

Health and
Safety Procedures Manual

Section 3

General Arrangements for Management and Control of Health and Safety Systems

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1. Amendments and Authorisation

No	Amendment	Date	Authorisation
1	Copy of Health and Safety Procedures Manual HSPM: Section 3 General Arrangements for Management and Control of Health and Safety Systems	24/06/15	The Board of Management
2	Section 9.1 Title changed – Building Committee added	24/06/15	The Board of Management
3	Section 9.1 The Building Committee role clarified	13/08/15	Principal

2. Health and Safety Arrangements

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2. Arrangements

2.1 These arrangements indicate how Moray College will manage and control health and safety systems and procedures at all their academic / work locations to comply so far as is reasonably practicable with current legislation. The Health and Safety Procedures Manual (HSPM) is a mandatory document and Moray College shall comply with its contents.

2.2 Moray College operates a documented safety procedures system comprising:

- 2.2.1 Health and Safety Policies and Procedures and Safe Systems of Work
- 2.2.2 Health and Safety Plans
- 2.2.3 Health and Safety Monitoring Systems
- 2.2.4 Health and Safety Forms
- 2.2.5 Health and Safety Guidance
- 2.2.6 Sub-Contractors Safety Requirements
- 2.2.7 Safety Representatives and Safety Committees

2.3 The HSPM has been split off into a number of folders on the College intranet site arranged in an A-Z list of health and safety topics. These folders contain the key information and control strategies to make the College as safe as is reasonably practicable and a healthy learning environment for students.

2.4 The Health and Safety Policy is delivered through the College health and safety organisation (people) who then act upon and deliver the health and safety arrangements (system forms).

2.5 The arrangements and safe systems of work are designed to inform and provide a practical method of control. Several documents are designed to gather information about the management system to establish controls and verify compliance. These are very much working documents and will be subject to amendment over time.

2.6 The health and safety arrangements are closely monitored and controlled, and will be used throughout the College. These arrangements are sectionalised into topic folders and cover the undertakings of the College and its selected contractors. Whilst contractors will have their own standard arrangements the College expects its contractors to adhere to theirs.

2.7 A-Z lists of arrangements have been developed to make it easier to navigate the health and safety management system at the College. The list of arrangements is detailed below. Each arrangement is hyperlinked making navigation simple on the intranet pages.

A to Z Arrangements within the HSPM:

<ul style="list-style-type: none"> • Accident / Incident Reporting • Asbestos • Audit Checklist • Classroom Safety • Computer Users • Consultation and Communication • Contractors Code of Safe Working Practice • CoSHH Hazardous Substance Policy and Procedures • CCTV Policy • Display Screen Equipment (DSE) / VDU • Disaster Recovery Plan • Drinking Water • Driving at Work • Drugs and Alcohol • Electrical Equipment • Educational Visits and Out of College Activities Policy and Procedure 	<ul style="list-style-type: none"> • Lead at Work Policy and Procedures • Legionella Policy • Legislation Guidance Sheets • Lone Working • Manual Handling • New and Expectant Mothers • Near Miss Reporting • Noise at Work • Office Work • Occupational Health Policy • Parking Policy • Plant and Boiler Rooms • Personal Protective Equipment (PPE) • Personal Emergency Evacuation Plan (PEEP) • Premises Security and Safety • Reporting Health and Safety Issues
<ul style="list-style-type: none"> • Electrical Systems and Equipment Policy • Emergency Evacuation (Fire, Bomb & Suspect Package and Firearms) • Fire Risk Assessments • First Aid • Health and Safety Committee • Health and Safety Coordinators Committee • Health and Safety Short Term Action Plan • Health and Safety Policy • Health and Safety Integration Plan / Road Map • Health and Safety Internal Audits • Health and Safety External Audits • Hazard Inspections Checklists • Home Working • HSPM List of Abbreviations 	<ul style="list-style-type: none"> • Risk Assessment Policy and Procedures • Steering / Risk Health and Safety Committee Meetings • Health and Safety Committees • Slips Trips and Falls • Safety Flashes • Trade Workshops • Traffic Management • Training • Training Information Sheets • Violence and Bullying • Vulnerable Persons • Welding and Cutting • Woodworking • Work Equipment (PUWER) • Work Experience • Work Placement Policy • Working at Height

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|---|--|
| <ul style="list-style-type: none"> • Inclement Weather Procedures • Induction • Kitchens and Food Safety & Hygiene | |
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(N.B. The above arrangements are indicative and will be subject to revision and review)

3. Best Practice Health and Safety Model

3.1 Best safety practice is only achieved when the organisation builds its management system on a foundation of commitment. Commitment is needed from everyone. The diagram below shows how Moray College builds its core structures to achieve best health and safety practice. The structure builds upwards from blocks 1-7.



What the Building Blocks Mean	
7	Best Practice - Understand it Shape it - Learn and continuously improve
6	Governance - Doing the right things - Doing those things right
5	Compliance – meeting legal requirements
4	Engagement - Objective setting - Local group problem solving - Access to material and tools - Celebrating success
3	Structure – Effective systems for reporting - Policy and process and audit - Clear functional structure, roles and responsibilities - Standards and specifications - Consultative machinery
2	Competence - Understand and believe 'why' - "I know what is expected of me" - Confidence to challenge - Understanding the risks - Effective education and training
1	Commitment – Strong, visible management commitment - Personal acceptance of responsibility

4. Document Control and Retention

4.1 Document control sets out the key documents needed for retention to validate the effective implementation of the health and safety systems in use across academic and support areas of Moray College. Documentation and information control will be subject to internal audit for verification.

Document Ref	Document Usage	Owner	Updates	Retention Period
Health and Safety Policy Statement	H&S System	Chair of Board of Management	Annually	1 Year
Incident and Near Miss Forms	College incident and near miss reporting form	Health and Safety Officer / College Management	6 Monthly Review	40 Years
HSPM Documents	H&S System	Health and Safety Officer	6 Monthly Review	1 Year
CoSHH Assessments	H&S System	Health and Safety Officer	2 year review	3 years
Risk Assessments	H&S System	College Management / Health and Safety Officer	As detailed on assessment / Annually	3 Years
Completed Audit Reports	H&S System	Health and Safety Officer	N/A	5 Years
External Audits	H&S System	Head of Estates	Annually	3 Years

5. Planning for Health and Safety

5.1 The College is committed to developing 'best practice' for health and safety to ensure the health, safety and welfare of all employees, students, subcontractors and those who may be affected by its activities.

5.2 The College senior management and College staff shall undertake planning work activities in order to achieve 'best practice'.

5.3 There is a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system. The aim is to eliminate, reduce, inform and control all of the risks within Moray College.

5.4 Risk assessment methods are used to decide upon priorities and to set objectives for eliminating hazards and reducing the risks. Wherever possible, risks are eliminated through selection and design of facilities, equipment and work processes.

5.5 If the risks cannot be eliminated, such risks will be reduced in so far, as is reasonably practicable. Procedures within Moray College will stipulate on how and where control methods are utilised by College management.

6. Performance Monitoring

6.1 Measuring Moray College's performance with regard to health and safety is achieved by many different methods, from Curriculum area / Section inspections to annual health and safety management audits.

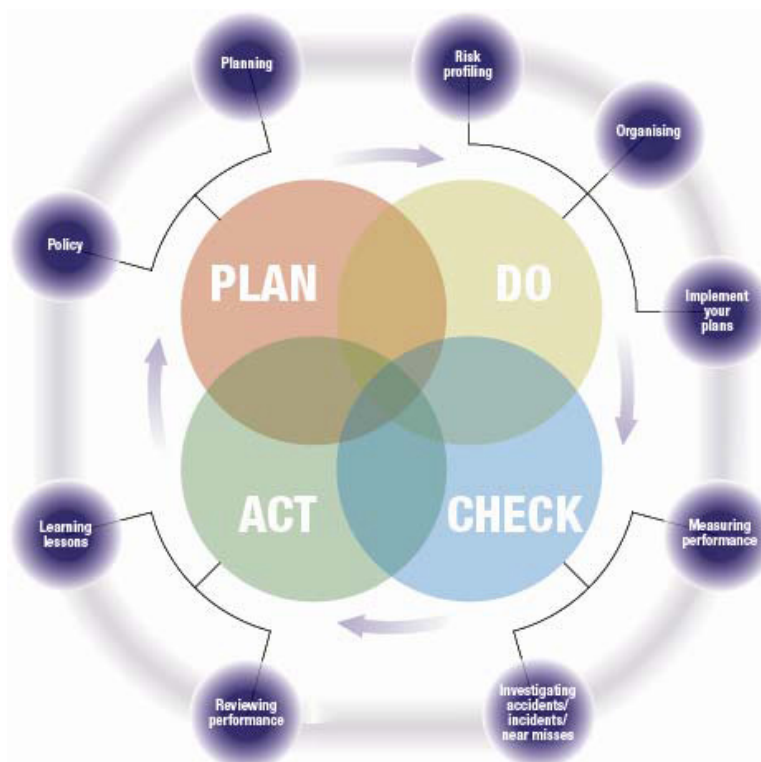
6.2 Each College department will be set targets known as Key Performance Indicators (KPIs) for health and safety year on year, ensuring that the College maintains and improves its health and safety performance.

6.3 Reviewing and auditing both the work activity and safe systems of work enable management to identify weaknesses within the system, which form the basis of independent scrutiny and self-monitoring.

7. Key Elements of the Health and Safety Management System and Key Performance Indicators

7.1 The College Health and Safety Management System is based upon the revised version of HSE publication HS (G) 65 *Managing for Health and Safety*.

Key Elements Diagram



7.2 The United Kingdom health and safety enforcing authority, the Health and Safety Executive, (HSE) has moved away from a more traditional method of health and safety management to a model of 'Plan, Do, Check, Act' (PDCA). The move towards a PDCA cycle achieves a better balance between the systems and behavioural aspects of management (source HSE) and is therefore considered a cornerstone process by the College for its health and safety management and risk control systems.

7.3 Descriptions for the PDCA cycle are detailed below:

- 7.3.1 *Planning* relates to health and safety policy development and plans;
- 7.3.2 *Doing* relates to profiling College risks and organising for health and safety implementation (people doing things) and implementing plans for progressing health and safety;
- 7.3.3 *Checking* refers to measuring performance (active monitoring) before events occur and investigating (reactive monitoring) after events occur;
- 7.3.4 *Review* relates to reviewing health and safety performance and acting on lessons learned.

8. Key Performance Indicators

8.1 The HSPM establishes arrangements for managing health and safety across all areas of the College. Key performance indicators are intended to be a tool for achieving continuous improvement and for measuring positive action taken to manage health safety rather than only failures which are lagging safety indicators.

8.2 These key performance indicators measure and target performance improvement and will assist the College in identifying priorities for action and will be useful for bringing about improvement. They will be set annually by College management and reviewed on a quarterly basis at management health and safety meetings. Periodic audits / inspections will determine the effectiveness of the College performance across a number of areas.

9. Management Health and Safety Meetings

The College operates a three tier health and safety management structure. The first is a Building Committee (the Steering / Risk Health and Safety Committee), the second is a Health and Safety Committee and the third is the Health and Safety Coordinators Committee.

9.1 Building Committee Meetings (Steering / Risk Health and Safety Committee Meetings)

The Convener of the Building Committee will set the agenda for this Steering / Risk Health and Safety Committee. Membership includes the Principal, the Head of Estates, the Health and Safety Officer and members of the Board of Management. It meets at least three times per annum. This is the Strategic top led senior management health and safety committee. It will lead on the operation of the College's Health and Safety Management and Risk Control Systems including, action

planning, setting and monitoring key performance indicators in accordance with the HSG65 *Plan, Do, Check Act Model*. It will discuss health and safety issues pertinent to the College and will be responsible for determining the College risk profile and associated management control strategies. This committee provides the wider College governance oversight, annual Health and Safety performance review and focuses on key trends and issues associated with the College risk profile, considers top level action plans and a full review of health and safety performance across the Directorates and Departments. The Building Committee's Health and Safety function is outlined in detailed arrangements within the HSPM.

9.2 Health and Safety Committee

This committee sets the College health and safety standards, health and safety direction, monitors targets, leads continuous improvements, conducts reviews of serious incidents, and monitors various health and safety programs run across the College. Membership includes the Principal, Directors, Supervisors, Safety Coordinators, Head of Estates and the Health and Safety Officer. The committee's function is outlined in detailed arrangements within the HSPM. The Principal / Chief Executive will set the agenda for the Health and Safety Committee. The committee is responsible for:

- 9.2.1 Identification of health and safety objectives and targets and ensure that these are cascaded throughout the College;
- 9.2.2 Reviewing audits and inspection findings and deciding actions;
- 9.2.3 Development and ratification of health and safety documents for the HSPM;
- 9.2.4 Reviewing the health and safety performance of Moray College on a three monthly basis and report the results;
- 9.2.5 Review of risk assessments and safe systems of work;
- 9.2.6 Incident and near miss analysis;
- 9.2.7 Health and Safety enforcing activity;
- 9.2.8 New health and safety regulation and changes to existing;
- 9.2.9 New issues and concerns;
- 9.2.10 Health and safety training.

9.3 Health and Safety Coordinators Committee

This committee is the operational arm of the College Health and Safety Management and Risk Control Systems. The Health and Safety Coordinators Committee serves as a health and safety information exchange forum to ensure the standardisation and consistent application of the College's arrangements, risk assessments, systems of work, best practice and the application of the College HSPM across all College sites. The committee's function is outlined in detailed arrangements within the HSPM.