

# NCG Health Safety and Wellbeing Policy

## Part 2 Roles & Responsibilities and Organisational Structure



<u>Policy Title</u>	Health Safety and Wellbeing Policy Part 2 Roles & Responsibilities & Organisational Structure
<u>Policy Category</u>	Compliant
<u>Owner</u>	Head of Health Safety and Environment
<u>Group Executive Lead</u>	Chief Executive Officer
<u>Date Written</u>	July 2020
<u>Considered By</u>	Executive Board
<u>Approved By</u>	Corporation Board
<u>Date Approved</u>	October 2020
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics.
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.
<u>Review Date</u>	June 2021
<u>Policy Summary</u>	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.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
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
Group Services	Yes	Yes
West Lancashire College	Yes	Yes

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

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
Health Safety and Wellbeing Policy - Part 1 Statement of Intent and Policy Objectives	Part 2 of the policy
Health Safety and Wellbeing Policy - Part 3 Written Arrangements	Part 3 of the Policy

Authorised By:	Page 1 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		



## **1. Roles, Responsibilities and Organisational Structures within NCG**

Roles and responsibilities are defined across NCG as necessary within job descriptions to ensure that adequate resources are provided for health, safety and wellbeing, which will ensure it is appropriately assessed, controlled and monitored and on matters that affect health, safety and wellbeing.

### **1.1. All colleagues of NCG shall:**

- Have responsibility to adhere to the health, safety and wellbeing policy (and standards, processes and the control measures identified in risk assessments) to take advantage of the support and initiatives made available to them optimising their own wellbeing at work.
- Ensure that all individuals interacting with NCG are made aware of any appropriate health and safety requirements and that adequate procedures are in place to ensure their safety during building evacuation, or other reasonably foreseeable emergency that may arise.
- Follow all safety instructions and safe working practices, feeding back to line management any areas for concern or difficulties that arise.
- Refrain from misuse or interference with anything provided in the interests of health, safety and wellbeing, and from any act or omission that may endanger themselves or others.
- Ensure all safety equipment and facilities provided in the interest of health and safety at work is held and maintained in the correct manner, at all times.
- Report irresponsible behaviour, unsafe equipment, hazards or working practices as well as all incidents or near misses immediately to line management.
- Take reasonable care for the health safety and wellbeing of themselves and others.
- Co-operate fully, with NCG to enable the organisation to comply with all legal duties.
- Ensure they engage and commit to ongoing training regarding workforce development for health, safety and wellbeing.

*NB. The designation of colleagues is inclusive of contract, agency and short-term staff*

### **1.2. Corporation Board Members**

Members will:

- Approve and endorse Health, Safety and Wellbeing policies and framework to ensure the successful implementation of the health, safety and wellbeing strategy, policy and plans.
- Ensure that the health, safety and wellbeing implications are considered at the time of any new projects or related issues.

Authorised By:	Page 2 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		



- Ensure that legal requirements in relation to health, safety and wellbeing are appropriately funded to ensure that no breach of statute may occur.
- Ensure that when setting budgets, appropriate consideration is given to health and safety legislative requirements.
- Ensure that, as appropriate, suitable health, safety and wellbeing measures are properly incorporated within all activities.
- They are aware of the health and safety performance of NCG and that where issues are identified appropriate corrective action is taken.

### **1.3. College Board Members**

Members are required to ensure that:

- Arrangements are in place for the effective management of health, safety and wellbeing within the college.
- They are aware of the health and safety performance of their College and that where issues are identified appropriate corrective action is taken.
- Provide challenge and hold senior leaders to account for improving the quality of learning and the effectiveness of performance management systems.
- Ensure that, as appropriate, suitable health, safety and wellbeing measures are properly incorporated within all activities.

### **1.4. The Chief Executive Officer**

The Chief Executive Officer has overall responsibility for the effective and efficient management of health, safety and wellbeing in NCG, ensuring implementation is enacted through the management structure.

The Chief Executive Officer will:

- Ensure NCG is seen to be exemplary in its behaviour by exercising a proactive approach in all aspects of health, safety and wellbeing.
- Ensure an appropriate health, safety and wellbeing policy and management system is in place with effective structure and arrangements to ensure they are effectively implemented, monitored and reviewed.
- Ensure adequate resources are made available to ensure NCG can meet its legal obligation under The Health and Safety at Work etc. Act 1974 and associated regulations.
- Ensure effective and appropriate arrangements are in place to ensure colleagues and all others engaging with NCG have suitable and sufficient health, safety and wellbeing information, instruction and training.
- Ensure appropriate recording and reporting mechanisms are in place to meet legislative requirements and assist in prioritising resources to ensure the health, safety and wellbeing of all employees and those affected by its undertakings.

Authorised By:	Page 3 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		



- Approve health, safety and wellbeing targets for the organisation.
- Ensure arrangements are in place to enable full consultation on health, safety and wellbeing matters for employees' representatives to carry out their duties.

### **1.5. College Principals and Senior Leadership Teams**

Principals and Senior Leadership Teams are required to ensure that within their college:

- Ensure effective risk management processes are in place.
- Resources and information are available to enable compliance with the respective health, safety and wellbeing duties of all colleagues.
- Provide leadership and coordination to ensure the delivery of the health, safety and wellbeing strategy and plans for their area of responsibility
- Local arrangements to achieve and / or support the corporate policy and standards are established.
- All colleagues are informed of their health and safety responsibilities and receive suitable and sufficient information, instruction, training and supervision to enable them to work safely.
- Safety representatives have sufficient time and facilities to carry out their function of representation and consultation within NCG and the college together with the workforce including; meetings and forums, dissemination of information, site inspections, and accident/ incident investigations.
- Colleagues actively participate in periodic health and safety inspections, audits and reviews within the college.
- Full co-operation between colleges, NCG professional services, health and safety advisers, safety representatives and external authorities.

### **1.6. Managers**

Managers will:

- Ensure that all colleagues are aware and comply with health, safety and wellbeing policy and standards, promote the programmes and services of support available to colleagues and will be accountable for the health, safety and wellbeing of their colleagues.
- Ensure familiarisation with the corporate health, safety and wellbeing policy for specific responsibilities within NCG and their college and written standards and guidance applicable to their area of responsibility.
- Ensure communication of the corporate health, safety and wellbeing policy together with relevant standards to all persons operating within their area of responsibility to ensure they are readily understood by all.

Authorised By:	Page 4 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		

# NCG Health Safety and Wellbeing Policy

## Part 2 Roles & Responsibilities and Organisational Structure



- Ensure that all standards, safe systems and methods of work are consistently adhered to via a planned and implemented workplace inspection regime.
- Ensure all persons are sufficiently and appropriately trained, and that they receive information necessary to carry out their duties in a safe environment.
- Facilitate appropriate time for appointed representatives to participate in health and safety joint consultation.
- Ensure arrangements are put in place to enable all necessary risk assessment to be relevant, by involving employees who possess appropriate knowledge and awareness of circumstances.
- Ensure all employees, and where appropriate students, are instructed, advised and supervised regarding the outcome of both risk assessment and health & safety arrangements.
- Ensure all necessary health & safety training needs are addressed and recorded, and that relevant colleagues are allowed appropriate time to participate in health and safety training.
- Ensure they participate in safety management activities, responding to incident reports and contributing to health and safety monitoring audit and review.

### 1.7. Human Resources and Organisational Development

Human Resources and Organisational Development will:

- Advise managers and colleagues on the practicalities of recommended adjustments from occupational health and wellbeing having regard to the management of absence.
- Provide continuing support to managers and individuals advising managers on the best course of action to facilitate a colleague to remain in work or return to work.
- Encourage referral to occupational health and wellbeing unit where required.
- Support and develop in conjunction with the Head of Health Safety and Environment health safety and wellbeing training priorities.

### 1.8. Estates, Property and Facilities Management

Estates and Facilities Managers will:

- Ensure the co-ordination, review and identification of ownership for all compliance, corrective and preventive actions and monitor performance for NCG occupied or managed buildings and land assets.
- Will identify and progress capital investment strategies and plans to address health and safety compliance across NCG colleges, buildings and land assets.

Authorised By:	Page 5 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		



- Ensure that NCG occupied and managed buildings and land assets are maintained and operate in accordance with statutory requirements, etc.
- Co-ordinate, manage and oversee all aspects of the health and safety compliance on all building elements including mechanical and electrical equipment within all NCG owned or managed operational and non-operational buildings.
- Ensure the safe procurement and management of external contractors undertaking repairs and maintenance works.
- Ensure robust planned preventative maintenance regimes lessen the impact of reactive repair conditions.
- Review and manage the health and safety files from completed construction projects and recording and action relevant building information as required in accordance with the Construction Design and Management Regulations.

**1.9. The NCG Group Head of Safety, Health and Environment**

The Group Head of Safety, Health and Environment is required to:

- Lead on health, safety and wellbeing policy formulation and development and to assist with planning and implementation.
- Drive the achievement of a positive health and safety culture.
- Act as a source of advice and information regarding the requirements of the relevant legislation, codes of practice and guidance, and developments concerning health, safety and wellbeing management practice.
- Develop appropriate monitoring and auditing systems to meet the requirements of the safety management framework.
- Assist with the health and safety training for colleagues and students.
- Update Colleges on new developments and provide guidance on appropriate training.
- Provide written assurance on a yearly basis to the Executive Board, NCG senior leadership team and the Corporation Board that the NCG health, safety and wellbeing arrangements are effective, suitable and sufficient.

**1.10. College Health and Safety Professionals**

College Health and Safety professionals shall be required to:

- Assist the Head of Safety, Health and Environment in delivering the above requirements.
- Support and assist occupational health activities.
- Coordinate the requirements of the safety management framework.
- Support assist in all other risk assessment activities conducted within colleges and advice regarding suitability of the methods employed.

Authorised By:	Page 6 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		



- Produce ‘health and safety and wellbeing arrangements’ for the effective management of health, safety and wellbeing legislation within their college.
- Ensure legal registers for health safety and wellbeing are referenced and updated where appropriate.
- Where professionals may have multiple roles within a college suitable and sufficient time and resource is made for the effective management of health, safety and wellbeing.

**1.11. Trade Union Representatives and Representatives of Employee Safety**

Within NCG operations the recognised Trade Unions appoint their own safety representatives. Each respective Trade Union is required to notify the Director of Human Resources annually who will ensure that relevant members of NCG Management are informed.

NCG recognises the valuable contribution that all safety representatives can make and will accommodate appropriately to allow them to fulfil their duties to the employees they represent.

Representatives will:

- Represent employees / colleagues in consultation with NCG.
- Co-operate effectively in promoting and developing health, safety and wellbeing measures.
- Make representations to NCG either verbally or in writing on general matters affecting the health, safety and wellbeing of other persons employed at the workplace.
- Carry out or participate in inspections and audits.
- Represent their members in consultation with officers of the enforcement agencies.
- Attend meetings for the purpose of joint consultation in their capacity as a safety representative.

**1.12. Contractors and Sub-Contractors**

Whilst on NCG premises or conducting activities on NCG’s behalf; contractors and sub-contractors shall ensure that they are competent and comply with the intent outlined within this policy, legislation and codes of practice through; identifying and managing the health, safety and wellbeing risks that may impact on NCG activities.

**1.13. Visitors and Students**

Visitors and students will:

- Take reasonable care to ensure the health, safety and wellbeing of themselves and others who may be affected by their actions.

Authorised By:	Page 7 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		

**NCG Health Safety and Wellbeing Policy**  
**Part 2 Roles & Responsibilities and Organisational Structure**



- Cooperate with regard to health, safety and wellbeing matters.
- Ensure that they are familiar with, and act in accordance with, procedures or instructions issued to them or which may have been brought to their attention.
- Report any:
  - Accident resulting in personal injury or ill health, however minor.
  - Every dangerous occurrence, including fire, using the approved reporting mechanisms.
- Report 'near miss' incidents which have the potential to cause injury or ill health.
- Not proceed with any activity if they feel it poses a threat to their health, safety and wellbeing, or to that of others.
- Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay.

Authorised By:	Page 8 of 8	NCG-POL-HSW-002
Author: Karl Lowthian	Date: June 2020	Version: 6.0
As part of our system review, this document is valid until June 2021		