health and Safety at Work etc Act 1974, the college has a legal duty to put in place suitable arrangements to manage Health and Safety. This includes a written statement of general policy, and details of organisation and arrangements for carrying out said policy.

The policy has been developed in full consultation with our Trade Union Partners and has been subject to discussion at the Health and Safety Committee.

The aim of the policy is to:

- Demonstrate a firm commitment to the safety, wellbeing and welfare of all our staff and students.
- Provide an overarching approach, inclusive of the identification of responsibilities to managing safety.
- Identify links to further policies, procedures and operating guidelines which are integral to operational management.

To be effective, the policy must be put into practice. This means that the policy reflects the organisation's:

- culture and commitment to health and safety
- organisational structure, roles and responsibilities
- actual systems and procedures that it uses to discharge its responsibilities

4. Impact and implications

The implications of not updating this policy and the organisational aspects within will leave the College non-compliant with the above stated legislation. The impact of adoption will be a new impetus to move forward with many initiatives that are ready to implement.

There are many procedures and processes that rely upon this updated policy being in place such as control of risk and health within the organisations employees.



Occupational Health and Safety Policy

© 2020 City of Glasgow College

Charity Number: SCO 36198

Table of Contents

Foreword by Chair of Board of Management / Principal and Chief Executive

1. Introduction	4
2. Purpose and Aims	4
3. Scope	4
4. Policy Statement	5
5. Organising for Health and Safety	5-26
6. Policy Arrangements	27-52
7. Appendix 1	53-54
8. Appendix 2	55-57
9. References	58
9.1. Policy Framework.....	57
9.2. Other College Policies and Procedures	57
9.3. External References	57
10. Document Control and Review	58
11. Revision Log	60

Foreword by Chair of Board of Management / Principal and Chief Executive

Occupational Health and Safety Policy- Policy Statement

1. Introduction

1.1 The Board of Management of City of Glasgow College (the Board) has ultimate responsibility and accountability for the prevention of work- related injury and ill-health.

The Board acknowledges that successful health and safety management is of fundamental importance to the good governance of the College.

2. Purpose and Aims

The purpose of this policy statement is to set out the Board's objectives for the management of occupational safety and health.

The Board accepts the aims and provisions of health and safety law to secure health and safety at work, and will meet the best practice for the management of health and safety across the further education sector.

The aim of this policy statement is to communicate with all College stakeholders the Board's objectives for the effective management of occupational safety and health.

3. Scope

The scope of this policy statement applies to all premises under the control of the College and all College work- related activities.

This policy statement applies to all College employees, irrespective of their status, students, visitors, contractors and all other persons who could reasonably be expected to be affected by College activities.

All members of staff, irrespective of their status as well as students, appointed contractors and their employees have a duty to follow College Health and Safety policies and procedures at all times.

4. Policy Statement

The Board is fully committed to:-

- 4.1. Providing effective leadership to create and foster a culture of consultation and engagement with staff and their representatives that facilitates safe and healthy working practices.
- 4.2. Implementing and maintaining robust governance through monitoring, reporting and reviewing progress against targets and objectives to ensure the continual improvement of the occupational health and safety management system.
- 4.3. Integrating occupational health and safety management into business processes, arrangements and decisions to eliminate or control risks to health and safety.
- 4.4. Ensuring that the resources necessary to establish, implement and maintain and improve the occupational health and safety management system are made available.
- 4.5. Identifying hazards associated with College activities and managing risks and opportunities by applying the hierarchy of risk control measures starting with the elimination of risk with a focus on prevention and where this is not reasonably practicable then effectively manage and control the residual risks that remain.
- 4.6. Establishing clear lines of responsibility and accountability that enables staff and others to carry out their work without risks to safety and health and to empower all persons to stop work activities and ask for guidance if they believe that they are not working safely or are being asked to work in an unsafe manner.
- 4.7. Ensuring full compliance with statutory and applicable standards.
- 4.8. This requirements of this policy will be communicated to all staff, and will be made available to interested parties and be subject to review on an annual basis or where circumstances change.

5. Organising for Health and Safety

Organising for health and safety is the collective term for activities in four key areas that promote positive health and safety outcomes:-

- **Control**- within the organisation through leadership, management, supervision, performance standards, instruction, motivation, accountability, rewards and sanctions.
- **Co-operation**- between managers and staff, and their representatives, through active consultation and involvement.
- **Communication**- across the organisation, through visible behaviour, written materials etc. and face- to- face discussion.
- **Competence**- of individuals through recruitment, selection, training, coaching, specialist advice and avoiding complacency. Ensuring that staff, and where necessary students, have the capabilities and training necessary to ensure that they possess the skills and knowledge and ultimately the competence to carry out their work or learning activities safely and without risks to their own or others health.

Organisational Structures for the Management of Occupational Health and Safety (Current Structure Appendix 3)

Board of Management	Ultimate accountability for the occupational health and safety strategy
Executive Leadership Team	Responsibility for influencing and shaping of the strategic direction for occupational health and safety. Accountability for the overall implementation of the strategy.
Senior Management Team	Operational responsibility and accountability for developing local strategic plans for the management of occupational health and safety
Associate Deans / Associate Directors	Responsibility and accountability for overseeing the implementation of local strategic plans for the management of occupational health and safety
Heads of Service / Curriculum Heads	Responsibility and accountability for assisting the implementation of local arrangements for the management of occupational health and safety
Managers	Responsibility and accountability for the day- to- day implementation of local arrangements for the management of occupational health and safety
Supervisors	Responsibility for overseeing the activities of staff to ensure that they work in line with local arrangements for the management of occupational health and safety
All Other Staff	Responsible for carrying out work safely in line with local arrangements and cooperating with management for the purposes of occupational health and safety

Occupational Health and Safety Advisory Structure



5.1 Board of Management

The Board of Management, as the employer, has the ultimate responsibility for ensuring the effective management of health and safety for the College and for ensuring that the College complies with the requirements of health and safety law. To ensure that there are effective measures in place to secure the good governance of the management of health and safety the Board of Management will:-

- Review health and safety performance at least annually against the College's stated health and safety aims, objectives and targets.
- Ensure that the Health and Policy Statement reflects current legislation and the College risk profile and its priorities for health and safety.
- Ensure that the Executive Management of the College provides comprehensive reports on the monitoring and reporting of health and safety performance to the Board of Management for its consideration.
- Review any significant health and safety failures and the outcome of any subsequent internal or external investigations.
- Ensure that effective Health & Safety Management Systems are in place and remain effective.

5.2 Principal and Chief Executive Officer

The Principal and Chief Executive Officer has the ultimate executive responsibility and accountability for the effective leadership of health and safety and for implementing the requirements of this Health and Safety Policy.

The Principal and Chief Executive Officer will ensure that:-

- Adequate financial and physical resources are made available to ensure the efficient and effective management of health and safety.
- A risk assessment process is developed and is implemented throughout the College that adequately identifies the relevant preventive and protective measures that are required to ensure the health and safety of our employees and others.
- Adequate numbers of competent persons are appointed to advise on and devise and apply the measures that management need to take to comply with their duties under Health and Safety law.
- The time available for the competent persons to fulfil their functions and the resources at their disposal are adequate in relation to the size, operations, activities and the risks to which employees and others are exposed.
- The College acts in accordance with competent health and safety advice.

- An effective health and safety management system is developed and implemented for the effective planning, organising, monitoring, control and review of the preventive and protective measures.
- Staff and students are protected from reprisals when reporting incidents, hazards, risks and opportunities.
- They nominate and appoint a senior manager at Executive Leadership level to assume overall responsibility for the implementation and the coordination of the College's Health and Safety Management Systems.
- They make organisational arrangements to ensure that responsibility and accountability for Health and Safety are clearly established within the College line management structures.
- A Health and Safety Committee is established in consultation with the recognised Trade Unions and where necessary Representatives of Employee Safety.
- Measures and arrangements to secure the competence of all employees to carry out their duties without significant risks to their own and others health and safety are established and implemented.
- This Corporate Health and Safety Policy is reviewed on a regular basis and updated where necessary.
- Oversee arrangements for joint consultation with Trade Union appointed Safety Representatives / Representatives of Employee Safety and provide them with such facilities as is necessary to enable them to undertake their statutory functions in relation to health and safety at work.
- An annual report on corporate health and safety performance is prepared and reported to the Board of Management for their information and consideration.

The Principal and Chief Executive Officer may, at any time, convey additional or specific health and safety responsibilities on any Manager / Supervisor within the College. These responsibilities will normally be outlined in writing.

5.3 Depute Principal and Chief Operating Officer

In the absence of the Principal and Chief Executive, the Depute Principal and Chief Operating Officer will assume ultimate executive responsibility for the management of health and safety for College premises and activities. The Principal and Chief Executive Officer has appointed the Depute Principal and Chief Operating Officer to have additional responsibilities and duties for the management of health and safety.

In addition to the general responsibilities outlined in this Policy for Directors, the Depute Principal and Chief Operating Officer has the following additional specific responsibilities for the management of health and safety:-

- to assist and support the Principal and Chief Executive Officer in fulfilling their responsibilities for health and safety by providing a strategic level leadership

role for the effective management and coordination of the management of health and safety across the College;

- to act as the nominated officer with overall responsibility for coordinating the systems to manage health and safety and to take action to investigate and remedy any health and safety matter;
- to champion health and safety matters at strategic and operational management levels;
- to ensure that the systems to manage health and safety takes into account all relevant health and safety statutory provisions, approved codes of practice, codes of practice; guidance; applicable national and international standards and best practice as they relate to the College;
- to ensure the provision of adequate financial and physical resources to implement the systems to manage health and safety;
- to chair meetings of the College's Health and Safety Committee;
- to make arrangements for putting into practice the health and safety control measures that are identified by the risk assessment strategy;
- to work with the Health and Safety Team to devise and apply the measures that are necessary to comply with health and safety law and implement any necessary control measures identified in health and safety audits / reports etc;
- to make arrangements for joint consultation with Trade Union appointed Safety Representatives and to provide them with such facilities as necessary to enable them to undertake their role.

5.4 Vice Principals

Vice Principals are the nominated and duly appointed Executive Director of Health and Safety for the work areas under the scope of their authority and control. In the event of the absence of both the Principal and Chief Executive and the Depute Principal and Chief Operating Officer a Vice Principal will assume ultimate executive responsibility for the management of health and safety for College premises and activities.

5.5 Executive Leadership Team (ELT)

The Executive Leadership Team consists of:- Principal and Chief Executive Officer; Depute Principal and Chief Operating Officer; Vice Principal Student Experience; Vice Principal Corporate Services and the Vice Principal Corporate Development & Innovation.

The effective leadership of Health and Safety is a key management responsibility. The ELT will ensure that health and safety appears regularly on the agenda and is discussed meaningfully at its meetings. The ELT shares collective responsibility for the effective management of Health and Safety with the Principal and Chief Executive Officer and as such the ELT is responsible for:-

assisting and supporting the Principal and Chief Executive Officer and the Depute Principal and Chief Operating Officer in fulfilling their responsibilities for health and safety by providing a strategic level leadership role for the effective management and coordination of the management of health and safety across the College;

- championing health and safety matters at the corporate management level;
- ensuring that the system to manage health and safety takes into account all relevant health and safety statutory provisions, approved codes of practice, codes of practice; guidance; applicable national and international standards and best practice as they relate to the College;
- ensuring the provision of adequate financial resources to implement the systems to manage health and safety;
- making arrangements for putting into practice the health and safety control measures that are identified by the risk assessment strategy;
- coordinating and cooperating with the Depute Principal and Chief Operating Officer to devise and apply the measures that are necessary to comply with health and safety law and implement any necessary control measures identified in health and safety audits / reports etc.
- making arrangements for joint consultation with Trade Union appointed Safety Representatives and to provide them with such facilities as is necessary to enable them to undertake their role;
- devising , authorising, and approving health and safety policies and procedures;
- establishing strategies to implement the Corporate Health and Safety Policy and integrating these into the general activities of the College;
- assigning responsibilities for the planning, measuring, reviewing and auditing of the health and safety policy and any associated procedures;
- specifying structures for implementing the Corporate Health and Safety Policy and supporting plans;
- agreeing plans, targets and objectives for the improvement and reviewing of progress for health and safety to develop a culture of continuous improvement of health and safety performance for the College;
- ensuring that health and safety performance is monitored, reviewed and reported on a regular basis.

5.6 Human Resources Director & Corporate Director of Health and Safety

In addition to the general responsibilities outlined in this Policy for Executive leadership team, the Human Resources Director has the following additional specific responsibilities for the management of health and safety:-

- Responsible for the operational management of the College's Corporate Health and safety advisory team, Health and Safety Management System and occupational health. They will ensure that appropriate financial and staff resources are made available to ensure that a suitable structure and level of provision is maintained, including health surveillance is in place to ensure that the health of employees is protected and managed in relation to work-related health risks.
- Selecting, appointing and monitoring the performance of the occupational health provider and ensuring that the occupational health provider appointed is competent and capable of carrying out their function.

5.7 Senior Management Team

The Senior Management Team consists of:- ELT Member Representative; HR Director; College Secretary and Planning Director; Director Corporate Support; IT Director; Performance Improvement Director; Student Experience Director; Dean Education and Humanities; Dean Nautical Science and STEM; Dean Creative Industries; and Dean Hospitality and Leisure.

The effective leadership of Health and Safety is a key management responsibility. The Senior Management Team (SMT) will ensure that health and safety appears regularly on the agenda and is discussed meaningfully at its meetings. The SMT shares collective responsibility for the effective management of Health and Safety with the Principal Chief Executive Officer and the Executive Leadership Team and as such the SMT is responsible for:-

- assisting and supporting the Principal and Chief Executive Officer; the Executive Leadership Team and the nominated Corporate Director of Health and Safety in fulfilling their responsibilities for health and safety by providing a leadership role for the effective management and coordination of the management of health and safety across the College;
- championing health and safety matters at the senior management level;
- ensuring that the system to manage health and safety takes into account all relevant health and safety statutory provisions, approved codes of practice, codes of practice and guidance as they relate to the College;

- ensuring the provision of adequate financial resources to implement the systems to manage health and safety;
- making arrangements for putting into practice the health and safety control measures that are identified by the risk assessment strategy;
- coordinating and cooperating with the Corporate Director of Health and Safety to devise and apply the measures that are necessary to comply with health and safety law and implement any necessary control measures identified in health and safety audits / reports etc;
- making arrangements for joint consultation with Trade Union appointed Safety Representatives and to provide them with such facilities as necessary to enable them to undertake their role.
- devising , authorising, and approving health and safety policies and procedures;
- establishing strategies to implement the Corporate Health and Safety Policy and integrating these into the general activities of the College;
- assigning responsibilities for the planning, measuring, reviewing and auditing of the health and safety policy and any associated procedures;
- specifying structures for implementing the Corporate Health and Safety Policy and supporting plans;
- agreeing plans, targets and objectives for the improvement and reviewing of progress for health and safety to develop a culture of continuous improvement of health and safety performance for the College;
- ensuring that health and safety performance is monitored, reviewed and reported on a regular basis.

5.8 Directors / Deans

Individual Directors / Deans will act as the duly nominated and appointed Director of Health and Safety for their Directorate / Faculty and are responsible for:-

- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;

- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- ensuring the participation and involvement of all employees working within their area of authority and responsibility;
- obtaining and coordinating specialist advice necessary for the effective planning and implementation of the policy;
- keeping up to date with changes in health and safety legislation, standards and good practice relevant to their Directorate / Faculty;
- establishing management arrangements, risk control systems and workplace precautions together with associated procedures and safe systems of work;
- ensuring that health and safety objectives are an integral part of their Directorate / Faculty business plans;
- ensuring the participation of staff and their representatives in the planning process.

5.9 Associate Directors / Associate Deans

Associate Director / Deans are the nominated and duly appointed Head of Health and Safety for their Directorate / Faculty and are responsible for assisting the Director / Dean by:-

- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;
- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- ensuring the participation and involvement of all employees working within their area of authority and responsibility;
- obtaining and coordinating specialist advice necessary for the effective planning and implementation of the policy;
- keeping up to date with changes in health and safety legislation, standards and good practice relevant to their Directorate / Faculty;

- establishing management arrangements, risk control systems and workplace precautions together with associated procedures and safe systems of work;
- ensuring that health and safety objectives are an integral part of their Directorate / Faculty business plans;
- ensuring the participation of staff and their representatives in the planning process;
- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing the necessary physical and human resources and information to those persons carrying out work;
- providing periodic feedback to the SMT on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems.

5.10 Head of Service / Curriculum Head

Individual Heads of Service / Curriculum Heads are the duly nominated and appointed Health and Safety Lead Officer for their Service / Curriculum area and are responsible for:-

- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;
- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing the necessary physical and human resources and information to those persons carrying out work;

- providing periodic feedback to Directors / Deans / Associate Directors / Associate Deans on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems.

5.11 Vice Principal Corporate Services

In addition to the general responsibilities outlined in this policy for the ELT, the Vice Principal Corporate Services is responsible for ensuring that:-

- the Principal and Chief Executive and Depute Principal and Chief Operating Officer are advised in relation to the financial implications of identified and quantified health and safety requirements;
- Procurement; purchasing and contracts take into account the requirements of health and safety law;
- Adequate arrangements for the coordination, cooperation; control and communication on health and safety matters are developed and implemented for the effective management of the health and safety between the College; the Facilities Management (FM) provider and Glasgow Learning Quarter (GLQ) for health and safety risks arising out of or in connection with the operation of the Non- Profit Distribution (NPD) contract.

5.12 Head of Estates

In addition to the general responsibilities outlined in this Policy for Heads of Service, the Head of Estates has the following additional responsibilities:-

- In cooperation with the FM service provider, ensuring that periodic statutory thorough examination and testing is carried out by competent persons and in line with stated statutory periodic intervals or a valid periodic frequency set by a competent person.
- Monitoring periodic statutory thorough examination and testing inspection reports for applicable category 1 equipment and ensuring that where identified, defects are dealt with promptly through effective liaison with the FM provider.
- In cooperation with the FM service provider, ensuring that Electrical Installation Condition Reports are carried out at appropriate frequencies in line with national standards and that any identified defects that are of a safety critical nature are addressed in a timely manner and that where there may be a defect which creates a significant concern to health and safety that, in conjunction with the FM provider, that immediate steps are taken to address the risks to health and safety.
- In cooperation with the FM service provider, ensuring that category 1 work equipment is taken out- of use where there is a safety critical defect and preventing its operation.

- Monitoring and reporting on the safety performance of Estates appointed contractors and the FM contractor to the Vice Principal Corporate Services in relation to work performed in areas under the control of the College.
- Ensuring that any proposed changes to the College Estate are adequately considered in relation to their potential impact on health and safety and that all hazards and risks are identified and adequately controlled.
- Liaising, and coordinating with the Health and Safety Manager and the Health and Safety Team on health and safety matters relating to the College Estate including the safety performance of the FM provider.
- Ensuring that regular inspections and checks are carried out on the College Estate and that any faults and defects that could create risks to health and safety are dealt with in a timely manner.

5.13 Head of Facilities

In addition to the general responsibilities outlined in this Policy for Heads of Service, the Head of Facilities has the following additional responsibilities:-

- To arrange for the portable and transportable appliance testing of all College owned electrical equipment to ensure that it is fit- for- purpose;
- To take out- of- use any electrical equipment identified as faulty or dangerous through inspection / testing and prevent any unauthorised use;
- To arrange for the repair or replacement of any faulty electrical equipment in conjunction with relevant Faculty / Directorates;
- To act as the Asbestos 'Responsible Person' for College relevant premises in which Asbestos Containing Materials (ACM) may be present and to oversee the Asbestos Management Plan for such premises and to ensure that all work involving ACM is carried out, where necessary by competent persons / Health and Safety Executive licensed Asbestos contractors in a safe manner;
- To act as the Legionella 'Responsible Person' for relevant College premises and to ensure that a Legionella risk assessment is carried out for such premises and that a written scheme of control is drawn up and implemented to control the risk of legionella.
- To ensure that all relevant records for asbestos and legionella management are updated from time- to- time so far as is necessary for the College to demonstrate compliance.

5.14 Head of Human Resources

In addition to the general responsibilities outlined in this Policy for Heads of Service, the Head of Human Resources is responsible for assisting the Human Resources Director through the operational management of the College's Health and Safety Management System concerning occupational health and Health Surveillance and where necessary to ensure the health of staff, they will liaise and coordinate with the

relevant member of staff, Directorate / Faculty management and the Health and Safety Manager in relation to any work- related ill- health issues.

5.15 Head of Organisational Development

In addition to the general responsibilities outlined in this Policy for Heads of Service, the Head of Organisational Development will co-ordinate and facilitate the delivery of all health and safety management training and skills training identified through the College's Health and Safety Management System and the risk assessment programme.

5.16 Director Student Experience

In addition to the general responsibilities outlined in this Policy for Directors, the Director of Student Experience is responsible for ensuring that all students are provided with general health and safety information, instruction, and where necessary training, to ensure their safety within the general college environment.

5.17 Associate Director Learner Journey

In addition to the general responsibilities outlined in this Policy for Associate Directors, the Associate Director Learner Journey is responsible for assisting the Director of Student Experience in ensuring the provision of general health and safety information, instruction and training for students.

5.18 Faculty / Service Managers

Faculty and Service Managers are the duly nominated appointed Health and Safety Sub- Lead Officer for those areas under the scope of their authority and control and are responsible for assisting the Health and Safety Lead Officer with the effective implementation of the arrangements to secure health and safety at work and for ensuring that Line Managers and Supervisors effectively carry out their duties for health and safety. Managers / Senior are responsible for:-

- giving effect to local arrangements to ensure that responsibility and accountability for health and safety is clearly established in their area of responsibility;
- assisting in the arrangements to ensure the ongoing development and implementation of the risk assessment programme;
- implementing control measures identified by the risk assessment programme and monitoring their effectiveness;
- making local arrangements to ensure that all members of staff are able to familiarise themselves with the Health and Safety Policy and that they are provided with any necessary information and training on the use of equipment, plant, substances and machinery, and that employees receive adequate and

appropriate supervision proportionate to the risks to health and safety, and have the necessary competencies to carry out their duties and to avoid risks;

- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing periodic feedback to the relevant Head of Service / Curriculum Head on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems;
- ensuring that Health and Safety matters are taken into consideration in all operational decisions.

5.19 All other Line Managers and Supervisors

All line managers and supervisors are responsible for the effective implementation of this Policy and any specific policy arrangements made under this policy within the scope of their authority and responsibility. In addition, Line Managers and Supervisors are responsible for:-

- giving effect to local arrangements to ensure that responsibility and accountability for health and safety is clearly established in their area of responsibility;
- assisting in the arrangements to ensure the ongoing development and implementation of the risk assessment programme;
- implementing control measures identified by the risk assessment programme and monitoring their effectiveness;
- making local arrangements to ensure that all members of staff are able to familiarise themselves with the Health and Safety Policy and that they are provided with any necessary information and training on the use of equipment, plant, substances and machinery, and that employees receive adequate and appropriate supervision proportionate to the risks to health and safety, and have the necessary competencies to carry out their duties and to avoid risks;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing periodic feedback to their line manager on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems;
- ensuring that Health and Safety matters are taken into consideration in all operational decisions.

5.20 Budget Holders

In addition to the respective responsibilities outlined in the preceding sections of this Policy, all staff who act as a Budget Holder have specific responsibilities to ensure that the procurement of products; materials; substances; plant; machinery; personal protective equipment and such other relevant item or service is in line with the requirements of this Health and Safety Policy or any Health and Safety procedures.

Directorates / Faculties will ensure that Budget Holders carry out sufficient checks to ensure that all work items or services are suitably assessed in terms of risks to health and safety and that effective means of identifying and controlling the risks can be put in place *prior* to procurement.

The aim of this is to ensure that all items and services meet the relevant standards and are properly assessed in terms of risk and that adequate preventive and protective measures can be identified and implemented. In addition, Budget Holders will ensure that Line Managers are advised of the requirement to consider if any training; personal protective equipment; health surveillance; risk assessment; safe systems of work and consultation with employees and Trade Union appointed Safety Representatives may be necessary before new products or substances etc. are brought into the workplace for the first time. This requirement also applies to equipment that is leased or hired.

5.22 Evening / Saturday Duty Manager

The Duty Manager has responsibility for all evening staff, learners, others and activities. The Duty Manager is responsible for:-

- implementing the health and safety provisions relevant to their specific campus;
- liaising with Estates Staff and manning the Main Reception Desk of the relevant campus;
- arranging for any emergency first-aid and contact with emergency services as required;
- immediately informing ELT / SMT / Estates emergency contacts of any serious or potentially serious condition;
- implementing campus emergency plans as required.

5.22 All Employees

This applies to all employed individuals within the College and the scope of the term 'employee' includes all persons employed by the College under a contract of employment and for the avoidance of doubt includes senior management, temporary workers, trainees and those participating in work placement programmes.

All employees are responsible for:-

- taking reasonable care for the health and safety of themselves and other persons, including members of the public, who may foreseeably be affected by their actions or failures to act while at work;
- cooperating with the College, or any other relevant person, to enable them to perform and comply with any duties or requirements imposed on them by health and safety law;
- taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purposes of health, safety and welfare in pursuance of health and safety law;

- using machinery, equipment, substances, transport, equipment or other means of production or safety device in line with any information, instruction and training and provided by the management;
- notifying line management of any shortcomings in any protective measures or any instances that they reasonably believe to be of serious or imminent danger.

5.23 Teaching Staff

In addition to the responsibilities for all employees, teaching staff have additional health and safety responsibilities for students under their supervision / control and are responsible for:-

- advising students under their supervision and control of any College emergency arrangements and to ensure the safe evacuation of students under their supervision;
- ensuring that students under their supervision and control receive adequate, appropriate and proportionate information, instruction and training regarding their health and safety in the use of any machinery, equipment or substances and provide appropriate levels of supervision so as to ensure that risks to their own and others' health and safety are controlled;
- ensuring that students under their supervision and control follow safe systems of work and procedures where there are known hazards present and that they are instructed in and use any personal protective equipment as appropriate, and that the use of any personal protective equipment identified as being necessary through the risk assessment process is enforced.

5.24 Students / Trainees

Students and Trainees have responsibilities to ensure their own health and safety and must:-

- Take reasonable care for their own and other persons' health and safety
- Report to their lecturer or member of staff in charge, any equipment, substances, machinery or processes that they believe may pose a risk to the health and safety of themselves or others.
- Use all items provided in the course of their studies / training correctly and in accordance with the information, instruction and training provided in their use and not to recklessly interfere with, misuse or damage anything equipment provided for the purposes of safety.
- Use any items of personal protective equipment provided in accordance with training and information provided, as and when required.

5.25 Contractors and Contractors' Employees / Self- Employed Persons

Contractors; contractors' employees and self- employed persons carrying out work for and on behalf of the College are responsible for:-

- Taking reasonable care for their own and other persons health and safety while working in College premises or taking part in activities;
- Following control measures identified in risk assessments at all times;
- Reporting the College management or member of staff in charge, any equipment, substances, machinery or processes that they believe may pose a risk to the health and safety of themselves or others;
- Using all items provided correctly and in accordance with the information, instruction and training provided in their use and not to recklessly interfere with, misuse or damage anything equipment provided for the purposes of safety;
- Using any items of personal protective equipment provided in accordance with training and information provided, as and when required.

5.26 Professional Health and Safety Assistance

City of Glasgow College has a legal obligation under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to appoint competent persons to assist it in undertaking the measures necessary to comply with the requirements and prohibitions imposed on the College under health and safety law.

To meet this requirement the post of Health and Safety Manager (Corporate Health and Safety Adviser) has been established. The Principal and Chief Executive Officer will, where necessary, consult with the recognised Trade Unions in respect of the appointment such competent persons. Where more than one competent person is appointed, the Principal and Chief Executive Officer will ensure that there are effective arrangements for ensuring adequate cooperation between them.

The Principal and Chief Executive Officer is responsible for ensuring that adequate financial and human resources are provided to ensure that the College has access to competent and comprehensive health and safety advice through the appointment of professional Health and Safety Advisers. The Principal and Chief Executive Officer will ensure that the number of persons appointed under Regulation 7 and the time available for them to fulfil their functions and the resources at their disposal are adequate in relation to the size and operations and activities of the College and the risks to which employees and others are exposed.

5.27 Health and Safety Lead with Responsibilities and Duties for the Management of Health and Safety

The Lead of health and safety is the duly nominated and appointed Corporate Lead of Health and Safety. This corporate role is to support the Corporate Director of Health and Safety in fulfilling their responsibilities, and also to lead and manage the Corporate

Health and Safety function and assist in providing a strategic and operational leadership role for health and safety across the College.

The Lead of health and safety will support the Principal and Chief Executive Officer; The Depute Principal and Chief Operating Officer; the Executive Leadership Team (ELT); the Senior Management Team (SMT); with their responsibilities to administer and monitor the implementation of this Health and Safety Policy and the health and safety management systems

The Corporate Lead of Health and Safety has the following responsibilities:-

- Supporting and assisting the Corporate Director of Health and Safety with the co-ordination of the College's Health and Safety Management System and to oversee the implementation and co-ordination of the Health and Safety Policy, Organisation and Arrangements.
- Assisting with the development and implementation of the Health and Safety Management System and reporting to the Depute Principal and Chief Operating Officer and the ELT / SMT on any health and safety matters requiring their attention, and bringing matters of an urgent nature to the attention of the ELT / SMT without delay.
- Ensure that audits of Health and Safety performance are undertaken on a regular basis of the accommodation occupied by the College, of the transport used and of the work practices and activities undertaken by staff and that reports of these audits are prepared timeously and referred to the appropriate senior manager and / or other persons / agencies with responsibilities for any issues identified as actionable.
- Ensure that meetings of the Health and Safety Committee are held in accordance with the arrangements as laid down in Appendix 1 to this policy and that the reports of the proceedings are distributed appropriately.
- Ensure that the Health and Safety Policy, risk assessments, COSHH assessments and other arrangements for the implementation of procedures associated with the health, safety and welfare of employees and other persons who may be affected by the work activities of the College are reviewed on a regular basis or as otherwise directed by the Principal and Chief Executive / Corporate Director of Health and Safety.
- Ensure that all health and safety management training and skills training are identified at a corporate level via the College's Health and Safety Management System and the risk assessment programme.
- Ensure that effective arrangements are developed to ensure, cooperation and coordination with Trade Union appointed Safety Representatives and Representatives of Employee Safety;
- Ensure that effective arrangements are developed to ensure effective liaison with Regulators and outside bodies such as the Health and Safety Executive.

5.28 Corporate Health and Safety Advisors

Corporate Health and Safety Advisors will be responsible for assisting College Directorates / Faculties and Services by:-

- assisting in the development and formulation of health and safety policies;
- promoting a positive health and safety culture to secure the effective implementation of the policy;
- planning for health and safety including the setting of objectives and determining priorities;
- identifying hazards, assessing risks and identifying suitable means of control;
- implementing plans and monitoring control measures employing active and reactive techniques;
- reviewing performance and auditing the whole of the health and safety management system within agreed timescales.

5.29 Key tasks of Corporate Health and Safety Advisors

To ensure that Health and Safety Advisors maintain and develop their competencies it is necessary that suitable resources are provided to ensure that Health and Safety Advisors have access to:-

- adequate information system on relevant law;
- adequate information systems on safety management practice.

This will allow Health and Safety Advisors to:-

- interpret health and safety law and implications for the College;
- assist in the establishment and maintenance of risk control standards relating to the places of work, equipment, plant and substances in use;
- assist in establishing and maintaining risk control standards in relation to procedures, systems and people;
- maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and cases of ill- health;
- establish and maintain adequate and appropriate active monitoring and auditing systems;
- establish professional relationships at all levels within the College and with key external stakeholders.

5.30 Powers of Corporate Health and Safety Advisors

Corporate Health and Safety Advisors are authorised by the Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer to exercise the following powers to ensure the effectiveness of the College's health and safety management system:-

- The right to enter any College premises at any time.
- To inspect and audit all College premises.
- In the event of major incident / accident to require that plant, equipment, article or substance is not disturbed, to enable measurements, statements, photographs and any other relevant information to be gathered.
- To take away or impound any, machine, article, substance or product which is required to complete an investigation.
- To issue an inspection report and make recommendations which must be implemented in situations where a Health and Safety Adviser is of the opinion that a breach of statutory requirements, College Health and Safety Policy / Procedures has or is likely to take place.
- Where, in the opinion of a Health and Safety Adviser, there is an immediate risk of serious personal injury, then they are authorised by the Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer to serve a **"College Prohibition Notice"** requiring that the activity is stopped immediately. If there is a substantial risk present, but not thought to pose an immediate threat then they are authorised by the Principal and Chief Executive to serve a **"College Improvement Notice"** stating a date after which the activity must cease unless the matter has been rectified by this date.
- Where a Health and Safety Adviser is of the opinion that a building or structure is a serious danger to staff or others, then they may, in consultation with the Principal and Chief Executive Officer / the Depute Principal and Chief Operating Officer, take proportionate action which may include the temporary closure of any premises in serious situations.
- To require those employees; students; apprentices and trainees; contractors and their employees who possess knowledge or information relevant to any health and safety issue or investigation relating to the college or college activities , to give that knowledge / information either verbally or in a written statement as required.
- To inspect and take copies of any records; books; documents or databases or any other such information or images on any College storage device that may be required by them as part of their investigations into health and safety matters.
- To require assistance and co-operation in relation to health and safety matters within a person's limits of responsibility / authority.

5.31 Monitoring Health and Safety Performance

The Principal and Chief Executive Officer will ensure that the Health and Safety performance of the College is effectively monitored and subject to continuous improvement. To achieve this, the Depute Principal and Chief Operating Officer in consultation with the Corporate Health and Safety Manager will develop and implement a planned programme of Health and Safety Management System Audits to evaluate and establish that:

- the appropriate management arrangements are in place;
- adequate risk control systems exist, are effectively implemented, and consistent with the hazard / risk profile of the College;
- appropriate workplace precautions are in place, and are effective in controlling risks to health and safety.

The audit programme will benchmark the Health and Safety Management performance of the College against internal and external standards to ensure that it is operating effectively, and will recognise positive achievements as well as areas for improvement.

A report of the findings of the Audit(s) will be forwarded to the Principal and Chief Executive Officer and any requirements for corrective actions will be endorsed at ELT / SMT level to ensure that there is commitment at the highest level to improve health and safety performance.

A planned programme of actions required to correct any shortcomings will be prepared and implemented, as well as any necessary revisions to the College Health and Safety Policy and procedures.

The Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer / ELT / SMT will review the Health and Safety audit(s) on an annual basis and will discuss any significant matters raised with the Health and Safety Manager.

The Depute Principal and Chief Operating Officer with assistance from the Health and Safety Manager will prepare:-

- a monthly Health and Safety Report to be presented at monthly meetings of the SMT
- a quarterly Health and Safety Report to be presented to the Finance and Physical Resources committee
- a quarterly Health and Safety Report to be presented to the College Health and Safety Committee
- an annual Corporate Report on the Health and Safety performance of the College for the consideration of the Board of Management.

5.32 Consultation

City of Glasgow College fully supports joint working, consultation and collaboration with our employees to support the effective management of health and safety at work.

Consulting and collaborating with our employees about health and safety can result in:

- a healthier and safer workplace- our employees can help to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety that are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the work of the College;
- a stronger commitment to implementing decisions or actions as employees have been actively involved in reaching these decisions;
- greater co-operation and trust, as where we talk to each other and listen to each other, we gain a better understanding of each other's views; and joint problem-solving.

City of Glasgow College will consult with employees and their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- arrangements for appointing competent persons to help us comply with health and safety laws;
- the information we must give our employees on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and,
- the health and safety consequences of introducing new technology.

Consultation on health and safety matters will take place at a number of levels:-

- Corporate;
- Directorate / Faculty;
- Service; and,
- Operational.

It is the intention of City of Glasgow College to consult with Trade Union Appointed Safety Representatives on all relevant health and safety matters where they have been appointed. Where no Trade Union Appointed Safety Representatives have been appointed, City of Glasgow College will take suitable steps to either consult directly with employees or with Representatives of Employee Safety where they have been elected.

Directorates / Faculties will ensure that effective arrangements are developed and implemented to ensure that there are effective means for consultation and collaboration on health and safety matters with Trade Union Safety Representatives or in their absence directly with employees or elected Representatives of Employee Safety.

5.33 Trade Union Safety Representatives

City of Glasgow College recognises the importance and benefits of employee involvement in health and safety matters and the positive role that can be played by appointed Trade Union Safety Representatives, appointed by the recognised trade unions under the Safety Representatives and Safety Committees Regulations 1977. The College will provide appropriate facilities and assistance to enable Safety Representatives to carry out their functions. Where the recognised Trade Unions have appointed Trade Union Safety Representatives then:-

1. Directorates / Faculties will consult with appointed Trade Union Safety Representatives on issues related to Health, Safety and Welfare and must provide the information that Safety Representatives require in order to carry out their functions.
2. Safety Representatives are required to give the Directorates / Faculties reasonable notice of their intention to carry out inspections, and to provide written reports following such inspections and to adhere to College procedures when disputes over health and safety issues arise.

5.34 The Function of Trade Union Appointed Safety Representatives

The functions of Appointed Trade Union Safety Representatives under health and safety law are to:

- Carry out inspections of the workplace every three months or immediately following notifiable incidents or diseases and dangerous occurrences. It is important that Directorates/ Services have systems in place to bring such matters to the attention of the Trade Union Safety Representatives as soon as is practicable.
- Investigate potential hazards and dangerous occurrences in the workplace and to examine the cause of accidents at the workplace and to make representations on any matters arising to Management.
- Investigate complaints by any employee they represent, relating to that employee(s) health, safety or welfare at work and to make representations on any matters arising to Directorates/ Faculties.
- Make representations to Directorates / Faculties on general matters affecting the health, safety and welfare at work of members of staff that they represent

- Attend meeting of the Health and Safety Committee
- Encourage safe and health working among the employees they represent.

5.35 Disciplinary Procedures

Disciplinary action may be initiated against any employee (regardless of their position) or student who fails to comply with the requirements of this health and safety policy, or the requirements of any health and safety arrangement or procedure made under this Policy. In serious cases, the breach or neglect of a health and safety duty under the health and safety policy or health and safety arrangement or procedure may be regarded as an instance of gross misconduct.

6. Health and Safety Arrangements

6.1 Aggression and Violence

The Health and Safety Executive's definition of violence, which is: ***-'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'***. This violence can take the form of verbal, physical or psychological behaviour. The definition includes violence to employees at work by other members of staff or members of the public, whether inside a workplace or elsewhere, when the violence arises out of the employees' work activity. For example, this might include violence to teachers from pupils, to peripatetic employees whose work involves visiting service users, to security staff or to officials enforcing legislation.

In relation to violence and aggression, Directorates / Faculties will:-

- consider hazards, risks and control measures, which are relevant to particular employee groups or others, affected by their activities;
- identify the necessary management arrangements and procedures to comply;
- identify any improvements or additional measures to be taken;
- develop their own strategy as appropriate for each work activity where violent incidents might occur in the delivery of their activities.

6.2 Alcohol and Drugs

The provision of a safe and healthy working environment may be affected by those who misuse alcohol and drugs to such an extent that it may affect their work performance, conduct and/ or relationships at work. Against this background, Directorates / Services will promote the health and well-being of employees to minimise problems at work arising from the effect of alcohol or drugs.

Detailed specific arrangements regarding Alcohol and Drugs are contained within the College's Conditions of Service / Policy. We also recognise that the use of prescription or other drugs can in some cases impair judgement and in such circumstances employees should discuss the issue with their line manager.

6.3 Artificial Optical Radiation

Some forms of artificial light can be harmful to staff and learners unless protective measures are in place. Damage can include burns or reddening of the skin or the surface of the eye; burns to the retina of the eye; blue light damage to the eye; damage to the lens of the eye that may bring about the early onset of a cataract. Hazardous light sources can include metal working welding both electric arc and oxy- acetylene, UV light therapies and UV curing of paints. Where hazardous sources of light are used Directorates / Faculties will ensure that effective procedures are developed and

implemented to ensure that the risk assessment process identifies hazards and risks in connection with artificial optical radiation give effect to proportionate control measures to reduce the risk, of harm to the eyes and skin to employees, as low as is reasonably practicable in the particular circumstances.

In addition, Directorates / Faculties will:-

1. Use alternative, safer light sources that can achieve the same result.
2. Use protective filters, screens etc.
3. Train employees in best practice and give appropriate information.
4. Organise the work to reduce exposure.
5. Issue personal protective equipment e.g. goggles, clothing or face shields.
6. Use relevant safety signs.
7. Provide appropriate levels of health surveillance where necessary.

In addition, in the case of potential over- exposure of artificial optical radiation Directorates/ Services will refer employees to the occupational health provider for competent advice and assistance.

6.4 Asbestos

Prior to the year 2000, asbestos containing materials (ACMs) were used extensively as building materials. ACMs are only dangerous when disturbed and asbestos fibres are released, and if ACMs are safely managed and contained they should not present a health hazard. However, breathing in air containing asbestos fibres can lead to asbestos related diseases such as cancers of the lungs and the chest lining. This usually only occurs after a period of long latency (15-60 years) after the first exposure and the first signs of disease.

Directorates / Faculties will be responsible for managing and controlling the risks to health arising from exposure to ACM and for discharging the duty to manage asbestos within premises under the Control as identified in the Control of Asbestos Regulations 2012.

Directorates / Faculties will ensure that suitable and sufficient measures are taken to:

1. check if materials containing asbestos are present;
2. check the condition of the material;
3. assume that all materials contain asbestos unless there is strong evidence to suggest otherwise;
4. identify any materials if maintenance or refurbishment work is planned;

5. record the location and condition of materials on a drawing or plan;
6. assess whether the condition or location of the material means that it is likely to be disturbed;
7. assess the risks to health of persons likely to be exposed.

Directorates / Faculties will ensure that any potential exposure to ACM will be minimised through the use of effective management systems, control measures and safe systems of work.

Where necessary, Directorates / Faculties will ensure that they:-

- nominate and appoint suitable numbers of competent persons to fulfil the role of the 'Asbestos Responsible Person' with the delegated responsibility of dealing with all, or any matters involving Asbestos containing materials within premises under the control of Directorates /Faculties;
- where specialist contractors, or other persons are appointed to assist Directorates / Services to meet their duties under the Regulations that they consult with employees and Trade Union appointed Safety Representatives on their appointment;
- develop an effective asbestos management plan and ensure that it is reviewed it on a regular basis and update it from time- to- time as is necessary;
- provide information on the location and condition of asbestos containing materials and ensure that this information is given to anyone who is liable to disturb it or is otherwise potentially at risk;
- ensure that relevant staff receive suitable information, instruction and training in the risks to health from ACM;
- ensure that no work will commence on ACM or materials presumed to contain asbestos until it is sampled and an assessment carried out of the potential exposure of employees and others as a result of that work;
- develop a suitable plan of work before any work commences on ACM, and ensure that notification made to the relevant enforcing authority in the prescribed manner;
- ensure that where necessary, relevant employees receive regular health surveillance or medical examinations in line with the Regulations;
- ensure that there are effective means to secure the coordination and communication of persons where there may be more than one duty holder with regard to premises.

6.5 Blood- borne Infections

Blood borne viruses (BBV) are mainly transmitted sexually or by direct exposure to infected blood or other body fluids. In the workplace, direct exposure can occur through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood / body fluids may also spread through contamination of open wounds, skin abrasions, skin damaged by conditions such as eczema or through splashes to the eyes, nose or mouth.

Directorates / Faculties will ensure that risks to health from BBVs are suitably controlled and that where required employees are provided with suitable and sufficient information, instruction and training in the risks to health from BBV and how to protect themselves.

Where there is a risk that an employee could receive a needle-stick / sharps Injury, Directorates / Faculties will develop and give effect to procedures to ensure that the risk of any infection is reduced and that the necessary first aid measures, specialist referral and counselling is provided and will also ensure that these procedures are followed.

Where, through the risk assessment process, Directorates / Faculties identify that employees are at risk of infection due to contact with blood or other body fluids, then immunisation against Hepatitis B Virus (HBV) may be considered. Immunisation should only be considered to reduce any residual risk and must not be used as an alternative to more effective risk control measures. Directorates / Faculties should raise any concerns with the Health and Safety Manager and Head of HR in consultation with the Occupational Health Service provider.

6.6 Bombs and Bomb Threats / Counter Terrorism

All Directorates / Faculties responsible for College premises will develop and give effect to procedures that organise and monitor premises security, taking bomb threats into account. It is recognised that the best defence against bombs and bomb threats is a pre-arranged plan, customised for each work area and as such Directorates / Faculties responsible from premises management will develop plans and procedures as part of the planning for emergency situations, similar to the fire evacuation procedure. In order to ensure that the plan is implemented properly, relevant Directorates / Faculties will appoint an Evacuation Controller (with a depute to cover for planned and unplanned absences) for the premises. In order to assist the police in responding to incidents out of hours, Directorates / Faculties will ensure that any change of key holders is notified promptly.

6.7 Confined Spaces

A confined space is defined as:-

- a space that is substantially (but not necessarily always entirely) enclosed, **and** one or more of the specified risks must be present or reasonably foreseeable.

The specified risks are:-

- serious injury due to fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen;
- drowning from the increase in level of a liquid;
- asphyxiation arising from a free- flowing solid or being able to reach a respirable environment by being trapped by a free- flowing solid.

Directorates / Faculties will:-

- avoid entry to confined spaces by doing the work from outside wherever possible;
- if entry to a confined space is unavoidable then develop and follow a safe system of work;
- put in place proportionate emergency arrangements **prior** to commencing work.

Where confined spaces may be present in areas under the control of Directorates / Faculties then they will carry out a risk assessment for the work activities involved and determine what measures are necessary to protect health and safety. The risk assessment will consider:-

- the tasks involved;
- the working environment;
- working materials and tools;
- the suitability of those carrying out the work;
- arrangements for emergency rescue.

Staff appointed to carry out work in confined spaces must be competent to carry out such work and have received appropriate information, instruction and training in the risks to health and safety and the measures required to work safely. Staff must also be medically suitable for such work.

Directorates / Faculties will develop and implement permit- to- work systems to control work in confined spaces and appoint competent persons to manage the permit- to – work systems.

6.8 Construction, Design and Management

The definition of construction work under the Construction, Design and Management Regulations 2015 has a wide scope and includes:-

- the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure;
- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

The Regulations apply to all construction work and all construction projects require written construction phase health and safety plans. Where there is, or likely to be, more than one contractor involved in the construction project then there is also a requirement to appoint a Principal Designer and a Principal Contractor to coordinate and manage health and safety during the design and construction phases respectively. Construction projects are notifiable to the enforcing authority, by the client, where work:-

- is scheduled to last longer than **30 days** and have more than **20 workers** working simultaneously at any point; or,
- exceeds 500 person days.

Directorates / Faculties will ensure that where they commission or carry out construction work and/ or act as a duty holder under the scope of the Regulations that they develop and give effect to suitable arrangements to ensure that risks to health and safety arising from the construction work are effectively managed and controlled.

6.9 Contractors

Where Directorates / Faculties procure; commission or appoint contractors, then as a client, they will be required to satisfy themselves that any contractors appointed are both competent and capable to carry out any work safely and without risks to their own and others' health and safety. The degree of competence required will depend on the nature of the work being carried out and will be proportionate to the risks to health and

safety involved. Directorates / Faculties will ensure that prospective contractors are informed of the level of performance expected, and that they will have to act in accordance with College health and safety arrangements and procedures at all times.

Directorates / Faculties will ensure that contractors will be vetted in terms of health and safety prior to appointment, and their performance monitored so that any risks created to their own staff, College staff, and others can be minimised and informed decisions made about their continuing suitability for employment by City of Glasgow College..

Only contractors who can demonstrate their ability to manage the health and safety of their own staff and others effectively will be employed by Directorates / Faculties.

6.10 Control of Substances Hazardous to Health

Where effective controls are not in place, the use of chemicals and other hazardous substances at work can put people's health at risk. In order to eliminate or control risks, it is a requirement of the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), that a suitable and sufficient assessment of the risks liable to expose any employees or others to any product, chemical or substance hazardous to health created by any work activity and the steps needed to reduce the risks must be carried out before work commences.

Therefore, Directorates / Faculties will ensure that the exposure to hazardous products, chemicals, substances, or biological agents will either be prevented or, where this is not reasonably practicable, adequately controlled and ensure that any measures introduced to control exposure will be adequately maintained, examined and tested to ensure their continued effectiveness. Personal protective equipment will be provided only as a last resort means of controlling exposure to substances.

Directorates / Faculties shall ensure that:-

- health and safety matters are taken into consideration in the procurement of hazardous substances and that consideration is given to the elimination of the use of the hazardous substance or the substitution of a less harmful alternative;
- appropriate information, instruction and training is provided to employees and others exposed to substances hazardous to health as well as training in the use of PPE if required;
- COSHH assessments are recorded in format that achieves compliance with the Regulations and COGC requirements;
- effective control measures are put in place to either eliminate or control exposure to hazardous substances that take into account the 'Principles of Prevention' and that these are monitored and reviewed regularly to ensure that exposure is adequately controlled;

- all persons involved in the COSHH risk assessment process are provided with suitable information, instruction and training to ensure that they are competent to carry out risk assessments;
- that any requirements for health surveillance and / or medical examination are identified and carried out by competent persons at the required intervals;
- where health surveillance indicates that there has been a failure of control measures that appropriate action is taken to protect individuals and groups of employees and act upon any competent advice received.

6.11 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to equipment such as conventional TV style monitor screens and flat screens and lap top computers as well as hand- held devices with screens.

Directorates / Faculties will take all reasonable steps to secure the health and safety of employees who work with DSE and are designated users and ensure that:-

- workstation assessments are carried out and reviewed if a task changes significantly or a workstation is substantially modified;
- all workstations used by users in terms of the Regulations meet the technical requirements listed in the schedule to the Regulations;
- for members of staff falling within the definition of user, the work will be planned so that there are breaks or changes of activity depending on the nature and intensity of the work;
- on request, designated users are provided with an eye and eyesight tests on a regular basis and provided with spectacles free of charge where specifically necessary for DSE work;
- relevant employees are given suitable and sufficient information, instruction and training in the risks to health and safety from DSE use and how to reduce these risks through correct workstation set up and posture.

6.12 Educational Visits and Excursions

It is important that risks to health and safety are managed during all educational visits and excursions. Faculties will ensure that:-

- that all risk assessments are suitable and sufficient with all required control measures identified and put into place to ensure that the health, safety and welfare of staff and learners on any educational visit / activity whether at home or abroad;

- Prior to the excursion taking place the relevant Dean must satisfy themselves that a suitable and sufficient risk assessment has been carried out;
- While on the visit, continually monitoring the identified hazards and risks and their controls by the responsible person for the group.

6.13 Electricity and Electrical Systems

Contact with electricity can kill, and non-fatal shocks can cause severe and permanent injury as well as causing workplace fires. The risks involved in the use of electrical systems or equipment must be reduced so far as is reasonably practicable and the Electricity at Work Regulations 1989 places duties on Directorates / Faculties to assess work activities which involve electricity, or which may be affected by it, and to identify and control any significant risks to health and safety.

Directorates / Faculties will ensure that effective arrangements and procedures are developed and implemented to ensure that:-

- electrical equipment, systems and installations are properly constructed, installed and maintained;
- equipment and installations are suitable for the environment in which they are used;
- suitable protective equipment is provided where necessary and maintained in good condition;
- only persons deemed to be competent under the Regulations are authorised to undertake electrical work.

6.14 Electromagnetic Fields (EMF)

An EMF is produced whenever a piece of electrical or electronic equipment (i.e. TV, food mixer, computer, mobile phone etc.) is used. EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz. EMFs are present in virtually all workplaces and if they are of high enough intensity action may be required to make sure staff and students are protected from any adverse effects.

Exposure to high levels of EMFs can give rise to effects that may be irritating or unpleasant. The effects that occur depend on the frequency range and intensity of the EMFs to which a person is exposed.

Directorates / Faculties will ensure that effective arrangements and procedures are developed and implemented to ensure that:-

- levels of EMFs to which staff and students may be exposed to are assessed;

- exposure is below a set of published Exposure Limit Values (ELV)
- when appropriate, devise and implement an action plan to ensure compliance with the exposure limit
- where appropriate, assess the risks of exposure to staff and students and eliminate or minimise those risks. You must make sure you take staff and students at particular risk, such as expectant mothers and workers with active or passive implanted or body-worn medical devices, into account;
- provide information and training on the particular risks (if any) posed to staff and students by EMFs in the workplace and details of any action you are taking to remove or control them. This information will be made available to safety representatives, as appropriate;
- take action if staff and students are exposed to EMFs in excess of the ELVs;
- provide health surveillance or medical examination to staff, as appropriate.

6.15 First Aid and Medical Attention

Directorates / Faculties will:-

- carry out a first aid needs assessment to identify the numbers of trained First Aid personnel and equipment necessary and required to deal with workplace accidents and injuries taking into account leave and sickness absence, etc.
- ensure that any employees appointed to act as workplace First Aiders receive appropriate information, instruction and training and refresher training at appropriate intervals;
- ensure that first aiders maintain first aid treatment records to inform the needs assessment/ risk assessment process;
- identify any additional first aid requirements through the risk assessment process and ensure that there is an adequate and proportionate provision of first aid personnel, equipment and facilities available at all material times and review the level of provision from time- to- time as is necessary.

6.16 Gas Installations

Where Directorates / Faculties have control over premises with a responsibility for the maintenance of gas installations then they shall develop and implement effective procedures that ensure that all gas installations are maintained by competent persons that is:- by a person who has successfully completed an appropriate full training course followed by assessment of competence.

Where Directorates / Faculties carry out or commission contractors to carry out work on domestic gas installations then they shall ensure that they develop and implement effective procedures to ensure that any gas work is only carried out by:-

- a person who has successfully completed an industry-recognised training course followed by assessment of competence. Training that leads to assessment of competence in safe gas work should be recognised by the industry's standards setting body; or
- in the case of a currently or previously registered person, where they have proved competence through a certification scheme.

For the avoidance of any doubt, no Directorate/ Service will allow any of their employees or any contractor working on their behalf, to carry out any work in relation to a gas fitting or service pipework unless they are a member of a class of persons approved for the time being by the Health and Safety Executive.

Directorates / Faculties will ensure that arrangements to secure the safe isolation of any local gas systems under their control are developed and implemented.

6.17 Health and Safety Induction

New members of staff are more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal health and safety training is a legal requirement and must form part of all induction programmes.

Directorates / Faculties will ensure that appropriate and proportionate health and safety induction training is provided. Informal information and instruction provided by a new employee's manager and/or colleagues forms an important element of induction training and must be backed up by written information.

Within some Directorates / Faculties , in relation to specific hazards and risks to health and safety identified through the risk assessment process, more specific and in- depth health and safety induction training may be necessary in addition to any standard health and safety induction training provided.

Directorates / Faculties will monitor and review the requirements for health and safety induction training and ensure that effective arrangements are in place to maintain an administrative record of such training and that refresher training, where necessary, is provided at regular intervals.

6.18 Health and Safety Information, Instruction and Training

The College recognises that effective health and safety training will help ensure that members of staff and others are not injured or made ill by the work that they do and will also help to develop a positive health and safety culture where safe and healthy working becomes second nature to everyone.

For health and safety training to be successful, its purpose within Directorates / Faculties must be understood. Training is provided, not just to meet legal duties to

protect the health and safety of staff and others, but also ensure that the our health and safety management systems continue to operate effectively.

Directorates / Faculties will ensure that a training plan is developed and reviewed regularly to ensure that employees with key responsibilities and duties for health and safety or others with safety critical roles have the necessary experience, knowledge, skills and personal qualities to ensure that they have the competencies to perform their duties for health and safety effectively.

6.19 Incident Reporting and Investigation

The Corporate Health and Safety Incident Reporting Procedures must be followed by all Directorates / Faculties and they shall develop and give effect to local arrangements to secure compliance with this Corporate Health and Safety Procedure.

All incidents must be recorded on the current College incident Reporting Form / or online incident reporting system, and reported to the Corporate Health and Safety Section. Incidents include the following work- related incidents that are also reportable to the Health and Safety Executive:-

- fatalities;
- specified injuries;
- over 7 day injures;
- diseases,
- notifiable dangerous occurrences.

These incidents must be reported to the Corporate Health and Safety Section, immediately and without delay and by the quickest practicable means. The Corporate Health and Safety Section is responsible for notifying appropriate incidents to the Health and Safety Executive.

All other incidents, including near misses will be recorded, and reported to the Corporate Health and Safety Section without delay, but **no later than 5 days** from the date of the incident. In addition, Directorates / Faculties shall make and give effect to arrangements to maintain an incident database and ensure that all incidents are notified to their own **Health and Safety Sub- Committee** and the appropriate Trade Union Health and Safety Representative or Employee Representative.

Directorates / Faculties will make and give effect to suitable arrangements to ensure that all incidents are investigated by the appropriate line manager and where appropriate the relevant Trade Union Safety Representative in order to identify the cause and any action needed to prevent a recurrence.

In addition, the Corporate Health and Safety Team and / or Health and Safety Committee may further investigate incidents and make recommendations to prevent a recurrence.

6.20 Legionella and Water Systems

There is a foreseeable risk of legionella bacteria developing in hot and cold water systems and where persons may be exposed to water aerosols there is a risk of persons contracting Legionellosis. Directorates / Faculties that have control of premises with cooling towers or hot and cold water systems will develop and give effect to effective procedures that ensure that such systems are suitably risk assessed and that competent contractors are selected and appointed to carry out this task.

Directorates / Faculties will consult with Trade Union Safety Representatives on the appointment of such competent persons. In addition the selection and appointment of any water treatment contractor will also be subject to competence and capability.

Where necessary, Directorates / Faculties will appoint Legionella 'Responsible Persons' to manage the legionella control / water treatment regime programme and / or carry out any in- house legionella control operations such as regular flushing of little-used outlets etc.

6.21 Lifting Equipment and Lifting Operations

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that any lifting equipment provided for use must be:

- Fit for purpose and marked to indicate safe loads;
- Positioned and installed to minimise risks;
- Used safely by trained and competent people;
- Subject to ongoing thorough examination and where appropriate inspection and testing by competent persons.

To fulfil these requirements Directorates / Faculties will ensure that they develop and give effect to suitable arrangements to ensure that:-

- appropriate equipment is sourced at the procurement stage;
- it is properly installed, commissioned and inspected prior to its first use;
- lifting operations are planned and supervised by competent persons, proportionate to the risks to health and safety;
- staff, and where relevant students, receive appropriate information, instruction and training in its safe use;

- a suitable programme of planned, preventive maintenance is developed and carried out by competent persons;
- where necessary to liaise with Estates / Facilities to have a written scheme of examination drawn up by a competent person and have such equipment inspected and tested by a competent person at the stated periodic intervals.

6.22 Manual Handling Operations

Manual handling is the transporting or supporting of loads by hand or by bodily force. Manual handling is one of the most common causes of work- related absence through injury and the Manual Handling Operations Regulations 1992 require that such activities must be avoided, so far as is reasonably practicable.

Directorates / Faculties are responsible for ensuring that where it is not possible to eliminate manual handling that:-

- the level of risk will be determined through the risk assessment process; and,
- suitable controls are identified and put in place to reduce the risk of injury to the lowest extent reasonably practicable;
- manual handling operations will normally be incorporated into generic risk assessments, however, where appropriate, specific Manual Handling Assessments will be carried out.

6.23 New and Expectant Mothers

Pregnancy is not and should not be regarded as ill- health and its health and safety implications can be addressed by normal health and safety management procedures. As pregnancy is usually not detected for the first 4-6 weeks, Directorates / Faculties will ensure that hazards and risks are identified by the risk assessment process for all female employees of child bearing age.

In addition, Directorates / Faculties will ensure that they develop and give effect to suitable arrangements to make sure that specific or individual risk assessments are be carried out as soon as a pregnancy is notified, and at regular intervals. Where any significant risks are identified, and they cannot be avoided by any other means, then Directorates / Faculties will ensure the member of staff is removed from the risk situation.

6.24 Noise

Loud noise at work can damage hearing. Directorates / Faculties will make and give effect to suitable arrangements to ensure that they:-

- assess the risks to staff and others from noise at work;

- take action to reduce exposure to noise;
- provide hearing protection if risks cannot be otherwise controlled;
- ensure that the legal limits on noise exposure are not exceeded;
- provide appropriate information, instruction and training;
- carry out health surveillance where there is a risk to health.

In addition, Directorates / Faculties will ensure that all work equipment is be assessed at the procurement stage to ascertain if the operation of that equipment could expose staff to risks associated with noise exposure.

6.25 Occupational Health

The College is committed to preventing work- related ill- health and to assist in this, we will provide a comprehensive Occupational Health Service. The College will take adequate steps to ensure that the service provider is competent to undertake such work and will consult with Trade Union appointed Safety Representatives on the appointment of such competent persons. This provision is arranged, administered and monitored by the Human Resources Director and includes:-

- employment medical screening in accordance with the Equality Act 2010 the provision of competent advice in relation to ensuring that the work environment does not adversely affect any pre-existing medical condition;
- examination of employees exposed to specific occupational hazards such as noise, vibration and artificial optical radiation;
- relevant health surveillance for work activities involving the use of or exposure to potentially hazardous substances;
- provision of advice and counselling on problems of a medical nature;
- advice on the health and medical aspects of the work activities undertaken by College staff..

Directorates / Faculties will ensure that their risk assessment process identifies where it may be necessary and appropriate to carry out health surveillance or medical surveillance in order to protect the health of employees who may be exposed to substances hazardous to health or hazardous work activities.

Where health surveillance / medical surveillance is identified as being necessary, Directorates / Faculties will ensure that a health record, containing particulars in a format approved by the Health and Safety Executive, in respect of each employee is made and maintained and that that records are kept available in a suitable form for at least 40 years from the date of the last entry made in it.

Note on Confidentiality: Health Records and Medical Records

Health records are different to medical records in that they should not contain confidential medical information. Health records and medical records will be kept separate to avoid any breaches of medical confidentiality. Any personal medical information will be kept in confidence and held by the occupational health professional responsible for the health surveillance programme.

Medical records compiled by a doctor or nurse and may contain information obtained from individuals during the course of health surveillance. This information may include clinical notes, biological results and other information related to health issues not associated with work. This information is confidential and must not be disclosed without the explicit consent of the employee. This information will be provided to the employee only and will not be disclosed to the College. It will be kept in confidence by the OH professional and will only be shared with the College with the employee's explicit consent. The doctor or nurse can only provide the College with information on fitness to work and any restrictions that may apply in that respect. Employees can have access to their own medical records through a written request under Data Protection law. These details can only be released to third parties, such as the College, on receipt of the informed, written consent of the employee, or by a court order.

6.26 Personal Protective Equipment (PPE)

PPE as defined by the Personal Protective Equipment at Work Regulations 1992 is any item of equipment intended to be worn or held by a person to provide protection against risks to health and safety. The Regulations do not apply to either hearing protection or respiratory protective equipment (RPE) as these are covered by other Regulations. However, RPE and hearing protection must be compatible with all other items of PPE provided.

Directorates / Faculties will develop and give effect to effective procedures with regard to PPE and will ensure that:-

- the use of PPE is a last resort, and other methods for reducing risks must be used in preference to the use of PPE;
- only where risks cannot be eliminated or adequately controlled by other means will suitable and sufficient PPE be provided;
- when PPE is provided as a control measure, Directorates / Faculties will consult with employees and Trade Union Safety Representatives to ensure that:-

1. the PPE is properly assessed before use to ensure that it is suitable;
2. it is used, maintained and stored correctly;

3. where two or more items of PPE are used together that these are compatible and are as effective when used together as they are separately;
4. employees and others, where necessary, receive appropriate instruction, information and training in its use and of the risks being controlled;
5. arrangements are in place for the maintenance, cleaning and repair of any PPE;
6. PPE which has been provided to meet a statutory obligation is provided without charge and replaced as necessary to the employee;
7. reviews are carried out as necessary if circumstances change.

6.27 Pressure Systems

The Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000 places duties on the Directorates / Faculties to provide safe equipment and ensure that it is used correctly and that all relevant employees are suitably trained in the safe operation and use of such equipment. To fulfil these duties, Directorates / Faculties will develop and give effect to suitable procedures to ensure that arrangements are in place to:-

- provide safe and suitable equipment through a robust procurement procedure;
- understand its operating conditions and risks to safety;
- ensure that appropriate safety devices have been installed and implement effective systems to ensure that they are functioning correctly;
- carry out a suitable programme of planned, preventive maintenance by competent persons;
- provide appropriate information, instruction and training in the safe use and operation of such equipment;
- where necessary to liaise with Estates / Facilities to have a written scheme of examination drawn up by a competent person and have such equipment inspected and tested by a competent person at the stated periodic intervals;
- ensure that pressure systems are not operated unless that have a valid written scheme of examination in place.

6.28 Respiratory Protective Equipment (RPE)

Directorates / Faculties will ensure that RPE should only be selected and used after an objective justification has been made through the risk assessment process.

Directorates / Faculties will ensure that:-

all items of RPE selected shall be appropriate to protect wearers from identified hazards;

- suitable and sufficient information, instruction and training will be provided to ensure that employees and others understand how to use the RPE correctly, carry out fit- checks and how to maintain and store the RPE, and how to inspect and carry out user tests;
- in addition, as part of the selection process, all RPE will be face- fit tested on users to ensure that appropriate protection is afforded;
- which has been provided to meet a statutory obligation is provided without charge and replaced as necessary to the employee;
- all items of RPE will be compatible with items of PPE provided.

6.29 Risk Assessment

Directorates / Faculties will ensure that all significant risks are identified through the risk assessment process and identify whether the level of workplace precautions provided is adequate, or if more needs to be done to prevent harm. A risk assessment log will be developed to identify the local progress of the completion of risk assessments.

The methodology for undertaking a risk assessment will be based on the Health and Safety Executive publication INDG163 'Five Steps to Risk Assessment':-

- identify hazards;
- decide who might be harmed and how;
- evaluate the risks to ensure if existing precautions are adequate;
- record the findings of the assessment;
- review the assessment regularly and revise if necessary.

The online risk assessment will be used by Directorates / Faculties for conducting all risk assessments. Directorates / Faculties will ensure that all work activities that pose a significant risk to the health of safety of employees or others who may be affected by the work of Directorates / Faculties have been appropriately risk assessed. Risk Assessments must be reviewed regularly, or where circumstances change or where there is reason to believe that the risk assessment is no longer valid.

Directorates / Faculties will ensure that effective measures are in place to ensure that members of staff involved in the risk assessment process receive appropriate information, instruction and training to ensure their competency.

6.30 Safety Signs and Signals

Directorates / Faculties will ensure that where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, they shall provide relevant safety signage to help reduce the risk. Safety signs are not a substitute for those other methods of controlling risks such as engineering controls and safe systems of work.

Directorates / Faculties will ensure that they have systems in place to explain to employees, and where necessary students, the circumstances in which some safety signs are needed, and then check that employees and students are aware of and understand the meaning of those signs they may come into contact with during their work.

Although most safety signs are self-explanatory, employees and students (particularly new ones) may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any unfamiliar sign is clearly explained, and that employees and students are aware of the consequences of not following the warning or instruction given by the sign.

Any safety sign used will conform to the Safety Signs and Signals Regulations and the relevant applicable standards.

6.31 Smoking

Directorates / Faculties are required to provide a safe and healthy working environment for all employees. In seeking to protect employees it is also necessary for the College to recognise the interaction employees have with Clients, Service Users and Visitors and ensure that effective procedures are in place to protect employees from exposure to tobacco smoke in substantially enclosed premises.

6.32 Stress

The Health and Safety Executive define stress as “***the adverse reaction people have to excessive pressure or other types of demand placed on them***”. This statement makes an important distinction between pressure, which can be a positive condition, if managed correctly, and stress, which can be detrimental to health.

Directorates / Faculties will ensure that they:-

- Seek to identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed regularly and as a minimum every 3 years;
- Seek to ensure that in considering major changes, the effect of these changes on individuals is taken into consideration in the change planning process with a view to minimising potential stressors;

- Consult with Trade Union Safety Representatives on proposed actions relating to the prevention of workplace stress;
- Provide training for relevant managers and supervisory employees;
- Provide confidential counselling to employees affected by stress caused by either work or external factors;
- Provide managers with appropriate support to enable implementation any stress management strategy.

6.33 Vibration

Regular and frequent exposure to high levels of vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Vibration risks that are not managed effectively or safe systems of work not followed may cause employees to suffer ill health from vibration. This is most likely to result in the groups of conditions commonly referred to as Hand Arm Vibration Syndromes (HAVS). These include blanching of the fingers, painful joints and poor grip and dexterity.

The Control of Vibration at Work Regulations 2005 requires Directorates / Faculties to take specific action when the average daily vibration exposure reaches certain values. To effectively manage the risks from vibration work activities, Directorates / Faculties shall ensure that suitable and sufficient vibration risk assessments are carried out and to implement safe systems of work that have been identified through this assessment process to minimise the likelihood of ill health effects. The risks from vibration will be assessed by: -

- measuring equipment vibration levels;
- monitoring employees exposure times;
- undertaking health surveillance.

Directorates / Faculties, where risks to health from vibration have been identified, will develop and implement a proportionate vibration management system that meets the requirements of the Regulations and Corporate procedures.

6.34 Work Equipment

Generally, any equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER), for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), lift trucks and motor vehicles.

Where Directorates / Faculties provide work equipment for use at work, they will develop and implement effective procedures to ensure that any work equipment is:-

- suitable for use, and for the purpose and conditions in which it is to be used;
- maintained in a safe condition for use so that people's health and safety is not at risk;
- inspected, in certain circumstances, to ensure that it is and continues to be safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection;
- ensure that any work equipment that may have a safety critical defect is taken out of use;

In addition, Directorates / Faculties will ensure that employees who use or maintain work equipment have received adequate information, instruction and training in the safe use and maintenance of such equipment.

6.35 Work Placements / Work Experience

Under the Health and Safety (Training for Employment) Regulations 1990, students on have the same protection under health and safety law as employees. Where Directorates / Faculties arrange work placements for students as part of the learning experience then they are responsible for ensuring the following:-

- students are only placed with suitable employers who can satisfy the health, safety and welfare requirements of the College;
- employers have suitable systems in place to ensure the health, safety and welfare of the students whilst on the placement;
- that the placement provider is competent to manage health and safety in relation to the placement;
- placement providers provide competent supervision for students;
- particular attention is paid to the needs of vulnerable persons.

Where Faculties / Directorates host placements then they must ensure that any risks to work placement students / others who could be affected by the activity are identified through the risk assessment process and that appropriate control measures are implemented and monitored to ensure the health and safety of placement students and others.

6.36 Work at Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example the following are examples of working at height:-

- working on a ladder or a flat roof;
- where a person could fall through a fragile surface;
- where a person could fall into an opening in a floor or a hole in the ground.

Directorates / Faculties will ensure that effective procedures are developed and implemented to ensure that they:-

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Directorates / Faculties will also ensure that only persons with sufficient skills, knowledge and experience are employed to perform work at height, or, if they are being trained, that they work under the supervision of a competent person.

When planning and undertaking work at height operations Directorates / Faculties will:-

- take account of weather conditions that could compromise safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation;
- ensure that work at height equipment is inspected; maintained and where necessary tested to ensure its safety.

6.37 Work- related Driving

The College has clear duties under health and safety law to manage occupational road risk in the same way that it manages other health and safety risks.

Where Directorates / Faculties require work- related driving (work- related driving does not include where staff commute to / from work **unless** they are travelling from their

home to somewhere which is not their usual place of work- e.g. to attend a course) using College owned or leased vehicles or the use of vehicles owned or leased by staff then they will ensure that a risk assessment has been carried out to identify the hazards and risks involved and that control measures are identified and implemented to ensure that risks to the health and safety of drivers and others who could be affected are adequately controlled. This will also apply in cases of work- related driving where the College appoints contractors to carry out work on its behalf.

Directorates / Faculties will ensure that:-

- drivers are competent and capable of doing driving for work in a way that is safe for them and other people;
- drivers are properly trained;
- drivers have clear instructions as to what they need to do to keep themselves and others safe;
- drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk;
- vehicles are safe and fit for the purpose for which they are being used and that they are adequately maintained;
- routes, schedules and time allow for the work are realistic and achievable;
- routine monitoring and checks of safe systems of work are carried out and acted on.

6.38 Work- related Travel

Where College staff are required to travel for work either nationally or internationally, Directorates / Faculties will ensure that no travel takes place unless an appropriate risk assessment has been carried out and that line management approval has been given for the travel. The risk assessment will be proportionate to the specific risks involved.

6.39 Workplace Health, Safety and Welfare

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues to ensure that employees are provided with reasonable facilities within the workplace. Directorates / Faculties will ensure that adequate facilities are provided and that the following requirements are addressed in order to contribute to a good working environment for all employees:

- maintenance of workplace, equipment, devices and systems;
- ventilation;
- temperature;
- lighting;
- cleanliness and waste materials;

- room dimensions and space;
- workstations and seating;
- floors and traffic routes;
- falls into dangerous substances
- windows, and transparent or translucent doors, gates and walls;
- organisation of traffic routes;
- sanitary conveniences and washing facilities
- drinking water;
- accommodation for clothing and facilities for changing clothing;
- Facilities for rest and to eat meals.

6.40 Workplace Transport

Workplace transport is onsite transport. Safe workplace transport is the joint responsibility of the Directorates / Faculties and employees. Directorates / Faculties will provide employees with the necessary information, instruction, training and supervision to facilitate safe workplace transport.

Particular attention will be paid to the organisation of workplace transport throughout Directorate / Faculty activities and consideration will be given to-

- the provision of a safe site
- the creation of traffic routes
- signs, signals and markings
- pedestrian routes
- speed
- lighting
- housekeeping
- deliveries
- vehicle maintenance
- driver competence / capabilities.

Directorates / Faculties that have a responsibility for employees who drive as part of their work activities will ensure that:-

- Driving activities are assessed as a work activity within the service risk assessment programme;
- Employees who drive vehicles owned, leased or hired by the Directorates / Faculties are authorised to do so and hold a valid driver authority card;
- Log books are completed for all journeys made by authorised drivers;
- All drivers understand their responsibilities to ensure their vehicles are legal, safe and well maintained;
- Annual inspections of vehicle documents are conducted to monitor compliance of employees using their own vehicle for work purposes;
- Personal injury accidents are reported using the College Incident Report Form / online accident reporting system;
- All incidents involving College vehicles and authorised drivers are reported to the Facilities section using the motor vehicle claim form.

6.41 Young People at Work

Young people, especially those new to the workplace, will be facing unfamiliar risks from the job they will be doing and from the working environment. They are seen to be particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. They are also likely to lack confidence and be eager to impress or please other people around them.

In order to satisfactorily assess the risks to young persons, there are specific risk assessment requirements applicable. These are:

- to assess risks to all young people under 18 years of age, before they start work;
- to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks;
- to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

In addition Directorates / Faculties will inform the parents / guardians of any children still of compulsory school age of the key findings of the risk assessment and the control measures introduced before the child starts work or work experience;

- address certain specified factors in the risk assessment,

- take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities.

Appendix 1 : City of Glasgow College Health and Safety Management System

Appendix 2 : City of Glasgow College Health and Safety Committee Constitution and Terms of Reference

Appendix 3 : City of Glasgow College leadership structure

9. References

9.1. Policy Framework

Associated Policies and Procedures	Title

9.2. Other College Policies and Procedures

Policy / Procedure	Title

9.3. External References

Source	Title

10. Document Control and Review

Approval Status	Draft	
Approved by		
Date Approved		
EQIA Status	EQIA Conducted?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	Annual	
Lead Department	Health and Safety	
Lead Officer(s)	Health and Safety Manager	
Board Committee		
Copyright © 2012 City of Glasgow College	Permission granted to reproduce for personal use only. Commercial copying, hiring lending, posting online is strictly prohibited	

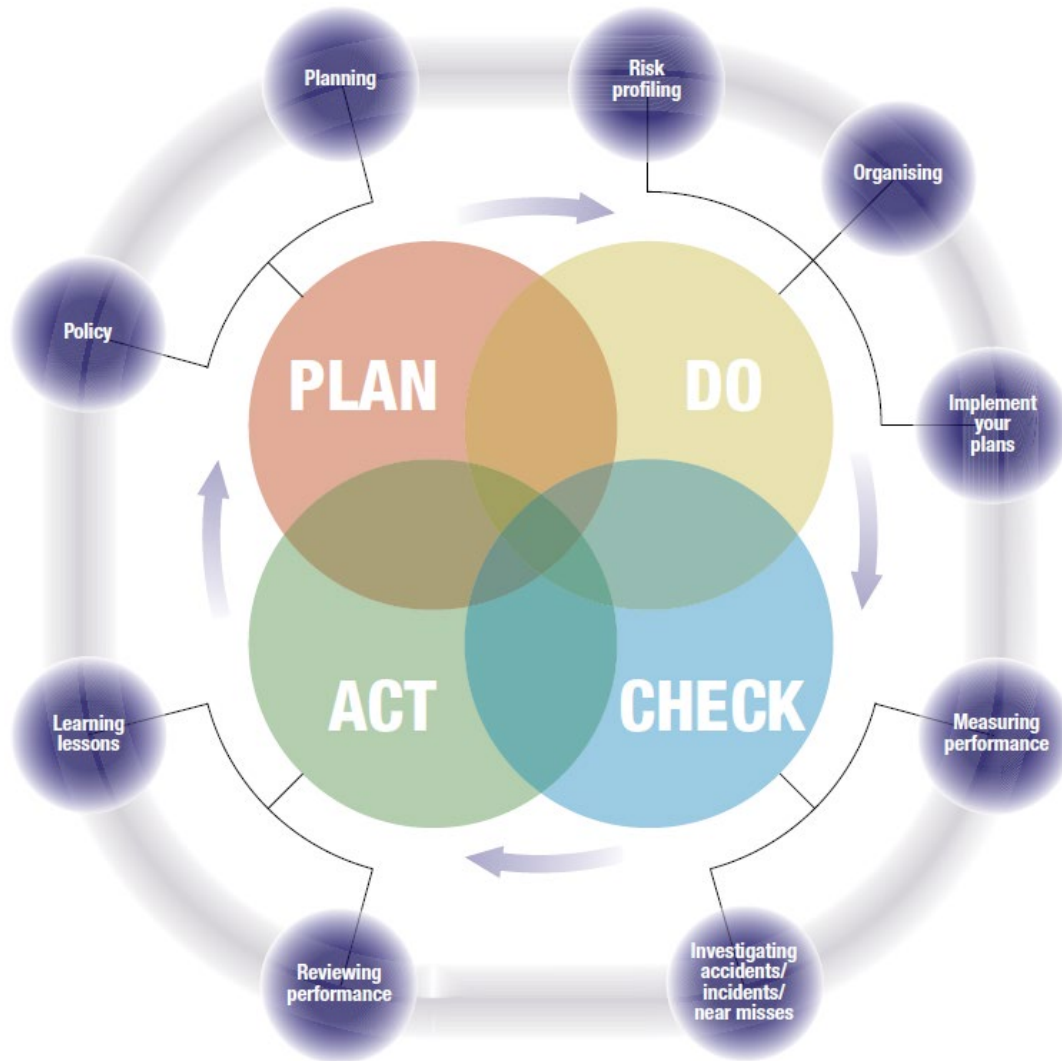
11. Revision Log

Version Date	Section of Document	Description of Revision
V1	All	Full re- write of policy statement

7. Appendix 1.

City of Glasgow College Health and Safety Management System

Our Health and Safety Management Systems are based on the approach of the Health and Safety Executive publication:- ***HSG65 Managing for Health and Safety.***



We will achieve the effective management of Health and Safety Management through:-

1. Devising health and safety policies and procedures to reflect our needs that:-
 - plan and set standards to reflect regulatory and internal requirements and help build a positive culture and control risks;
 - are measurable, achievable and realistic; and,

- health and safety policies set a clear direction for the College to follow and will contribute to the overall business performance as part of a demonstrable commitment for continuous improvement;
 - the effective organisation of staff and management structures to promote a positive health and safety culture through developing competence, control, cooperation, communication and commitment to secure the effective implementation of health and safety policies and procedures;
 - an effective management structure and arrangements are necessary to deliver the health and safety policy. There is a planned and systematic approach in place for the implementation of the health and safety policy through an effective health and safety management system.
2. Measuring our health and safety performance through active and reactive monitoring systems. Performance is measured against agreed standards to reveal when and where improvement is needed.
 3. Auditing and reviewing our health and safety performance and feeding back any information that may be required to correct any shortcomings through changes to policy, organisational or planning arrangements. The College learns from all relevant experience and applies the lessons to improve performance.

8. Appendix 2

City of Glasgow College Health and Safety

Committee Constitution and Terms of Reference

1. Establishment

- 1.1** A College Health and Safety Committee will be established with a collective agreement between City of Glasgow College as an employer and the recognised Trade Unions (EIS and UNISON) in accordance with Section 2(7) of the Health and Safety at Work etc. Act 1974 and Regulation 2 of the Safety Representatives and Safety Committees Regulations 1977.
- 1.2** The Health and Safety Committee will report to the Board of Management Finance and Physical Resources Committees.

2. Purpose

- 2.1** To promote continuous improvement in the College's health and safety performance.
- 2.2** To act as the strategic forum to promote co-operation between management and staff representatives in relation to the health, safety and welfare at work in respect of staff, students and other persons who may be affected by the operation of the College.

3. Remit

- 3.1** To achieve these objectives the Committee may:
 - review any measures taken to ensure the health, safety and welfare at work of staff, students and others who may be affected by work activities;
 - review new Health and Safety legislation to ensure that any regulatory requirements are incorporated into College health and safety policies and procedures as required;
 - review any health and safety emergency or contingency procedures;
 - consider any changes in the workplace affecting the health, safety and welfare of staff, students and others; investigate accidents, incidents and cases of occupational illnesses for the purposes of establishing the immediate and underlying cause(s) and making recommendations for their prevention or recurrence;
 - consider and review aggregated absence statistics and the reasons for such absences;

- consider any reports or factual information provided by Regulators in relation to health and safety and fire safety;
- consider, review and make recommendations on health and safety and fire safety training and competency requirements;
- examine safety inspection and audit reports and make recommendations on unsafe or unhealthy conditions or practices;
- carry out reviews as to the effectiveness of the communication arrangements for health and safety information within the College;
- assist in promoting a positive health and safety culture with specific emphasis on occupational health;
- assist in the development of policies, procedures and safe systems of work;
- Consider any reports submitted by Safety Representatives and the Health and Safety Compliance Manager in relation to health, safety and welfare conditions.

4. Membership

- 4.1** The Health and Safety Committee membership shall consist of representatives of the trades' unions/employees and representatives of management, and be chaired by the Depute Principal. Numbers of management representatives will be equal to that of staff/trade union appointed safety representatives.
- 4.2** Students shall be represented by the President of the Student Association, *ex officio*.
- 4.3** The following will attend ex-officio as necessary:
- Head of Health and Safety and/or Health and Safety Advisor
 - HR Director or Head of HR
 - Head of Estates.

Other persons may be co-opted as and when required with the agreement of Committee members.

5. Meetings

- 5.1** The Health and Safety Committee shall meet at least three times a year, usually in February, May and October.
- 5.2** Special meetings of the Committee(s) shall be convened when the Chair deems it necessary or when the Chair receives a request in writing for such a meeting from two or more members of the committee(s). Such meetings shall normally be convened within 14 days of the receipt of such a request.
- 5.3** The quorum for any meeting of the Committee will be two management and two staff representatives. The overall numbers will maintain equal

numbers between trade union representatives and management.
Proceedings

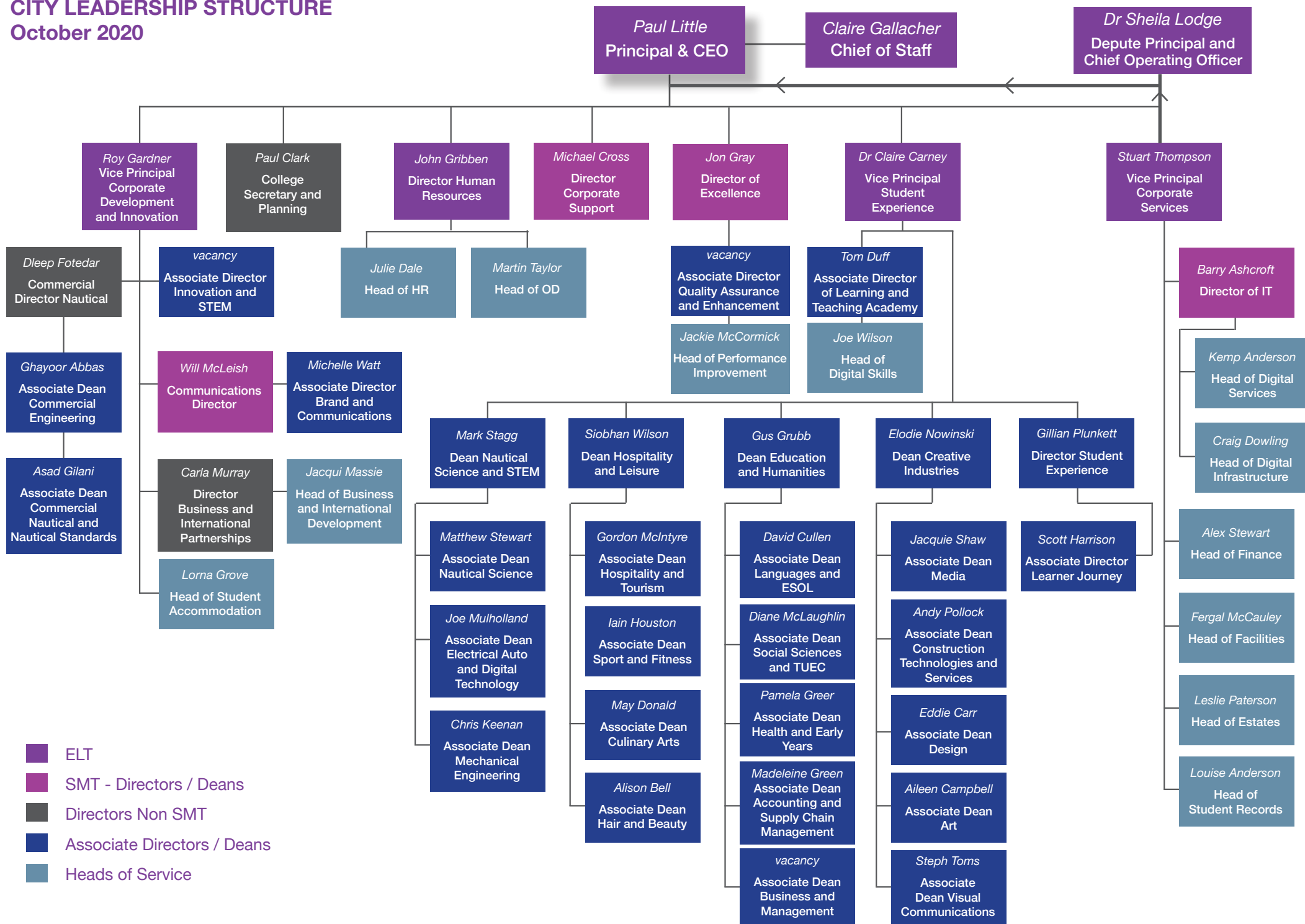
- 5.4** Any matters to be raised at the Committee should be given to the Chair at least seven days before any meeting.
- 5.5** Emergency matters may be raised at a Committee meeting without due notice. Such matters shall only be admitted to the agenda at the discretion of the Chair or with the consent of two thirds of the members present and entitled to vote.
- 5.6** The deliberations of the Health and Safety Committee shall be reported to the Chief Executive, Directors, Faculty Deans and Directors. Minutes of meetings will be posted on the College intranet.

6. Our behaviours

- 6.1** Members of the Committee are expected to be collegial and constructive in approach.
- 6.2** Members should attend regularly and participate fully in the work of the Committee. This will involve looking ahead and consulting with colleagues in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
- 6.3** Members will take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf colleagues.
- 6.4** Members are expected to be committed to communicating the work of the Committee to the wider College community.

CITY LEADERSHIP STRUCTURE

October 2020



- ELT
- SMT - Directors / Deans
- Directors Non SMT
- Associate Directors / Deans
- Heads of Service