

Health and Safety Procedures Manual

Section 2

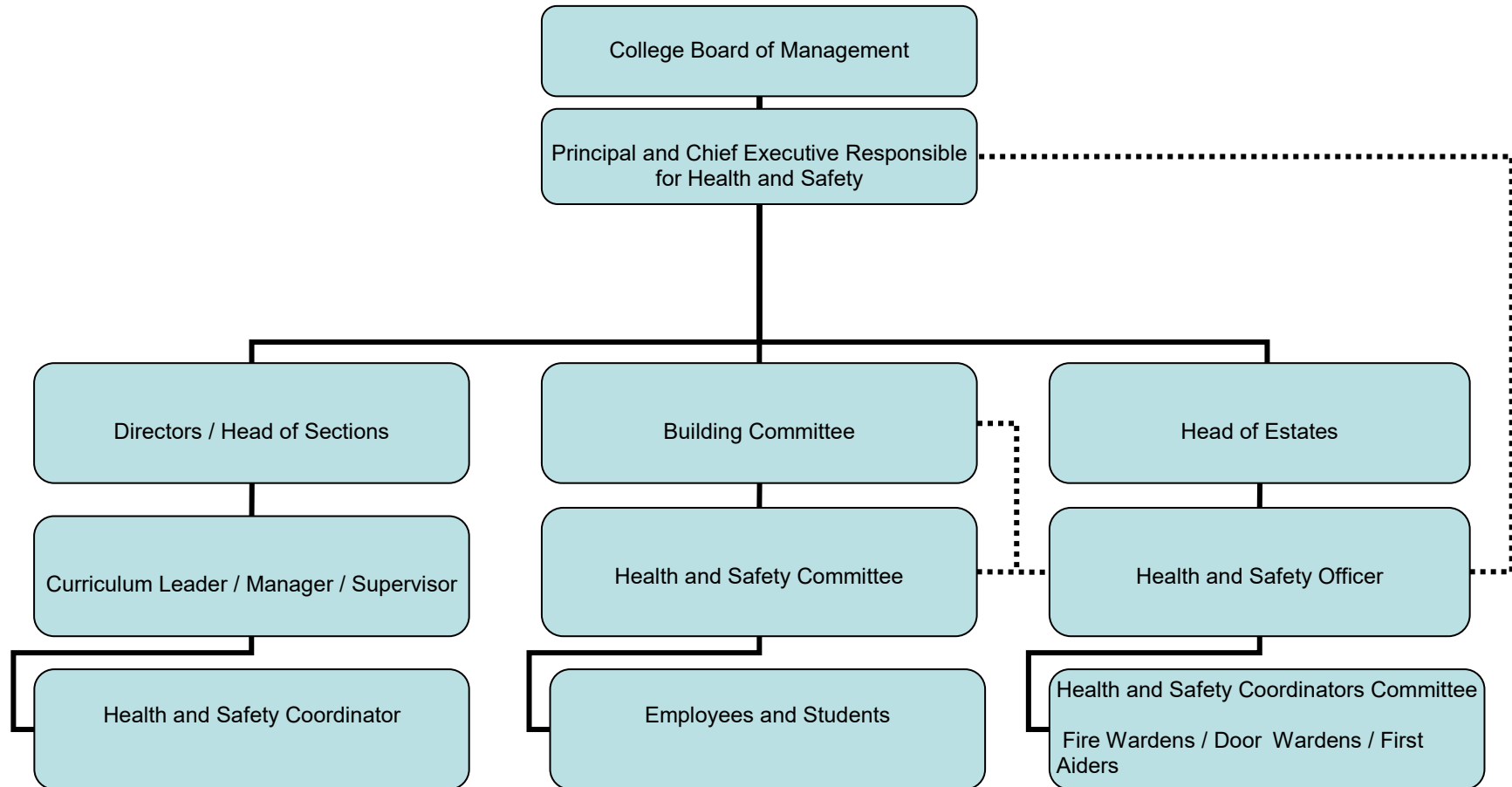
Health and Safety Organisation and Responsibilities

## CONTENTS

### 1. Amendments and Authorisation

| No | Amendment   | Date       | Authorisation           |
|----|---|------------|-------------------------|
| 1  | Copy of Health and Safety Procedures Manual HSPM: Section 2 Health and Safety Organisation and Responsibilities | 24/06/2015 | The Board of Management |
| 2  | As far as is reasonably practicable added in 2.2.9, 2.3.4, 2.9.10   | 24/06/2015 | The Board of Management |
| 3  | Assistant Principal removed from organisational chart and section 2.3   | 13/08/2015 | Principal               |
| 4  | 2.2.13 Building Committee as the health and safety steering committee added                                     | 13/08/2015 | Principal               |
| 5  | 2.3.10 Principal Chairs Health and Safety Committee every 3 months only   | 13/08/2015 | Principal               |
| 6  | 2.8.24 Building Committee added   | 13/08/2015 | Principal               |

## 2. Moray College Health and Safety Organisational Chart



## **1. General Responsibilities**

The responsibilities detailed within this section are largely general and should be implemented by all within Moray College that have an obligation with respect to health and safety management. The Board of Management is responsible for ensuring that operational responsibilities are developed and issued to those within positions at the College.

## **2. College Health and Safety Organisational Responsibilities**

### **2.1 College Board of Management**

2.1 The College Board of Management is a strategic body made up on various stakeholders across academic and support functions.

2.2 The Chair of the Board of Management has ultimate responsible for health and safety within Moray College. The Board of Management takes its responsibilities seriously. This is achieved by:

- 2.2.1 Providing an effective Health and Safety Management and Risk Control Systems which will be aligned with all Health and Safety Arrangements;
- 2.2.2 Providing a safe and healthy work place and working environment for all staff students, contractors and the general public;
- 2.2.3 Providing good communication systems including an effective consultative framework;
- 2.2.4 Taking all reasonable steps to meet the above responsibility by paying particular attention to the provision and maintenance of:
  - Safe plant, equipment and systems of work;
  - Safe arrangements for the use, handling, storage and transport of articles and substances;
  - Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own safety and health at work/study;
  - A safe place of work, access to it and egress from it;
  - A healthy working environment with suitable and sufficient working facilities.
- 2.2.5 Information, instruction, supervision and training as are necessary to ensure the health and safety of all employees, students and others;
- 2.2.6 Ensuring competent advice on health and safety matters is made available to assist staff in their duties;

- 2.2.7 Actively promoting safety, health and welfare aspiring to be an exemplar of best practice committed to sharing experience and training opportunities throughout the University of the Highlands and Islands (UHI) network;
- 2.2.8 Ensuring that the Health and Safety Procedures Manual (HSPM) has been formulated communicated and implemented;
- 2.2.9 Ensuring as far as is reasonably practicable that material and financial resources are available to meet the requirements of the Health and Safety Policy and HSPM;
- 2.2.10 Ensuring that the management team discharges their duties for health and safety through provision of the HSPM;
- 2.2.11 Regularly reviewing the HSPM implementation via a set of key performance indicators to drive up health and safety performance, continually improve and meet legal compliance;
- 2.2.12 Taking a lead in establishing the management of the College risk profile;
- 2.2.13 Taking an active role in the business of the Building Committee and its role as the health and safety steering and risk committee;
- 2.2.14 Engaging in an appropriate level of Health and Safety training;
- 2.2.15 Signing on behalf of the College the Health and Safety Policy;

### **2.3 Principal and Chief Executive**

It is the responsibility of the Principal and Chief Executive to:

- 2.3.1 Take a proactive role as Director responsible for Health and Safety;
- 2.3.2 Actively promote health, safety and welfare and set a good example to staff and students;
- 2.3.3 Ensure that Directors, Head of Sections, Curriculum Leaders, Managers, and Supervisors are charged with the duties imposed on them through accountability and responsibility systems;
- 2.3.4 Ensure as far as is reasonably practicable that material and financial resources are available to meet the requirements of the Health and Safety Policy and its HSPM;
- 2.3.5 Appoint a Health and Safety Officer to provide specialism on health and safety responsibilities and provide a health and safety management system pertaining to the College activities;

- 2.3.6 Be conversant with the requirements of the main statutory provisions and ensure their observance through the HSPM advising both the board and functional management;
- 2.3.7 Assign Health and Safety key performance indicators (KPIs) to the departments making up the College;
- 2.3.8 Ensure that regular reviews of the Health and Safety Policy are administered;
- 2.3.9 Review overall College Health and Safety performance as part of a management review;
- 2.3.10 Chair Health and Safety Committee (3 monthly);
- 2.3.11 Adopt the role of person in charge during emergency evacuations;
- 2.3.12 Take a lead in establishing the management of the College risk profile;
- 2.3.13 Fully review serious incidents.

#### **2.4 Directors (Full, Assistant, Associate) Head of Section (Department)**

It is the responsibility of Directors and Heads of Department to:

- 2.4.1 Actively promote safety, health and welfare and set a good example to staff and students;
- 2.4.2 Understand their risk profile and ensure that suitable and sufficient risk assessments are being completed and reviewed;
- 2.4.3 Ensure that material and financial resources are available to meet the requirements of the Health and Safety Policy and the HSPM;
- 2.4.4 Appoint Health and Safety Coordinators to assist in general health and safety management duties for their areas of responsibility;
- 2.4.5 Cascade KPIs or targets for health and safety to other relevant levels of line management under their control;
- 2.4.6 Ensure that all staff and students receive adequate safety information, instruction and training as is necessary to discharge their duties in accordance with the Health and Safety at Work Act 1974 and related regulations;
- 2.4.7 Ensure that suitable and sufficient health and safety systems and procedures are in place and being adhered to and verified through physical observation;

- 2.4.8 Co-operate fully with any requirement or advice given by the College Health and Safety Officer;
- 2.4.9 Ensure that all equipment sent to the workplace is safe, efficient and maintained to a standard, which complies with health and safety statutory legislation;
- 2.4.10 Maintain and promote 'best safety practice' within the College;
- 2.4.11 Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel;
- 2.4.12 Participate within the management review of health and safety performance;
- 2.4.13 Carry out periodic inspections / audits to reinforce visible leadership across their sphere of operations;
- 2.4.14 Ensure incidents and near misses are being reported and review those within their sphere of operations;
- 2.4.15 Ensure that health and safety systems are being monitored at regular intervals;
- 2.4.16 Maintain a system of proactive hazard spotting and defect reporting using established systems;
- 2.4.17 Maintain an "active hands on" roll in emergency planning and emergency evacuation response;
- 2.4.18 Appoint Health and Safety Coordinators for their areas of responsibility;
- 2.4.19 In the absence of Principal / Assistant Principal adopt the role of Person in Charge during emergency evacuations.

## **2.5 Curriculum Leaders / Managers / Supervisors**

It is the responsibility of Curriculum Leaders / Managers / Supervisors to:

- 2.5.1 Actively promote safety, health and welfare and set a good example to staff and students;
- 2.5.2 Develop and maintain risk assessments pertinent to the work activities in the College in their sphere of operations;
- 2.5.3 Ensure their areas of responsibility conform to the Health and Safety Policy and the HSPM;

- 2.5.4 Co-operate fully with any requirement or advice given by the College Health and Safety Officer and Head of Estates;
- 2.5.5 Ensure before commencement of any work activities that safe methods, systems of work and risk assessments are in place and are being adhered to;
- 2.5.6 Ensure that all work carried out at the College using machinery and equipment therein conforms to the requirements of health and safety law and all other relevant statutory legislation;
- 2.5.7 Ensure all staff and students obtain suitable induction training on tasks that have a health and safety bearing on their activities and ensure these are recorded;
- 2.5.8 Ensure that when required, all equipment is tested, carries the necessary statutory documentation and that inspections, maintenance and periodic examinations are carried out and the results are recorded;
- 2.5.9 Monitor that the fire precautions, procedures and fire-fighting equipment are maintained in their immediate work area;
- 2.5.10 Ensure that all staff are only employed on equipment for which they have been trained and are in possession of the appropriate qualifications / training certificates / records;
- 2.5.11 Ensure that any incident / near miss is recorded and communicated to the College Health and Safety Officer for reporting and investigation purposes. Reports are to be passed to the Estates Office as soon as possible and no later than 24 hours after the event. Following investigation ensure all reasonably practical steps are taken to prevent recurrence of any similar events;
- 2.5.12 Ensure that when notification is received that a student is injured or taken ill which requires their being taken home or detained in hospital that a contact person in case of an emergency is notified. This will be conducted by HR in the case of a staff member incident. In addition the Head of Estates will be notified in the case of any property related incident;
- 2.5.13 Engage in periodic proactive hazard spotting and defect reporting using established systems, recording comments and initiating corrective action where necessary. The established periodic termly checks to be regularly forwarded to the Head of Estates by the designated date;
- 2.5.14 Ensure risk assessments are reviewed and if necessary revised to ensure legislative compliance;



- 2.5.15 Ensure that part-time evening staff are familiar with the Emergency Evacuation Procedures and the Person in Charge role being assumed by the duty receptionist after 1645 hours;
- 2.5.16 Ensure that information and instructions received from suppliers in respect of plant and substances applicable to health and safety and welfare are passed employees or other responsible person for instruction to staff and students;
- 2.5.17 Regularly review all plant, machinery, equipment, apparatus, chemicals, liquids and substances, etc., appertaining to health, safety and welfare for their suitability and recommend alternatives where necessary;
- 2.5.18 Co-operate with College and external specialists for checking and servicing plant, machinery, equipment, apparatus and the checking of chemicals, liquids and substances;
- 2.5.19 Nominate a member of their curriculum area/section or department to act as the Health and Safety Co-ordinator;
- 2.5.20 In the absence of Principal / Assistant Principal, Directors and Head of Sections adopt the role of Person in Charge during emergency evacuations.

## **2.6 Head of Estates**

It is the responsibility of Head of Estates to:

- 2.6.1 Maintain the buildings and infrastructure in accordance with planned preventative maintenance requirements.
- 2.6.2 Manage a reactive maintenance system.
- 2.6.3 Ensure effective risk control measures are put in place to manage the fixed electrical and gas distribution networks, air and water quality and the management of asbestos.
- 2.6.4 To agree work in accordance with risk assessments and method statements particularly those furnished by external contractors.
- 2.6.5 Ensure that planned work takes into account staff and student movements and the hazards associated with the proposed works.
- 2.6.6 Maintain documents to support compliance to health and safety legislation (health and safety files, statutory inspections, L8 water management, general building LEV and periodic inspection reports etc.)
- 2.6.7 Line Manage the Health and Safety Officer providing guidance and technical support.

- 2.6.8 Play a key role in emergency management command and control in accordance with College emergency management protocols.
- 2.6.9 Manage a team of Site Assistants to deal with localised incidents that have a potential health and safety bearing.
- 2.6.10 Ensure so far as is reasonably practicable, that all plant and systems are installed and maintained safely and that risks to health or safety are minimised.
- 2.6.11 Be responsible for all systems of work in respect of maintenance, including layout of plant and equipment, also ensuring that they conform to the requirements of the current legislation.
- 2.6.12 Ensure that access to and egress from the premises is safe and conforms to all legal requirements.
- 2.6.13 Ensure an immediate inspection of an identified hazard and discuss necessary action to be taken with the Curriculum Leader/Head of Section or other responsible person, including costs and administrative procedures to rectify the hazard.
- 2.6.14 Investigate appropriate incidents and near misses in conjunction with the Health and Safety Officer and Health and Safety Coordinators.
- 2.6.15 In the absence of Principal / Assistant Principal, Directors and Head of Sections adopt the role of Person in Charge during emergency evacuations.

## **2.7 The Head of HR**

It is the responsibility of Head of HR to ensure:

- 2.7.1 Each new staff member receives a copy of the Health and Safety Policy and is aware of the operations of all sections of the College Health and Safety Procedures Manual (HSPM) and signs confirming they have read and will comply with its contents;
- 2.7.2 Health and Safety is mainstreamed into all job descriptions;
- 2.7.3 Staff receive appropriate guidance and support if subjected to aggression or acts of violence;
- 2.7.4 Staff receive appropriate guidance and support if suspected of suffering from alcohol and/or drug abuse;
- 2.7.5 Staff receive appropriate guidance and support if suspected of suffering from stress;

- 2.7.6 The college operates a suitable and sufficient Occupational Health scheme.

## **2.8 Health and Safety Officer**

It is the responsibility of the Health and Safety Officer to:

- 2.8.1 Maintain, monitor and review the Health and Safety Policy and the Health and Safety Procedures Manual (HSPM) writing new procedures where necessary;
- 2.8.2 Develop, implement monitor and review the health and safety procedures and management systems to ensure the College achieves compliance with all legislative requirements;
- 2.8.3 Liaise with other professional health and safety organisations / consultants to maintain the progressive health and safety standards and requirements;
- 2.8.4 Liaise with the Professional Development Officer and advise on the requirements for health and safety training within College for staff and students;
- 2.8.5 To provide appropriate health and safety training for College personnel. In conjunction with the Head of Estates and HR team, develop, implement and evaluate Health and Safety training and induction programmes as appropriate. Maintain accurate records of health & safety training provided;
- 2.8.6 Provide a health and safety information base and advice for all within College. Inform all College staff on current health & safety legislation as appropriate and ensure compliance;
- 2.8.7 To coordinate all 'Work Placement' and any subsequent risk assessments for all providers in a systematic and effective manner and maintain all auditable records of such. Provide advice on suitability of Work Placements, as necessary, to academic staff;
- 2.8.8 Perform audits and inspections within premises where students undertake work experience;
- 2.8.9 Assist in the review and update of College wide risk assessments. Ensure risk assessments are in place to comply with current legislation and advise staff on necessary changes / updating of all risk assessments;
- 2.8.10 Collect and analyse health & safety statistics and reports / audits against agreed objectives, taking lead responsibility for such areas as preventative strategies, risk management, incident reporting and investigation where necessary;

- 2.8.11 Report to the College Senior Management Team on all matters relating to safety, health, welfare and security issues that affect the College producing a College annual Health and Safety Report and sharing this information with the UHI Health and Safety consortium;
- 2.8.12 Audit and Inspect work locations within College as deemed necessary;
- 2.8.13 Ensure all buildings safety equipment and systems are fully serviceable, current and compliant;
- 2.8.14 Conduct / coordinate Personal Emergency Evacuation Plans;
- 2.8.15 Inform the Head of Estates immediately of any serious breach of statutory regulations;
- 2.8.16 Promote and advise on health and safety best practice and innovations throughout College;
- 2.8.17 Investigate and report on all major injuries, reportable incidents and dangerous occurrences;
- 2.8.18 Inform senior management of any fatal and or major incident;
- 2.8.19 Assist College line managers in the development of safe systems of work and associated risk control measures;
- 2.8.20 Assist management teams across the College in the development of health safety related documents;
- 2.8.21 Facilitate meetings and information exchange concerning all health and safety matters with the College Health and Safety Coordinators;
- 2.8.22 Obtain advice for Curriculum Leaders and others on aspects of safety requirements e.g. working practices, safety equipment and risk assessments;
- 2.8.23 Ensure that safety surveys using the College Hazard Checklist are conducted by Curriculum Leaders / Managers / Supervisors regularly and undertake any necessary checks and surveys of premises and compile a list of items in need of repair and maintenance;
- 2.8.24 Participate in and prepare reports for the Health and Safety and Building Committee meetings.

## 2.9 Health and Safety Coordinators

Each Directorate / Section is required to nominate one or more Health and Safety Coordinators to assist in general health and safety management duties. This should be seen as support function role for Curriculum Leaders, Head of Section and Supervisors.

The Role of a Health and Safety Coordinators will include:

- 2.9.1 Responsible to the Curriculum Leader, Head of Section and Supervisors for the day-to-day health and safety standards and the application of College, Directorate and Section Health and Safety rules and codes of practice, by staff and students;
- 2.9.2 Responsible for safe systems of work, including the layout of plant, equipment and stock, in respect of the functions of the Directorate / Section. They will ensure that the requirements of current legislation, in respect of the above are being complied with, including risk and CoSHH assessments;
- 2.9.3 Carry out safety surveys (at least three times per year) using the College hazard checklist, submitting this to the Curriculum Leader / Head of Section/Supervisor, with a copy to the Estates Office;
- 2.9.4 Immediately take appropriate action to any identified hazard to prevent harm or damage to individuals or property, passing any appropriate recommendation to the Curriculum Leader, Head of Section or Supervisor to be forwarded to the Estates Office;
- 2.9.5 Check all hazards after they have been remedied, to ensure safe working conditions have been restored;
- 2.9.6 Complete an incident / near miss report / before the end of the appropriate working period on the day the incident / near miss occurs forwarding the report to the Curriculum Leader, Head of Section or Supervisor to be forwarded to the Estates Office;
- 2.9.7 Responsible for ensuring that information and instructions received from suppliers in respect of plant, machinery, equipment, apparatus, chemicals, liquids and substances etc., appertaining to health, safety and welfare are provided to all persons using or handling such items;
- 2.9.8 Assess the risks to any staff and / or students and / or others who may be affected by their working activities, conditions and / or substances and ensure that staff, students and others are aware of the assessment and the conditions under which an activity takes place or substance used;
- 2.9.9 Organise health and safety induction for students / staff on their first day of attendance, covering emergency evacuation, safe systems of work and any associated risk assessments;

- 2.9.10 Ensure as far as is reasonably practicable that when notification is received that a student is injured or taken ill which requires their being taken home or detained in hospital that a contact person in case of an emergency is notified. This will be conducted by HR in the case of a staff member incident. In addition the Head of Estates will be notified in the case of any property related incident;
- 2.9.11 Being a focal point for health and safety issues within their respective workplaces;
- 2.9.12 Monitoring risk assessments have been completed and agreed safe systems of work are being applied;
- 2.9.13 Monitoring that health and safety inspections and hazard spotting inspections are undertaken at regular intervals to ensure health and safety performance standards are being maintained;
- 2.9.14 Ensuring that their area health and safety training needs are identified and training is being delivered including, induction, on the job and refresher training;
- 2.9.15 To inspect any area identified brought to their attention as having health and or safety concerns and if necessary escalate issues to their line management for resolution;
- 2.9.16 To engage with the College Health and Safety Coordinator Committee.

## **2.10 Employees**

All employees have a responsibility to:

- 2.10.1 Actively promote health and safety in the College;
- 2.10.2 Exercise reasonable care for the health and well being of themselves and others who may be affected by their acts and omissions;
- 2.10.3 Co-operate with the College in all matters relating to safety, health and welfare;
- 2.10.4 Co-operate fully with any requirement or advice given by College Management, the Health and Safety Coordinators and the Health and Safety Officer;
- 2.10.5 Work within any approved system of work, method statement and associated risk assessment, which applies to their work operations;
- 2.10.6 Report any incident, near miss or dangerous occurrence to their line manager;

- 2.10.7 Wear items of personal protective equipment (PPE) as required or when instructed. Maintain and periodically inspect the PPE that has been issued to them and record this in a suitable document and request additional replacement PPE when necessary;
- 2.10.8 Report any defective plant or equipment to their line manager;
- 2.10.9 Refrain from horseplay, disorderly behaviour, alcohol and or drug abuse or any other activity which could cause personal injury or injury to others;
- 2.10.10 Ensure they do not intentionally or recklessly interfere with or misuse any item(s) provided in the interests of health, safety, and welfare in pursuance of the relevant statutory provisions;
- 2.10.11 Advise line management of any unsafe condition, act or work practice;
- 2.10.12 Advise line management if they feel the need for additional health and safety training;
- 2.10.13 Advise line management or supervisory personnel if they require any further information with regard to carrying out their duties safely;
- 2.10.14 Be responsible to their Curriculum Leader/Head of Section or Supervisor for the health and safety of persons working in their area of responsibility and for the plant and equipment under their control;
- 2.10.15 Immediately inspect any hazard reported and implement any required preventative action to their Curriculum Leader/Head of Section or Supervisor;
- 2.10.16 Have responsibility for the health and safety of the student in their charge. The supervision required to discharge this responsibility will depend on the degree of potential hazard involved in the work / study activity and on the competence of the student to avoid hazards being realised. The employee supervising must make this assessment and decide upon the level of supervision required and ensure that if required an appropriate written risk assessment if required;
- 2.10.17 To inform their Curriculum Leader/Head of Section and/or Health and Safety Co-ordinator immediately when a student is injured or taken ill that requires them being taken home or detained in hospital;
- 2.10.18 Ensure they display their staff badge at all times;
- 2.10.19 Ensure that they sign the out-of-hours book, both in and out, between the hours of 18.00 and 08.00 hours and that any visitors they may have are also signed in and out;
- 2.10.20 Ensure that any vehicle brought onto College grounds is properly parked and displays a valid parking permit. Vehicles are parked within College grounds at the owners' risk;

- 2.10.21 Report to their Line Manager/Head of HR any incident of aggression; incident where alcohol and/or drug abuse is suspected; and any suspected stress related incidents;
- 2.10.22 Be subject to disciplinary procedures where they fail to comply or co-operate with the College authorities in Health and Safety matters.

## **2.11 Students**

All Students are responsible for ensuring the health and safety of themselves or other persons who may be affected by their actions or omissions whilst in the College or engaged in activities in connection with the College. They will:

- 2.11.1 Be required to take personal responsibility for their own personal safety and for the safety of others;
- 2.11.2 Co-operate with the College in all matters concerning health and safety by following instructions and adopting a sensible behaviour whilst at the College;
- 2.11.3 Be fully acquainted with the College safety rules and codes of practice and will observe them;
- 2.11.4 Use work equipment or other items in accordance with the instruction and training the College has provided and sign for any training that is delivered to them;
- 2.11.5 Observe proper safety standards of behaviour in the College and proper safety standards and dress (PPE) in workshops, laboratories and other practical work areas;
- 2.11.6 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in accordance with health and safety legal requirements;
- 2.11.7 Ensure that any vehicle brought onto College grounds is properly driven and parked to avoid hindrance and displays a valid parking permit. Vehicles are parked within College grounds at the owner's risk;
- 2.11.8 Report any incident of violence, bullying, aggression or abuse to a member of staff;
- 2.11.9 Signing and complying with Educational Visit and Out of College Activity risk assessments;
- 2.11.10 Be subject to disciplinary procedures where they fail to comply or co-operate with the College authorities in Health and Safety matters;



2.11.12 Tell someone (a responsible staff member or the person responsible for health and safety) if you think something is wrong or if the work or protective measures are giving rise to serious health and safety risks.