

# NCG Health Safety and Wellbeing Policy

## Part 1 Statement of Intent and Policy Objectives



<b><u>Policy Title</u></b>	<b>Health Safety and Wellbeing Policy Part 1 Statement of Intent and Policy Objectives</b>
<b><u>Policy Category</u></b>	Compliant
<b><u>Owner</u></b>	Head of Health Safety and Environment
<b><u>Group Executive Lead</u></b>	Chief Executive Officer
<b><u>Date Written</u></b>	July 2020
<b><u>Considered By</u></b>	Executive Board
<b><u>Approved By</u></b>	Corporation Board
<b><u>Date Approved</u></b>	October 2020
<b><u>Equality Impact Assessment</u></b>	The implementation of this policy is not considered to have a negative impact on protected characteristics.
<b><u>Freedom of Information</u></b>	This document will be publicly available through the Groups Publication Scheme.
<b><u>Review Date</u></b>	June 2021
<b><u>Policy Summary</u></b>	Its primary purpose is to ensure that members of NCG are aware of their responsibilities in relation to this policy and to assist them to discharge those responsibilities and achieve our Health, Safety and Wellbeing objectives.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Carlisle College	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Southwark College	Yes	Yes
Professional Services	Yes	Yes
West Lancashire College	Yes	Yes

<b><u>Changes to Earlier Versions</u></b>	
<b><u>Previous Approval Date</u></b>	<b><u>Summarise Changes</u></b>
July 2019	Policy broken down into 3 elements to improve control of document control and reflect any incidental changes between reviews

<b><u>Linked Documents</u></b>	
<b><u>Document Title</u></b>	<b><u>Relevance</u></b>
Health Safety and Wellbeing Policy - Part 2 Roles & responsibilities & organisational structure	Part 2 of the policy
Health Safety and Wellbeing Policy - Part 3 Written Arrangements	Part 3 of the Policy

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Author: Karl Lowthian	Date: JUN 2020	Version:
As part of our system review, this document is valid until JUN 2021		

# NCG Health Safety and Wellbeing Policy

## Part 1 Statement of Intent and Policy Objectives



### 1. Introduction

The Health, Safety and Wellbeing Policy consists of three parts:

1. The Statement of Intent and policy objectives.
2. Roles & responsibilities & organisational structure for health, safety and wellbeing
3. Written arrangements for how the policy will be implemented with practical arrangements for key risks.

### 2. Commitment

NCG accepts responsibility for the health, safety and wellbeing of its colleagues, students and all those who interact with NCG and it is the Chief Executive Officer of NCG who has overall responsibility for this policy and for ensuring there is an effective management structure supporting its delivery.

Through this policy NCG will establish strong leadership in health, safety and wellbeing that promotes a healthy and safe working environment and prevents, so far as is reasonably practicable, accidents and work-related ill health.

The identification, assessment and control of risks are essential to achieving our goals and this will be achieved through the operation of an integrated health, safety and wellbeing management system.

Continuous improvement will be driven through target setting and systematic monitoring, audit and review.

Everyone must all work together, ensuring that they play their part and that together ensure full compliance with external regulations and NCG's risk management policy and framework.

All managers have accountability for the health, safety and wellbeing of their colleagues and everyone interacting with NCG must ensure they are aware of and follow safe working practices.

There will be active & open communication and consultation between all stakeholders and health, safety and wellbeing will be integrated into our communications wherever appropriate.

We will review and report on our health, safety and wellbeing performance (against the objectives set out within our annual health, safety and wellbeing plan) to support the implementation of the policy through delivery of objectives and targets.

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### 3. Objectives

To establish and operate effective health, safety and wellbeing across NCG through the:

- Provision of leadership and coordination at all levels of the organisation.
- Identification of the health and wellbeing needs
- Establishment and operation of appropriate policies and systems.
- Delivery of training, allowing individuals to take clear ownership and responsibility for optimising their own health, safety and wellbeing.
- Collection and review of intelligence that allows NCG to demonstrate procedures, processes and plans are fit for purpose.
- Provision of suitable and sufficient means for communication in relation to the health safety and wellbeing arrangements.

### 4. Outcomes

- Reduced workplace and learning accidents.
- Improved working / teaching / learning environments.
- Reduced sickness / ill health absence.
- Improved health and wellbeing of all associated with NCG.
- Improved morale and motivation.
- Improved resilience in the workforce and maintaining an improved work life balance.

**Signed**            **Chief Executive Officer**

**Date**            **6<sup>th</sup> October 2020**

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