

HEALTH AND SAFETY POLICY

Health and Safety policy index

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INTRODUCTION

This policy sets out Newbattle Abbey College's occupational health ,safety and welfare provision which applies to all College employees , learners, visitors, contractors and other persons who may be affected by or involved in Newbattle Abbey College Activities, acts or services .

The Health and Safety Policy is divided into three distinct parts:

The General health and safety policy statement - which provides the policy and general direction for the management of health and safety within Newbattle Abbey College.

Organisation and responsibilities which sets out how this part of the policy is organised within the college and defines roles and responsibilities for all college personnel.

Arrangements - All College Health and safety policies and procedures (A-Z) which sets out the arrangements in place to achieve the health and safety objectives of the Health & Safety policy.

NEWBATTLE ABBEY COLLEGE

1. General Health and Safety Policy Statement

Newbattle Abbey College is committed to achieving a positive health and safety culture and a safe and healthy workplace where staff, students, visitors and contractors are confident that their health and safety are considered to be of the utmost importance at all times.

The College is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the College.

The College recognises its responsibility to provide as far as reasonably practical:

- a safe and healthy working environment, adequate welfare arrangements including safe access/egress;
- safe materials, equipment and machinery;
- safe systems of work;
- provide appropriate training, information, instruction and supervision to ensure that all staff and students have the knowledge and competence they need to meet their individual and collective responsibilities;
- support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others;
- establish effective communication systems and arrangements for health and safety, integrating good health and safety management with the strategic planning processes and business decisions;
- ensure the systematic identification, assessment and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the College;
- ensure that suitable and sufficient risk assessments are carried out for all College activities, and relevant control measures are implemented to manage the risk and meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum;
- ensure, through a robust system of performance monitoring and audit, that the college is complying with current health and safety legislation and, where practicable, aim to achieve higher standards and continual improvement in safety performance;

- adopt a collaborative approach between trade unions, staff health and safety representatives and College management on health and safety issues;
- work in partnership with other employers where there are shared facilities or activities;
- allocate adequate resources to health and safety at all levels; and
- ensure that the College has access to competent specialist advice for health and safety.

The College also expects all staff and students to show high standards with regard to health and safety. All staff should be aware that they have statutory duties to take reasonable care for their own safety and the safety of others who may be affected by their actions, and that they must cooperate with the College's arrangements for health and safety.

It is a fundamental principle that such a working environment should be safe and without risks to health and it is imperative that all parties *follow* the requirements of this policy.

It seeks to ensure that all students within their learning experience gain awareness and understanding of health and safety which in turn provides a firm foundation in good health and safety practice for the future.

The College considers health and safety as a fundamental and integral part of management responsibilities and will ensure that managers at all levels are aware of them and have the appropriate competence to put them into practice. It seeks to ensure that health and safety is integrated into every aspect of the College's business that is educational, management and other activities.

Newbattle Abbey College has appointed a senior member of staff, the Principal, whose duties are to co-ordinate the activity of all departments within the College in relation to health and safety matters.

Each Senior Manager will be responsible for health and safety matters and will assist in the preparation and implementation of policies and procedures which meet the requirements of this statement. Health and Safety Policies and Procedures will be reviewed every two years, and a report presented to the Principal.

Signed

Date Adopted		
Chairperson of Board of Directors		Gary Husband
Principal		Roddy Henry

NEWBATTLE ABBEY COLLEGE

Health & Safety Policy

2. Health and Safety: Organisation and Responsibilities

These pages set out the health and safety Organisation and Responsibilities in the College.

1. Health and Safety Responsibilities - Overview

- i. The Principal has responsibility to the Board of Directors to monitor and report on the effectiveness of the implementation of the Health and Safety Policies and Procedures.
- ii. The Principal and Senior Managers have the responsibility to control and advise their own staff and, where required, advise other staff members, students and visitors/contractors on health and safety matters.
- iii. The Principal and Senior Managers will ensure that adequate and proper safety training is provided to all level of employees.
- iv. The Principal and Senior Managers will insist that safe working practices are implemented and adhered to and will regularly monitor these practices.
- v. The Principal and Senior Managers will ensure proper incident and near miss reporting and that incident investigation is carried out.
- vi. The Principal and Senior Managers will instigate liaison with official and professional bodies, eg HSE, Fire Authorities, SEPA etc, and encourage distribution of relevant information within the staff and student bodies.
- vii. The Principal and Senior Managers will keep up to date with relevant safety, health and welfare legislation and will ensure that training and/or information of changes is made available to staff.

2. Health and Safety Responsibilities – Board of Directors

The responsibility for the health and safety of the College as a whole, ultimately rests with the Board of Directors who have entrusted the overall management of the College to the Principal. It is their duty to ensure, along with the College senior managers, that sufficient resources are available to enable health and safety to be properly managed.

- i. The Board of Directors, headed by a Chairperson, act largely as a body to oversee the operations carried out by the College. The Board of Directors

- ensures that the interests of the students are taken into account and is responsible for approving College decisions and funding/resourcing requests made by the Principal.
- ii. It is recognised that the Board of Directors, while not actively involved in the daily running of the organisation, has certain responsibilities in terms of Health and Safety and the following procedures will be adopted to ensure responsibilities are effectively discharged.
 - iii. The Board of Directors will endorse the Health and Safety policy and associated procedures. The Chairperson will sign the Health and Safety Policy Statement and will review it annually along with the Principal. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Board of Directors remains current.
 - iv. The Board of Directors will place 'Health and Safety' as a standing item on the Agenda of all quarterly meetings. This will allow the Principal to report on safety performance, funding requirements, safety failures and other Health and Safety related issues. The Board of Directors will give all such issues due consideration and approve the Principal approaching the Directors to request the making available of all reasonable funding and support as may be required.
 - v. The Board of Directors will be briefed by the Principal on the findings of all internal and external Health and Safety audits carried out within the College and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by the audits.
 - vi. The Board of Directors will be informed of any investigation of a significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

3. Health and Safety Responsibilities - Principal

The responsibility for the health and safety of the College as a whole, ultimately rests with the Board of Directors who have entrusted the overall management of the College to the Principal. It is their duty to ensure, along with the College senior managers, that sufficient resources are available to enable health and safety to be properly managed.

The Principal is advised in these matters by the Estates & Facilities Manager, Director of Operations & Business Development and college's Health & Safety Committee.

- i. The Principal is responsible for the general day to day running of the College. It is recognised that this function incurs the overall responsibility for Health and Safety management within the College.
- ii. The Principal will endorse the Health and Safety policy and associated procedures and, along with Chairperson of the Board of Directors, will annually review and sign the Health and Safety Policy Statement. Where there is a

change of personnel, the incoming Principal will sign the policy to demonstrate commitment and acceptance of responsibilities.

iii. The Principal will hold ultimate responsibility for the organisation's policy, procedures and arrangements and for their implementation. To this end, and to comply with the duties set out in the *Management of Health and Safety at Work Regulations 1999, as amended*, he/she will appoint an adequate number of competent persons to achieve and maintain legal compliance. This will include the appointment of an Estates & Facilities Manager. The Principal will also take all appropriate action to ensure that the College utilises safe systems of work in all its activities to reduce risk of injury or ill-health to staff, students and members of the public, so far as is reasonably practicable.

iv. The Principal will also be responsible for ensuring that the College's Health and Safety arrangements continue to improve and that the measured safety performance shows a year-on-year improvement.

v. The Principal will report on safety performance, funding requirements, safety failures and other Health and Safety related issues at each Board of Directors' meeting, as well as make available all internal and external audit reports to the Board. Fully justified requests will be made to the Board for any resources, support or funding required for Health and Safety purposes. vi. The Principal will ensure that Health and Safety considerations are taken into account for all new investment opportunities and in the organisation's purchasing policy.

vii. The Principal will be responsible for maintaining an adequate programme of Risk Assessment, allocating duties and funds as appropriate to keep assessments and control measures current.

viii. The Principal will be responsible for maintaining an adequate programme of

staff training in Health and Safety issues, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work activities.

ix. The Principal will ensure that adequate communication channels exist throughout the College to allow Health and Safety issues to be dealt with timeously and effectively. All staff will be given the opportunity to raise any safety related queries with appropriate management staff.

x. The Principal will ensure that all significant safety failures are fully investigated and reported to the Board of Directors. He/she will also ensure that all necessary support is sought to adequately investigate the incident and suitable remedial measures introduced to reduce the likelihood of a similar incident recurring.

xi. The Principal will give due consideration to all Health and Safety related requests from the Depute Principal, Estates & Facilities Manager, Senior Managers and all other staff, taking appropriate action where necessary and requesting support/approval from the Board of Directors where required.

4. Health and Safety Responsibilities – Health and Safety Committee

The College Board of Directors has appointed a Health & Safety Committee with responsibility for advising the college on all matters concerning health, safety and welfare in the college. The Health & Safety Committee is established to ensure that the college develops, implements and maintains a compliant health and safety management system for all employees, students and visitors within the college.

- i. The H&S Committee will provide an open forum for the discussion of all Health and Safety related issues raised by members of the Committee and by any other relevant sources.
- ii. The Committee will suggest solutions and initiatives for issues arising, which will be recorded, and given due consideration.
- iii. Where appropriate, the Committee will draft and revise policy, procedures and arrangements, for ultimate approval by the Principal and Board of Directors.
- iv. The Committee will delegate, with the Principal's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Principal.
- v. The Committee will review the Health and Safety performance of the organisation, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Principal without undue delay.

5. Health and Safety Responsibilities –Estates & Facilities Manager

The Estates & Facilities Manager is responsible to the for ensuring that all premises owned by the college or under the control of the college meet the requirements of the relevant statutory provisions with regard, in particular, to health, safety, fire and emergency arrangements. The Estates & Facilities Manager will ensure that appropriate arrangements exist for the effective control of contractors working on premises of the college and will also ensure all building works, projects and routine maintenance are carried out safely and meet the relevant health, safety and fire statutory requirements.

- i. The function of the Estates & Facilities Manager is, by definition, one of **'administration'** as opposed to **'management'**. The Estates & Facilities Manager will be fully supported by the Principal, Depute Principal, Director of

Operations & Business Development and other Managers/Supervisors. ii. The Estates & Facilities Manager will undergo suitable training, which will include as a minimum 'Health and Safety Awareness' and instruction in the implementation of the College's policies, procedures and arrangements.

iii. The Estates & Facilities Manager will maintain the health and safety management system and associated records in an up to date and organised manner. This will include the dissemination of all updates to relevant management personnel and the filing of appropriate records.

iv. The Estates & Facilities Manager will comply with his/her responsibilities and will report the findings of any inspections, audits and other information gathering exercises to the H&S Committee without undue delay. Where the Estates & Facilities Manager has reason to believe that personnel are, or may foreseeably become, exposed to significant risk, direction will be sought from the Principal or Director of Operations & Business Development without undue delay.

v. The Estates & Facilities Manager will provide assistance to the Principal, Director of Operations & Business Development, H&S Committee and Managers/Supervisors in the undertaking of risk assessments, control implementation, policy development, etc. This may involve liaison with an external H&S support service. It should be noted that the Estates & Facilities Manager will not be solely **responsible** for developing corporate policy, merely for **assisting** in its development and implementation.

6. Health and Safety Responsibilities – Director of Operations & Business Development

i. The Director of Operations & Business Development provides operational support to the Principal and discharges many of the day-to-day management tasks required in the running of the organisation. It is, therefore, recognised that this function incurs some significant responsibility in terms of Health and Safety.

ii. The Director of Operations & Business Development will take active participation in the Health and Safety Committee. This will involve the raising of pertinent issues for consideration by the Committee and the reporting of Committee concerns to the Principal and other staff as may be appropriate.

iii. The Director of Operations & Business Development will take an active role in the Risk Assessment programme, liaising with the Estates & Facilities Manager on the undertaking of all appropriate risk assessments and reviews, the dissemination of findings and seeking approval from the Principal for remedial measures required to be taken.

- iv. The Director of Operations & Business Development will ensure that any remedial measures agreed with the Principal are effectively actioned.
- v. The Director of Operations & Business Development will give all safety related queries due consideration, liaising with the Principal, Estates & Facilities Manager, Manager/Supervisors and all other relevant bodies as appropriate.

7. Health and Safety Responsibilities – Managers / Supervisors

Those members of staff who normally exercise a management function over other staff are responsible for ensuring the staff under their supervision discharge their responsibilities and tasks in a safe manner. Managers should ensure that employees under their control have the relevant health and safety competency to undertake the tasks for which they have been employed. They should be familiar with the college Health and Safety Policy and relevant policies and procedures.

- i. Due to the 'managerial' function performed by Managers/Supervisors, it is recognised that Managers/Supervisors may be held liable where Health and Safety offences are committed with their consent or connivance or as a result of their negligence.
- ii. Managers/Supervisors will take active participation in the Health and Safety Committee. This will involve the identification of Health and Safety concerns within their departments, the raising of pertinent issues for consideration by the Board and the actioning of all measures identified by the Board and management staff as required.
- iii. Managers/Supervisors will implement all relevant policies, procedures and arrangements within their departments, as required by the Safety Management System, the Health and Safety Committee and management staff.
- iv. Managers/Supervisors will ensure that adequate communication channels exist throughout their departments to allow Health and Safety issues to be dealt with timeously and effectively. All departmental staff will be given the opportunity to raise any safety related queries with their Line Managers or other Managers/Supervisors.
- v. Managers/Supervisors will ensure that all departmental staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.
- vi. Where Managers/Supervisors identify the need for further training or any other form of risk control for departmental staff, the issue will be reported without undue delay to the Health and Safety Committee or their Line Manager.

- vii. Where Managers/Supervisors identify any significant breach of Health and Safety procedures, appropriate action will be taken to reduce the risk in the short term, and the issue will be reported to the their Line Manager without undue delay.
- viii.

9. Health & Safety Consultant

The Health & Safety consultant is responsible to the designated Health & Safety Officer for ensuring that the College senior managers are aware of the requirements of existing and proposed health and safety legislation. The Health & Safety consultant provides professional competent advice and guidance in all health and safety matters throughout the college to ensure a positive health and safety culture and statutory compliance are achieved.

10. College Occupational Health Service

The Occupational Health Service is responsible for ensuring that the College Board of Directors and senior managers are aware of their obligations with respect to the occupational health of staff and will advise the college upon the standards to be adopted in occupational health. The occupational health needs of the college will be met by an external provider and report to Director of Operations & Business Development.

11. Human Resources

Human Resources will have delegated responsibility from the Principal for ensuring that competent personnel in respect of strategic health and safety are appointed and ensuring that a structure is in place to recruit and train managers to be competent in fulfilling all the operational health and safety aspect of their roles.

12. Health & Safety risk assessors

Departments are recommended to appoint a least one competent Health & Safety assessor from amongst the department staff

13. Health & Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations 1977, safety representatives have been appointed by Trade Unions and are thereby

accorded recognition by the college. It is the policy of the college to co-operate with the representatives in the discharge of their functions. Where employees are not represented under the Safety Representatives and Safety Committee Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and the college will ensure that all staff are consulted on relevant health and safety matters.

14. Staff

All staff are responsible to their respective manager for the safe execution of their tasks. All staff have a common law duty of care as an employee. Members of staff need to be aware that the college may be held civilly or criminally liable for the negligent acts or omissions of members of staff.

In particular, staff are required by the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations to ensure that they:

- Do not knowingly create hazards for themselves and others by their work activities and behaviour.
- Take reasonable care of the health and safety of themselves and others who may be affected by their actions.
- Use any machinery, equipment, hazardous substance, risk control measures etc in accordance with any training and instructions provided by the college/externally.
- Ensure they maintain competency, where required, by continuing professional development.
- Inform line manager of any work situation which might present serious and imminent danger and of any shortcomings in health and safety arrangements even where no immediate danger is present.
- Co-operate with the college on all health and safety matters.
- Follow instructions from their employer on health and safety matters and attend relevant health and safety training.

15. Students

Students, while on College premises, external placements, field trips or travel, have similar responsibilities to employees in this Policy.

Students must:

- ☐ Take care that their actions do not put themselves or other people at risk.
- ☐ Follow health and safety instructions/rules.
- ☐ Report any faults or shortcomings in health and safety arrangements to the Curriculum Manager.

All students shall:

- i. Take all reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- ii. Shall familiarise themselves with the health and safety policy.
- iii. Shall use all safe systems of work and safe practices as issued and instructed by the teaching and management staff.
- iv. Co-operate with the College and staff members on all health and safety matters.
- v. Report all accidents to the appropriate person and report any defective equipment, near misses and unsafe conditions using the systems in place.
- vi. Use any and all safety and protective equipment provided in the manner to which it is intended.

21.Contractors

The term Contractors will include agency staff and consultants.

Contractors are required to comply with the College's Code of Practice for Control of Contractors/Works working on college premises, and any other health and safety arrangements applying to the work. The College requires that contractors ensure their activities will not endanger College staff, students or others.

All contractors will be required to:

- ☐ Comply with the College's Health & Safety Policies and procedures as applicable to their operations.
- ☐ Comply with the health and safety conditions specified in the contract and with all statutory requirements.
- ☐ Employ persons competent to carry out their duties without risk to the health and safety of themselves and others.
- ☐ Contractors must treat the College's arrangements and procedures as minimum standards to adhere to and they will be expected to follow appropriate industry guidance and best practice at all times.

College staff that appoint contractors (contractor administrators) are responsible for inducting and managing their relevant contractors who provide services and/or work in premises occupied by or on behalf of the College.

22. Visitors

All visitors to the College are required to follow the College health and safety policies and procedures.

NEWBATTLE ABBEY COLLEGE

Health & Safety Policy

3. Health and Safety: Arrangements and safe working procedures

These pages set out the health and safety Arrangements and safe working procedures of the college in the College .

All to linked to policies and procedures on website

A

Abrasive wheel

Accident & incident reporting policy

Accident reporting procedure

Accident /first aid flow chart

Asbestos procedure

B

Bomb threat

C

D

Display Screen (DSE) Equipment guidance for staff students

DSE policy

E

Employee health and safety handbook

F

Fire safety & Emergency procedure

Fire safety & Emergency policy

First Aid Procedures

H

I

J

K

L

Legionella control policy

Lone working policy

Lone working procedures

M

Manual handling policy

N

Noise policy

O

P

PPE policy

Procedure for In house personal hygiene

R

Risk assessment policy

Risk assessment procedure

Risk assessment flowchart

Risk assessment Form blank

S

Sharps policy and procedure

Student handbook

T

U

V

W

Working at heights policy and procedures

Amendments /reviews

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Health and Safety Policy
Lead Officer:	Health and Safety Consultant
Date last reviewed	October 2025
Next Review date:	October 2028
Approved By:	H&S Committee
Date first approved:	2022