

NCG Health Safety and Wellbeing Policy

Part 3 Written Arrangements



<u>Policy Title</u>	Health Safety and Wellbeing Policy Part 3 Written Arrangements
<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 1 of the policy
Health Safety and Wellbeing Policy - Part 2 Roles & responsibilities & organisational structure	Part 2 of the policy

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1. Health Safety and Wellbeing Strategy

The NCG health safety and wellbeing strategy will enable greater consideration of health and safety implications by dedicating adequate resource to supporting change management and designing in health and safety at the start of the process rather than dealing with the consequences after change has occurred.

The Strategy will set out how we will achieve these objectives through the development of a number of approaches. This will ensure support and delivery of NCG wider strategic objectives.

Strategic Priorities;

In order to achieve the vision for Health, Safety and Wellbeing this strategy has been divided into five clear strategic priorities:

- Leadership and Commitment
- Training and Competence
- Risk Control
- Performance Management
- Communication and Engagement

2. Governance of Health Safety and Wellbeing Management

Overall accountability for the Health, Safety and Wellbeing, management resides with the Chief Executive Officer (CEO).

NCGs Health, safety and wellbeing Management shall be supported by associated policies, standards and guidance as identified through requirements of the review of the legal register and the relevant aspects and impacts of health, safety and wellbeing within our undertakings.

NCG may add to, delete, amend or produce new standards from time to time in the interest of continuous improvement of the health and safety management.

3. Arrangements

Key arrangements are:

- A systematic approach to risk management.
- Provision of adequate funding, resources and expert advice.
- Provision of information, instruction, supervision and training sufficient to enable colleagues to carry out their duties safely and effectively.
- Monitoring compliance and effectiveness of arrangements.
- Regular auditing.

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- Investigation and review of incidents.
- Management review and continuous improvement

4. Safety

- Colleagues are adequately trained and competent to carry out their assigned tasks.
- Suitable and sufficient risk assessments are undertaken, and control measures implemented; thereby providing instruction and information when briefed.
- The application of a hierarchy of risk minimisation controls e.g. (Eliminate, Reduce, Inform and Control) with PPE being introduced as a last resort.
- Visible safety leadership via the involvement of Principals Heads of Service, Managers, Supervisors and Colleagues. This includes members of the supply chain, partners and other stakeholders.

5. Health and Wellbeing

- Positive environments. Building, improving and maintaining positive and supportive working and learning environments.
- Policies and practice. Embedding wellbeing in our Health and Safety and HR policies and people practices.
- Healthy lifestyles. Encouraging and promoting healthy lifestyles.
- Mental wellness. Encouraging and supporting colleagues and students to maintain good mental health and manage problems should they arise.
- Removing mental ill-health stigma. Creating a culture where more people feel able to talk openly about their mental health as they do physical health.
- Culture and behaviour change. Embedding workplace health promotion to foster the culture enabling support and encouragement of health behaviour change.

6. Document Review

All Policies, Standards, guidance and supporting forms and registers shall be reviewed no less than every two years or more frequently as appropriate

7. Health Safety and Wellbeing Management

7.1. Risk Assessment

NCG will ensure that risk assessments are completed and reviewed for all significant hazards arising out of or in connection with the activities undertaken in accordance with relevant standards.

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Managers will be responsible for ensuring that risk assessments, as required under health and safety regulations, have been undertaken and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded.

- The findings of the risk assessment will be passed to employees to safeguard their health, safety or wellbeing.
- Full details are contained within the respective risk assessment standards.

7.2. Process for Identifying and Dealing with Priorities

Managers will prioritise and deal with safety matters within their own area of responsibility and decide to rectify matters relating to health and safety. Where the matter cannot be dealt with locally then the issue must be reported to their line manager immediately.

7.3. Monitoring Health and Safety Performance

Principals, Heads of service will ensure that managers and supervisors of their respective spheres of responsibility will carry out active monitoring of health, safety and wellbeing by regular inspection and checking to ensure that standards are being maintained and appropriate controls are working in accordance with the workplace inspection procedure.

- Any items for remedial action should be reported and actioned appropriately.
- Health, safety and wellbeing will be a standing item on team briefings/meetings.
- Reactive monitoring will also take place if things go wrong, this will include investigating injuries, cases of illness, property damage and near misses.

7.4. Health and Safety Audit

One of the priorities of NCG is to ensure that everyone who visits our premises, whether customers, suppliers, contractors or colleagues, do so in a safe environment. To ensure this NCG has implemented a health, safety and wellbeing policy, we have conducted risk assessments and have in place a robust self and external checking procedure.

To meet NCG's legal obligations and expectations the following checking standards are to be undertaken:

- Site health, safety and wellbeing inspections – completed by the college/service area management team.
- Internal health, safety and wellbeing audit – conducted by the occupational health and safety professionals in accordance with the agreed audit schedule.

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7.5. Accident and Incident Reporting

- All accidents, health and safety related incidents, work related ill health, violent incidents or dangerous occurrences that occur at, or as a result of, work for NCG must be reported immediately following the accident and incident reporting standard.
- All incidents, accidents, ill health or dangerous occurrences will be reported verbally to their line manager and confirmed by the completion of an incident and accident report form on the event reporting system in accordance with the incident investigation and reporting standard.

8. Joint Consultative Arrangements for Health, Safety and Wellbeing in NCG

As part of the commitment to establish effective joint consultation for health, safety and wellbeing issues, NCG has adopted the following arrangements:

- NCG Health, Safety, Wellbeing (HSW) Council – meeting once annually
- Professional Services Health, Safety, Wellbeing (HSW) Committee – meeting a minimum of three times per year
- College Health Safety and Wellbeing SW Councils – meeting a minimum of three times per year; and
- College HSW Committees at School / Service / Regional level – meeting a minimum of three times per year.

8.1. NCG Health, Safety, Wellbeing Council Membership:

- Chief Executive NCG (Chair);
- Director of Property and Development NCG;
- Head of Safety, Health and Environment (Secretary);
- College Principals; and
- Human Resources
- College Health and Safety representation.
- Others may be required for specific items.

8.2. NCG Health, Safety, Wellbeing Council Terms of Reference:

- To promote and approve a programme of activities on health, safety and wellbeing issues, supporting behaviour which fosters a positive safety culture.
- To act as the forum for considering and determining Group issues regarding health, safety and wellbeing.
- To measure success or otherwise of the NCG Health, Safety and Wellbeing Policy.

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- To set, agree and measure group health, safety and wellbeing targets and objectives.
- To approve the annual safety review methodology and results.
- To be made aware of actions resulting from any enforcement authority activity.
- To measure performance of all colleges with regard to health, safety and wellbeing activities and to initiate and monitor action plans as appropriate.

8.3. College Health, Safety, Wellbeing Council Membership:

This shall be determined by the Principal of each college, but must as a minimum comprise the following:

- Principal (Chair).
- Member of the senior leadership team.
- HR representative if required (optional).
- College Health and Safety Manager/Officer.
- TU representation (max 2 per union) or Representative of Employee Safety (max 4 representatives).
- Learner representation if appropriate (e.g. Student President).
- Estates / facilities representation.

8.4. College Health, Safety and Wellbeing Council Terms of Reference:

- To promote a programme of activities on health, safety and wellbeing issues, supporting behaviour which fosters a positive safety culture.
- To act as the forum for considering and determining college issues regarding health, safety, and wellbeing.
- To measure success or otherwise of the NCG health, safety and wellbeing policy within the college.
- To set, agree and measure college health, safety and wellbeing targets and objectives in line with those of NCG.
- To be made aware of actions resulting from any enforcement authority activity.
- To measure college performance with regard to health, safety, and wellbeing activities and to initiate and monitor action plans as appropriate.
- To review annual health, safety and wellbeing results.
- To evaluate the effectiveness of health & safety training programmes, identifying where improved provision is necessary.
- To establish and agree terms of reference for college health, safety and wellbeing committees.

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8.5. College Health, Safety and Wellbeing Committees

- Committees will be formed by the relevant Director of School / Head of Service / Manager.
- Chaired by a senior person.
- Each Curriculum area or Service must have a committee or be part of a committee group.
- The membership (which should include a member of college health and safety employees), quorum and terms of reference must be established by the relevant college safety council.
- The college committees if separate must feed into college council meetings, should further clarity be required at a more senior level by their SLT.

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