




Coastland College

Policies & Procedures

Health & Safety Policy

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Policy Author:	Director of Estates & Major Capital Projects
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Alternative Formats:

If you require this document in an alternative format, please use the following contact information: enquiries@kmc.ac.uk or enquiries@weymouth.ac.uk

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Statement of Intent

As the Principal & CEO, and a member of the Governing Board, I recognise that Health, Safety and Welfare needs to be managed at all levels across the College.

Positive and successful health and safety management contributes to the College's overall performance by preserving and developing positive working practices, reducing liabilities and costs and is an expression of the colleges corporate and social responsibilities.

Health, Safety and wellbeing is a critical part of our college culture at Coastland College.

The combined efforts of Executive and the Governing Board will hold the College to the highest standard of Health and Safety for staff, apprentices, students and people working under the college stewardship.

In pursuit of these objectives and as far as reasonably practicable the College will:

- Comply with all statutory Health and Safety duties laid down by the Health and Safety Executive;
- Provide and maintain safe and healthy working and learning environments across the college campuses;
- Provide enough information, instruction and training to ensure all staff are competent to carry out their duties safely;
- Audit, review and continually improve health and safety systems and procedures to ensure best practice achieved and maintained;
- Embed a positive health and safety culture where staff and students feel empowered to take action;
- Regularly review risk and implement proportionate control measures to manage risks affectively.

Each campus has local health and safety departments aligned with the overarching policy and procedures and will ensure roles and responsibilities are clearly defined and understood throughout the College.

All staff have a responsibility to take reasonable care of their own health, safety and welfare and of others who could be affected by their actions.

All staff have a duty to uphold the highest standards and co-operate fully with the Executive and Board of Governors in all duties and matters relating to Health, Safety and Welfare.

This statement will be reviewed annually and revised as appropriate to reflect any changes in legislation, organisational working practices or general good practice.

Kate Wills
Principal & CEO

01/09/2025

SECTION ONE - Policy Statement

The Purpose of this Policy

This Health and Safety Policy sets out Coastland College's approach and commitment to health and safety. The College is striving to create a positive and inclusive working environment and this policy details how health and safety is managed, and how the responsibilities for the management of occupational health, safety, and welfare are delivered throughout the organisation.

This policy clearly states the responsibilities required of all those working and visiting the estate and campuses.

This policy clearly defines the College's commitment to ensuring that health and safety at work is a priority, and that the management of this actively contributes to the College's ongoing success.

The successful implementation of this policy requires total commitment from all members of staff across the estate and campuses.

Aim

To comply with the statutory duties under the Health and Safety at Work Act 1974 and all subsequent and subordinate legislation to manage Health, Safety and Welfare of all staff, apprentices, students, visitors and anyone else affected by college activities.

Scope

This policy applies to all staff, (including agency staff) service users (including apprentices and students), visitors, contractors and the Governing Board.

The policy identifies key roles and responsibilities within the organisation.

This policy should be read in conjunction with the College's Safeguarding policy.

Everyone connected to the College is expected to play their part, in ensuring the health, safety and welfare of all those affected by college activities.

Specific roles and responsibilities have been allocated to certain individuals holding positions as leaders and managers.

The College Health, Safety and Welfare committee should meet on a regular basis and at least every term, and agree standing items for the agenda.

SECTION TWO - Responsibilities

The Organisation

As Principal & Chief Executive Officer (CEO) of the College, the Principal has delegated responsibility for the day-to-day management of health, safety, and welfare. This ensures that the College complies with its obligations under legislation and that adequate resources are provided to that end.

All apprentices, students and staff have a duty to take reasonable care for themselves and others, and to comply with and assist the College in maintaining an optimum level of health and safety.

The Corporation

The Corporation provides an oversight of college performance and have specific responsibility to ensure that the College complies with legislation and regulations.

The Corporation are made aware of risks on site (via the risk register).

A member of the Corporation attends regular Risk Management Group meetings and each Sub Committee of the Corporation is responsible for monitoring risks specific to their areas of expertise.

All Sub Committees report their findings to the Corporation.

A member of the Corporation with relevant expertise and knowledge will support and assist the Health and Safety Manager in their role and attend regular H&S meetings to report to the Corporation.

The Governing Body

The Governing Body has overall responsibility.

It is responsible for setting the strategic goals and the direction of the College in relation to its health, safety, welfare and safeguarding of all apprentices, staff, students, visitors, volunteers and contractors to the College and working remotely on behalf of the College.

Responsibilities extend to ensuring:

- appropriate resources, financial and physical are afforded to implement this policy, meet legislative duties and stakeholder requirements such as the Department of Education (DfE);
- The appointment of a Principal & CEO and Executive team who are responsible for the application of this policy in all areas of the College and locations it carries out activities;
- The College's duties are met as an employer under the Health and Safety at Work ACT 1974 and any other relevant ACT of Parliament.

Principal & CEO

The Principal & CEO has an absolute duty to ensure effective management of the health, safety, Welfare and Safeguarding of all staff, apprentices, students, and visitors attending all college premises and working remotely on behalf of the College.

The Principal & CEO is accountable to the Governing Board.

The responsibilities of the Principal & CEO include:

- a) Issuing the Governing Board with sufficient information to monitor and review the Colleges health, safety, welfare and safeguarding performance individually and against industry best practice;
- b) Appointing competent persons to assist with the various undertakings to comply with statutory regulations;
- c) Providing a platform for effective management, planning, organisation, control, monitoring, audit and review of health, safety, welfare and safeguarding;
- d) Enforcing, where reasonably practicable that health, safety, welfare at work is practiced by all staff, apprentices, students, visitors and all people that could be affected by college activities;
- e) Ensuring appropriate monies are available by setting budgets to ensure legislation and college procedures can be implemented and complied with;
- f) Ensuring all duties are fulfilled, the Principal & CEO can appoint, or may delegate, the authority to carry out the policy to senior managers who are competent to carry out appropriate tasks;
- g) Ensuring that the health and safety policy is developed and brought to the attention of all employees;
- h) Signing and dating the statement of intent and ensure this policy is reviewed annually;
- i) Initiating disciplinary action against any member of staff who does not comply with their duties under this policy, or associated statutory legal requirements;
- j) Ensuring that health and safety is always considered at the planning stage when making any changes that may affect the health, safety, or welfare of staff, apprentices and students;
- k) Ensuring Heads of Departments are accountable for health and safety in areas of their control;
- l) It is the responsibility of the Principal & CEO to ensure the College has adequate employee and public liability insurance cover in place.

Copies of this insurance will be displayed on the health and safety notice boards located around site, and also made available electronically if required.

Director of Estates & Major Capital Projects

The Director of Estates & Major Capital Projects is the College's competent person, responsible to the Principal & CEO, with responsibility for the Health & Safety Officers across the College.

The responsibilities of the Director of Estates & MCP include:

- a) Accountable for advising the Principal & CEO and Senior Leadership Team on matters relating to Health, Safety and Welfare and ensuring that the Board of Governors are appropriately briefed on the College's health, safety, and welfare provision and compliance with appropriate legislation;
- b) Liaising with agencies such as the Health and Safety Executive, Fire Officer, DfE and others on matters relating to health, safety and welfare;
- c) Ensuring legal compliance;
- d) Ensure financial resources are made available for training, equipment, PPE as required to comply with all Health and Safety legislation;
- e) Ensuring the Health & Safety Officers within the College maintain adequate knowledge of Health and Safety legislation and remain effective in overseeing day to day compliance;
- f) Reporting to and providing relevant advice to the College's Health, Safety and Welfare committee;
- g) Overseeing the Colleges Health and Safety management systems;
- h) Monitoring Health and Safety performance and reporting;
- i) Maintaining the appropriate knowledge on health and safety legislation;
- j) Advising on the appropriate Health and Safety training for all staff;
- k) Carrying out department audits and compliance, tracking results and implementing actions;
- l) Investigate any causes of accidents and incidents, identifying and managing corrective actions;
- m) Ensure a fit for purpose College normal operating procedures and Emergency operating procedures are available, accurate and up to date and communicated to all, practiced and reviewed;
- n) Liaise with external bodies and stakeholders in relation to health, safety and welfare;
- o) Represent the College in external health and safety meetings, safety groups and attend other meetings related to health and safety as required;

- p) Undertake health and safety training commensurate with the role required;
- q) Carry out any other health, safety and welfare duties as directed by the Principal & CEO.

The Head of Estates

The Head of Estates has direct responsibility for the management of the entire College estate and campuses, in accordance with relevant acts and health and safety legislation, to include academic, support, and residential buildings.

And in particular ensuring compliance the Workplace Regulations Health, Safety, and Welfare (1992) and the Fire Safety Regulatory Reform Order (2005).

The responsibilities of the Head of Estates include:

- a) Monitoring the condition of all College premises, campuses and the estate to include both planned and responsive maintenance, caretaking, and cleaning;
- b) Ensuring the College campuses and estate is well maintained and free from hazards to staff, apprentices, students, visitors, and contractors;
- c) Ensure adequate resources are available for the safe conduct of every project under their control;
- d) To maintain a reactive maintenance system (via a ticketing system) for defects and maintenance of college premises, campuses or estate;
- e) To act as Chief Fire Officer ensuring compliance with the Regulatory Reform Fire Order (2005)
 - This to include weekly testing of fire alarms and drills, and ensuring these are both completed and recorded;
 - This to include planned evacuations of all premises on the estate on a regular basis;
 - To ensure that fire alarm and suppression systems are regularly serviced and compliant with regulations.
- f) To ensure fire risk assessments are completed for all buildings and reviewed periodically or after any change to the layout of a building;
- g) To supervise the implementation of precautions to reduce the risk of exposure to legionella bacteria from work activities and water systems on the premises;
- h) To ensure that the maximum extraction limit for the bore hole is not exceeded and that all water supplied by the bore hole is acceptable for consumption;
- i) To ensure all water treatment plants are regularly serviced and maintained;

- j) To supervise the implementation of procedures and precautions in relation to the control of asbestos for all college premises.

The Health & Safety Manager

The Health and Safety Manager fulfils the College's statutory duty to appoint one or more competent persons to undertake the measures needed to comply with this policy and statutory or legal compliance, as set by the HSE.

This role is responsible for:

- a) Co-ordination of a centralised management system to include all relevant statutory compliances, ensuring data is available for auditing and reporting purposes;
- b) Raising the awareness and profile of health and safety across the College; this will be achieved by having a centralised Estates / Health & Safety SharePoint page available to all staff;
- c) Developing college-wide health and safety policies and procedures by coordinating the production of appropriate documentation which, will be available on the Estates / Health & Safety SharePoint page;
- d) Ensuring any wilful breaches in health and safety regulations by anyone using the premises, be they apprentices, students, staff, or visitors, are reported to a member of Senior Leadership Team;
- e) Ensuring a system of risk assessments are used to manage risks with appropriate control measures. Risk assessments will be stored and reviewed in a central location;
- f) Providing health and safety advice and clarification of the implication of the law. This includes ensuring relevant managers and staff are made aware of changes in legislation;
- g) Working with HR in the identification of health and safety training needs as necessary. This would also include first aid and fire safety training;
- h) Providing new staff with face-to-face inductions, this will show how to access health and safety policies, procedures and resources;
- i) Acting as the formal link with the HSE, local authority enforcement teams, and other external agencies regarding health and safety matters;
- j) To devise and implement health and safety audits, recommendations, and reports when required, and maintaining appropriate health and safety records;
- k) Ensuring adequate arrangements for welfare and the provision of first aid;

- l) Provide a platform so staff are able to record information when investigating accidents, incidents, and near misses where necessary;
- m) Producing an annual report on health and safety management within the College, to be submitted to the Corporation;
- n) Ensuring the systematic reporting of health and safety matters under RIDDOR (2013), and assisting where appropriate with the investigation of accidents or incidents, near misses, and complaints;
- o) Reviewing and approving risk assessments for both onsite and offsite college activities;
- p) Reviewing contractor risk assessments, method statements and insurance details to ensure they are suitable and sufficient for work activities. Also conduct face-to-face inductions, via the Estates department, before contractors commence any work.

Departmental Managers

All managers have direct responsibility for health and safety matters within their area. They are obliged to identify and control hazards within their areas of responsibility.

The responsibility of Departmental Managers includes:

- a) Bringing to the attention of the Health and Safety Manager any high-risk activity and ensuring staff fully understand their responsibilities as detailed in this policy;
- b) Ensuring staff, apprentices and students within their area of responsibility receive a suitable health and safety induction;
- c) Ensuring staff, apprentices and students are instructed in safe working practice, and that risk assessments and method statements are followed and stored on the centralised location. In particular, apprentices or students in high-risk areas are to be supervised at all times;
- d) Ensuring that all plant machinery and equipment is in good and safe working order, and maintained and serviced as appropriate with all information ascertaining to this being recorded.

Prechecks to be uploaded to the health and safety central location on a monthly basis.

- e) Ensuring that PPE is available and used where relevant;
- f) Ensuring that hazardous substances are correctly used, stored, and labelled, and that the CoSHH folder which includes data sheets and risk assessments are available for staff to read;

- g) Preparing and reviewing safety risk assessments and any other assessments or safe working procedures necessary for the department. These are required for all areas, equipment, machinery, and activities both onsite and offsite;
- h) Risk assessments and method statements to be stored centrally;
- i) Cooperation with the health and safety department to undertake, at least on an annual basis, area inspection and audit, ensuring that the action plan is discussed and recorded
- j) and that any recommendations are implemented as advised by the Health & Safety Manager;
- k) Promoting good health and safety practice in their areas and to provide advice, assistance, and support to colleagues;
- l) Ensuring that staff and students are provided with information on welfare, emergency and accident reporting procedures;
- m) Ensuring all hazards, accidents, incidents and near-misses are reported promptly and appropriate action taken to reduce further risk. All health and safety matters must be discussed with their teams as soon as the managers become aware of them.

Employees and College Volunteers

All employees, and college volunteers, are reminded of their legal duty to:

- a) Take reasonable care of their own health and safety and inform their manager of any danger posed by an activity or people who may be affected by their work under the Health and Safety at Work etc Act (1974);
- b) Cooperate with the College's health and safety arrangements under The Management of Health and Safety at Work Regulations (1999);
- c) Ensuring apprentices and students are informed of health and safety regulations and procedures, and to ensure they are adhered to;
- d) Ensure that they participate in any planned evacuations of buildings;
- e) Report to the Premises & Estates help desk any defects in the premises or on the estate, and its equipment and facilities, which they observe or take part in;
- f) Participate in any mandatory health and safety training provided or recommended by the College;
- g) To not interfere with or misuse anything provided in the interest of health and safety;

- h) To work safely and responsibly. To follow instruction, training, risk assessments, and methods of work. Wear the correct PPE as supplied by the College;
- i) Identification - must wear a lanyard.

Students and Apprentices

The responsibilities of the student body are as follows:

- a) To take care of their own health and safety, and the health and safety of those around them, and to adopt a standard of behaviour appropriate to the situation;
- b) To wear PPE as required and instructed by their teacher, other member of staff or their employer when undertaking work experience;
- c) To report all near-miss incidents to their teacher, a member of staff or their employer when undertaking work experience;
- d) To be familiar and comply with fire and emergency evacuation procedures;
- e) Assist teaching staff or their employer when undertaking work experience in maintaining good levels of housekeeping;
- f) Use plant and machinery equipment only when authorised to do so and in accordance with instructions;
- g) Report any defects in premises, plant, and first aid facilities that they observe;
- h) Students must not interfere with or misuse anything provided in the interest of health, safety and welfare. Such behaviour will be reported and dealt with appropriately, with disciplinary action being taken if deemed necessary by the College;
- i) Health and safety inductions (specific to work areas) to be undertaken by all students to ensure they are aware of their health and safety responsibilities;
- j) Identification - must wear a lanyard.

External Contractors

The responsibilities of external contractors are as follows:

- a) Before commencement of any works, Risk Assessments and Method Statements (RAMMS) must be received in advance and approved by the Health & Safety Manager;
- b) Valid public and private liability insurance must be provided;
- c) Upon arrival on site, a contractor induction checklist must be completed with the contractor by a member of the Premise & Estates team;

- d) Contractor must wear a lanyard and PPE appropriate to the work being undertaken when on site;
- e) If required, a permit to work (including hot, height, and confined spaces) must be completed by a member of the Premises & Estates team relevant to work undertaken;
- f) A DBS may be requested prior to working onsite if they will be working in the vicinity of students or vulnerable adults;
- g) Conform with the college fire evacuation procedures.

Visitors

The responsibilities of visitors are as follows:

- a) Visitors must sign in and out at Reception and wear the lanyard they are issued with for the duration of their visit, returning the lanyard to Reception before they leave the campus;
- b) Must be supervised at all times and follow health and safety procedures and the guidelines provided for their safety.

SECTION THREE - Delivery of the Policy

Information

- a) Electronic copies of the Health & Safety policy will be held on college systems including the College website;
- b) Health and Safety training - All staff must successfully complete the mandatory online training via the portal provided and forward certificates to HR for their staff files. It is the responsibility of line managers to ensure that all staff within their department complete the required courses within a reasonable timeframe.

College Volunteers will also be required to attend or undertake H&S briefings and training as appropriate.

- c) Staff Induction - All new employees will attend the health and safety training session prior to their commencement of employment at the College;
- d) Apprentices and Student Induction - All teachers must deliver the College health and safety induction to all apprentices and students at the beginning of each course.

Each time an apprentice or student is introduced to new hazardous activity, it is the responsibility of the teacher or instructor to ensure that all hazards and control measures are explained to them.

The teacher or instructor must be confident that the student has understood the risks before they are permitted to commence the activity.

All inductions must be recorded and kept on file.

- e) The promotion of the health, safety, and welfare of all staff, apprentices and students through communications, questionnaires, and campaigns will be supported via this Policy.

Planning

Planning includes setting objectives, identifying hazards, assessing risk, implementing standards of performance, and developing a positive safety culture.

Safety Management Systems

A health and safety management system, based on the HSE's model HDG65, is being used within the College.

This system is based on a simple management cycle of Plan → Do → Check → Act and is designed to ensure compliance across the College.

The health and safety management system details the various key elements of the College's arrangements and procedures and provides a systematic and comprehensive process for managing safety risks for staff, apprentices, students, contractors, visitors and the public, and anyone else affected by college activities.

The health and safety management system will detail how:

- a) The College is set up to assess and manage risks;
- b) Monitoring of safety management takes place;
- c) Continual improvement is planned for and achieved.

The health and safety management system will be managed, monitored and reviewed by the Health & Safety Committee.

Risk Assessments and Method Statements (RAMS)

The College ensures that risk assessments are carried out for tasks that involve significant risks to employees, apprentices, students, or others.

Any self-employed personnel working on behalf of the College will be required to work in accordance with these risk assessments.

Subcontractors are responsible for carrying out their own risk assessments and method statements which will be reviewed and approved prior to them being permitted to start work.

Each department is responsible for completing their own risk assessments to a suitable and sufficient standard and ensuring they are updated on a regular basis.

Any queries regarding risk assessments must be directed to the Health & Safety Manager.

The following procedure will be used to write risk assessments:

- a) Identify hazards and those who can be affected;
- b) Evaluate risks, considering the likelihood and severity of the activity being assessed;
- c) Control the risks, using the principles of prevention (see below);
- d) Monitor the effectiveness of the control measures;
- e) Review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

The College's approach to risk management will follow the principle of prevention below:

- a) Avoid risks at source;
- b) Evaluate those risks which cannot be avoided;
- c) Combat risks at source;
- d) Adapt the work to the individual;
- e) Adapt to technical progress;
- f) Replace the dangerous with non-dangerous or less dangerous alternatives where possible;
- g) Give collective protective measures priority over individual protective measures;
- h) Give appropriate instructions to employees;
- i) Use personal protective equipment as the last resort in risk control.

Risk assessment and method statements (RAMS) will be communicated to all personnel affected by the risks.

Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

Health Surveillance

The College will ensure that all employees are able to carry out their working duties without risk to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All new employees or college volunteers of the College are asked to inform the College if they have a health issue that will affect their ability to do their job. All answers provided and any other health surveillance undertaken will be held in confidence under the requirements of the General Data Protection Act (2018) or any subsequent legislation.

Any issues identified during the surveillance process will be discussed with the employee or college volunteer in question, their Head of Department, and Human Resources.

Appropriate actions will be taken to protect employees or college volunteers from further risk and where necessary, an occupational health referral will be made.

Training

The College recognises the importance of providing all employees or college volunteers with adequate health and safety training in accordance to their role.

On recruitment, all personnel are assessed regarding their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the individual's personnel file.

Consultation and Communication

The College will ensure that it takes a proactive role in promoting the content, guidance and benefits of this Policy.

All employees, or college volunteers, are encouraged to feedback on any health and safety issues that may have occurred, and where they believe the College can improve on the current procedures. Any updates will be issued on the college systems and it will be the responsibility of managers to ensure their staff, or college volunteer, has read and understood the updates.

Management of Contractors

The College acknowledges its duty to control, coordinate, and monitor the activities of all other contractors under its control.

Specialist subcontracted companies will be engaged by the College as and when required.

These organisations will be required to pass the core criteria detailed in the contractor packs which are issued prior to arrival.

The College will ensure that contractors possess the appropriate skills, knowledge, and experience to do the job safely, and without risk to health and safety structures.

Accidents, Incidents and Near-Misses

Accident reporting is not only a legal requirement, but also a necessity to ensure a safer working environment for all employees, students and visitors to the organisation.

All accidents, incidents and near-misses, will be recorded on the college systems as soon as reasonably practical.

SECTION FOUR - Measuring Performance

Health and safety performance must be measured to ascertain if the College is achieving the standards set in this policy.

This can be evaluated by adhering to the following:

- a) Active monitoring prior to health and safety breaches, including regular inspection and maintenance, is needed to ensure standards are being implemented;
- b) Key performance standards will be set. These will be used by managers to measure their health and safety performance is of an adequate standard and to note points of improvement;
- c) The Health and Safety department will, at a minimum, conduct a physical annual audit of all departments. A report will be produced and managers are expected to ensure all items and recommendations are carried out within the agreed timescale;
- d) Following an incident, injury, work-related illness, damages, or near-miss, an investigation will be conducted to ascertain what went wrong and if further control measures are needed to prevent this occurrence happening again;
- e) Accidents, incidents, and near misses must be reported on the college system. Data will be analysed and presented at health and safety meetings to the Senior Leadership Team and The Corporation.

Legislature Referred to within this Policy

The Health and Safety at Work etc. Act, 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the duties of employers to employees, employees to themselves and others.

Workplace Regulations (Health, Safety, and Welfare), 1992

General requirements on health and safety standards for nearly all workplaces.

The Management of Health and Safety at Work Regulations, 1999

Reinforcement of The Health and Safety at Work etc Act, which explicitly details what employers are meant to do.

The Regulatory Reform (Fire Safety) Order, 2005

Details fire safety protocol for almost all buildings, places and structures that are not privately owned.

Managing for Health and Safety (HSG65), 2013

Guidance on putting Health and Safety Policy in place in businesses.

Plan, Do, Check, Act, (INDG275(REV1)), 2013

Guidance on putting Health and Safety Policy in place in businesses.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), 2013.

Legal policy that requires employers record all accidents, dangerous occurrences, and diseases.

The General Data Protection Act, 2018.

Dictates how personal information can be used and an individual's rights over their information.

Linked Policies, Procedures and Guidance

- Safeguarding Policy

Equality Analysis

Name of Policy:	Health & Safety Policy
Person Responsible:	Director of Estates & Major Capital Projects
Date of Analysis:	July 2025

1: Identify aims of the activity

What is the purpose of the policy and who is intended to benefit?

This policy is intended to provide guidance for the management of Health & Safety at the College; it outlines intent, roles and responsibilities. All staff, apprentices, student, governors, contractors and visitors to the College should be aware of this Policy.

2: Assess likely impact

How might this policy have an impact on staff, visitors or students in terms of disability, age, race, gender, religious belief, trans-identity, sexuality?

Positive Impact
 No Impact
 Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, sexuality.

If you have identified **positive** impacts or **no impact**, please explain your decision

This Policy provides clarity on intent and roles, responsibilities and will ensure everyone is aware of the College's approach to discharging H&S responsibilities.

3: Checklist

1. Which of the following groups have you consulted?

Staff
 Students
 Committee
 Other stakeholders
 (please specify below)

Health & Safety Team members
 H&S Committee
 The Corporation & Full Board

2. How frequently will you monitor the impact(s) of this activity?

termly
 annually
 other (please specify below)

H&S Committee meetings
 Post Incident Review / Investigations – Accidents, Incidents & Near-Misses