

Health & Safety Policy

Approved BoG June 2017

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1.0 POLICY STATEMENT OF INTENT

1.1 The aims of the St. Mary's University College policy are:

- (i) to promote standards of safety, health and welfare which comply fully with the terms and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and all other relevant statutory provisions and Approved Codes of Practice;
- (ii) to maintain a Health and Safety Management System that meets the requirements of the OHSAS 18001 safety standard.
- (iii) to provide and maintain a safe and healthy workplace, safe systems and methods of work, and to protect all staff, students and others, including members of the public, from foreseeable risk arising out of the St. Mary's University College work;
- (iv) to provide and maintain a safe and healthy working environment for all staff and students with adequate facilities and arrangements for their welfare;
- (v) to provide all staff with the information, instruction, training and supervision required for them to work safely and without risk to their health;
- (vi) to develop safety awareness among all staff and students and in particular, individual responsibility for health and safety at all levels;
- (vii) to encourage full and effective consultation on health and safety matters.

2.2 The objectives of the St. Mary's University College policy are:

- (i) to strive to achieve and maintain a zero accident rate;
- (ii) to fully implement and monitor all aspects of the Health and Safety Policy document;
- (iii) to review the Health and Safety Policy document every year and make suitable adjustments as required;
- (iv) to undertake a comprehensive Risk Assessment programme to ensure all risks are reduced to the lowest possible level that is reasonably practicable;
- (v) to report, investigate and record all accidents/incidents in accordance with RIDDOR;
- (vi) to provide adequate resources to manage Health and Safety effectively and deliver the basic requirements of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

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Peter Finn
Principal, St. Mary's University College

Date:

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The Most Reverend Dr Noel Treanor DD
Chair of the Board of Governors

Date:

2.0 ORGANISATION OF HEALTH AND SAFETY

2.1 The executive responsibility for Health and Safety in the various areas of the College rests with the Principal, who may delegate this responsibility to Senior management, Line Management, the Director of Finance and Administration or other authorised persons.

Committee Structures and Responsibilities

2.2 The ultimate responsibility for all health and safety matters lies with the Board of Governors as the employer of all staff. The Board will discharge this responsibility by receiving appropriate reports and recommendations from the Health and Safety Committee and the Principal.

2.3 The Board of Governors meet on a regular basis and has the function and authority: -

- (i) to develop a Health and Safety Strategy which will be supported by appropriate policies and procedures in the managements of workplace health and safety and to regularly monitor and review health and safety activity, outcomes and trends;
- (ii) to be informed and updated generally on all health and safety matters.

2.4 The Health and Safety Committee in the College is chaired by the Director of Finance and Administration. It is comprised of nominated representatives from the college both academic and support staff. This committee is responsible for advising College Management on appropriate health, safety and welfare policy issues required including: -

- (i) monitoring the effectiveness of health, safety and welfare arrangements throughout the College and make recommendations to the Strategic Management Team;
- (ii) receiving accident and incident statistics and initiate action on findings;
- (iii) considering and recommending action as appropriate on reports from union health and safety representatives;
- (iv) establishing and monitoring the activities of working parties on specific issues;
- (v) assisting the Estates Manager in auditing, inspection and investigation where specialist knowledge is required;
- (vi) approving and monitoring the effectiveness of training, communication and awareness plans;

- (vii) consider reports and best practice guidelines from the Health and Safety Executive and other external authorising organisations and take action as appropriate;
- (viii) reviewing and providing guidance on the College's Health and Safety policy;
- (ix) making recommendations to other committees on health, safety and welfare issues as appropriate;
- (x) reviewing operational health and safety issues arising locally and making recommendations for action;
- (xi) implementing risk assessment programmes to identify and minimise localised hazards;
- (xii) ensuring adequate arrangements exist for the implementation of College health and safety policy on site;
- (xiii) ensuring fire evacuation procedures are known to all staff in the event of a fire or emergency and to make arrangements for test drills.

Management and Staff Responsibilities

- 2.5 The Principal as the senior post-holder in the College is accountable and has executive responsibility for all aspects of Health and Safety. Responsibility is delegated to the chair of the Health and Safety Committee for the development and implementation of all associated appropriate policies and good practice to ensure compliance.
- 2.6 The Estates Manager has delegated responsibilities and duties that include:
- (i) establishing and maintaining the College's Health and Safety Policy in conjunction with relevant staff;
 - (ii) ensuring, in conjunction with the Health and Safety Committee that the St. Mary's University College Policy is updated as and when appropriate and that revisions are brought to the attention of all staff;
 - (iii) ensuring compliance with all legal, statutory and contractual obligations in relation to Health and Safety and related matters;
 - (iv) developing good health and safety practice across all College sites and in relation to all student activities;
 - (v) co-ordinating the St. Mary's University College Risk Assessment programme and bring to the attention of the appropriate College management all significant risks identified by the assessments;

- (v) maintaining all of the St. Mary's University College's Health and Safety documentation and records in an appropriate format;
- (vi) analysing all data relevant to health and safety performance through safety audits and accident statistics and produce the St. Mary's University College annual Health and Safety Report;
- (vii) providing adequate, current and necessary information, advice and training to all persons who have a responsibility for Health and Safety in St. Mary's University College;
- (viii) ensuring the efficient operation and maintenance of boiler, plant, lifts, machinery, kitchen equipment, heating and ventilation systems, security and fire alarms, water supplies, sewage disposal, and other engineering equipment at the College premises;
- (ix) supervising the work of contractors to ensure compliance with relevant Health and Safety policy;
- (x) ensuring arrangements are in place to provide a comfortable work environment in regard to general conditions such as lighting, ventilation, temperature and cleanliness.
- (xi) maintaining first aid provision including first aid cover, first aid supplies and effectiveness of emergency procedures.

2.7 The Facilities Officer has delegated responsibilities and duties that include;

- (i) maintaining the college's Fire Log;
- (ii) arrangements for routine testing, inspection and maintenance of fire-fighting equipment, fire escapes, fire detection/alarm systems;
- (iii) posting appropriate warning signs and notices;
- (iv) organising instruction in the use of emergency fire-fighting equipment;
- (v) ensuring that appropriate fire and evacuation drills are carried out;
- (vi) liaising with Fire Authorities and Estates Manager.

2.8 The Staff Development Officer has delegated responsibilities and duties that include:

- (i) Coordinating and monitoring the delivery of the 3-year cyclical training programme;
- (ii) Working with members of the committee in identifying specific health and safety training needs;

- (iii) Reporting to the committee re: progress of delivery of 3-year cyclical training programme;

2.9 Line Managers/Supervisors have delegated responsibilities for all staff under their management. Responsibilities in relation to Health and Safety include:-

- (i) ensuring that their staff are fully aware of the organisation and arrangements contained within this Policy;
- (ii) ensuring that the training needs of their staff are identified and brought to the attention of the Staff Development Officer;
- (iii) monitoring Health and Safety performance within their area of responsibility and reporting to the Health and Safety Committee as appropriate;
- (iv) ensuring that their staff are kept informed of matters relevant to their health and safety;
- (v) ensuring that adequate time is available to enable staff to comply with the requirements of the Policy;
- (vi) ensuring that staff are properly trained for the duties they are required to undertake;
- (vii) providing information on safe working practices and hazards and ensuring that the recipients clearly understand the information given;
- (viii) ensuring that in-house instructions, statutory instruments, Codes of Practice and advice are followed;
- (ix) ensuring that all members of staff are aware of their responsibilities under the Order and that all understand the duty of care.

2.10 Academic Staff have delegated responsibilities to their respective Line Manager and their duties include:

- (i) ensuring that they take reasonable care during their work activities to avoid accidents or injury to themselves, other members of staff and their students;
- (ii) observing all safety rules relating to specific machinery, processes or substances;
- (iii) ensuring that all protective clothing and equipment as required are both available and used by themselves and the students;
- (iv) instructing and advising students on (as appropriate) all aspects of health and safety issues;

- (v) reporting to their Line Manager all potential hazards affecting health and safety;
- (vi) reporting all accidents and ensuring that accident reporting forms are completed and forwarded to the Estates Manager;
- (vii) assisting and contribute with the risk assessment programme relating to hazards within their section;
- (viii) continuously developing practices in their sections that ensure, as far as possible, the safety of students under their supervision;
- (ix) informing all students of the fire and emergency procedures.

All College Staff

2.11 All St. Mary's University College staff should make themselves familiar with this Policy, paying particular attention to those sections of the organisation and arrangements appropriate to them. In addition, all staff should be aware of their obligations under Articles 8 and 9 of the Health and Safety at Work (Northern Ireland) Order 1978:

- (i) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- (ii) to co-operate with the St. Mary's University College so as to enable it to perform or otherwise comply with its statutory duties;
- (iii) to not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

2.12 Each member of staff has delegated responsibilities as an individual:

- (i) to comply with the safety instructions and directions laid down by St. Mary's University College;
- (ii) not to misuse or interfere with anything provided in the interests of health, safety and welfare, or act in any way which might endanger themselves or others;
- (iii) to use properly the means and facilities provided for health, safety and welfare;
- (iv) where he/she exercises authority, to ensure that the necessary safety instructions are given to other members of staff;
- (v) to report to his/her line manager/supervisor any defects in plant, structure, systems method of work or equipment which come to his/her notice;

- (vi) to report any accident/incidents which have led or might lead to injury or damage and to co-operate with any investigation which may be undertaken with the objective of preventing accidents or their recurrence;

Visitors / Students

- 2.13 The Health and Safety at Work (Northern Ireland) Order 1978 imposes certain duties upon employers for the safety of visitors on the employer's premises.

The following rules have been made to control the movement and to monitor the whereabouts of visitors and to ensure their safety in the event of a fire or any other critical incident.

Fire	Must follow all college fire/emergency evacuation procedures which are displayed on the premises Obey the "No Smoking" policy
Accidents	All accidents/incidents no matter how slight must be recorded and reported to the Estates Manager
Property	Any damage to property on the St. Mary's College premises must be reported to the Estates Manager
P.P.E.	Must be worn as required
Parking	Vehicles must be parked in the designated areas and must not prevent access to fire escape routes or other vehicular movement.

Safety Representatives

- 2.14 The Safety Representatives and Safety Committees Regulation (NI) 1979 and the Health and Safety Consultation with Employees Regulations (NI) 1996 apply in workplaces where relevant Trade Unions have appointed Safety Representatives that have requested that a committee be set up for the purpose of keeping under review the measures taken to ensure the health and safety at work of all employees.

The Management of Health and Safety at Work Regulations (NI) 2000 also states that the employer is obliged to consult with employee's representatives on certain matters which affect the personnel they represent.

These matters are:

- (i) the introduction of any measure that may substantially affect the health and safety of members of staff;
- (ii) the arrangements for appointing "competent persons";
- (iii) the health and safety information that must be by law be provided to employees;
- (iv) the planning and organisation of health and safety training for members of staff;

(v) the health and safety consequences of new technology to members of staff;

A person appointed as a Health and Safety Representative has the following duties:

- (i) to investigate potential hazards and causes of accidents in the workplace;
- (ii) to investigate members of staff complaints concerning health and safety at work;
- (iii) to make representations to the employer on matters arising out of the above and on general matters affecting the health and safety of employees in the workplace;
- (iv) to carry out inspections in the workplace; (after giving reasonable notice in writing)
- (v) to carry out inspections of an area after an accident has occurred if it is safe to do so and in the interests of the employees represented;
- (vi) to carry out inspections to documents that have to be kept at the workplace provided that reasonable notice has been given to the employer's representatives;
- (vii) to represent members of staff in consultations with Inspectors, and to receive information from them;
- (viii) to attend meetings of the Health & Safety committee;

Contractors

2.15 St. Mary's University College shares a duty of care with contractors (as both are employers) to ensure that all reasonably practicable precautions are undertaken to safeguard their own members of staff, other persons on the premises and the general public. A contractor can be anyone instructed by St. Mary's University College to enter their premises to do work which might include repair work, cleaning duties, etc. Contractors have duties and responsibilities to take all reasonably practicable steps to supply, erect and install plant and equipment and to use substances which will be safe and without risk to health and safety when being set, used, cleaned or maintained by any person(s) at work.

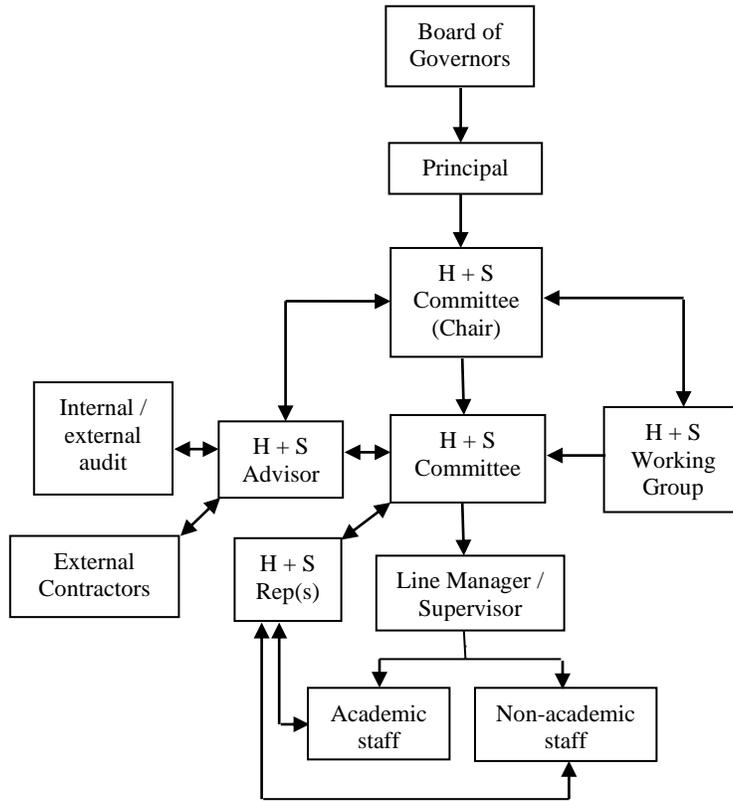
Other responsibilities include:

- (i) provision of relevant health and safety accreditations e.g. Safety Schemes in Procurement (SSIP), Constructionline etc. as required by the college for specific projects;
- (ii) provision of their own Health and Safety Policy Statement, Organisation and Arrangements along with relevant insurance cover for work to be undertaken;

- (iii) employing only such persons who are skilled experienced and competent in the job/task to be carried out and be able to verify same by producing training records, accident records, licences etc. if requested;
- (iv) liaising with the Estates Department or any other responsible person regarding hazards on site, method statements, work planning, fire and emergency procedures, etc as well as complying with the St. Mary's Health and Safety Policy;
- (v) reporting any accidents or near misses that may occur during the work;
- (vi) supplying any risk assessments, COSHH assessments, safety data sheets etc., if requested;
- (vii) provision of safe plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, barrier system, internal transport, electrical equipment, etc to enable the work to be carried out safely; (St. Mary's University College will not loan any equipment to any contractor unless exceptional circumstances arise which can be authorised by the Estates Manager or any other responsible person)
- (viii) provision of permits to work for any high risk activities such as hot work, demolition, working at height, excavation, asbestos, confined spaces, electrical work over 240 volts, overhead work etc.;
- (ix) supplying information and records relating to any maintenance tests, inspections or examinations carried out to plant or equipment or any changes made to the structure or fabric of the building including design and specifications of same;

Organisational Chart

2.16



3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

College health and safety arrangements by which the Health and Safety Policy is effectively implemented are stated within the Operational Controls section of the Procedures Manual of the OHSAS 18001 Management System. The following list are current college health and safety arrangements and they are accessible via the staff area of the college intranet.

- Accidents and Dangerous Occurrences
- Competence Awareness and Training Procedures
- COSHH
- Display Screen Equipment
- Driving at Work Guidelines
- Electricity Safety
- First Aid
- Fire and Emergency Evacuation Procedures
- Lone Working
- Manual Handling Procedures
- New and Expectant Mothers
- Organised Student Educational Visits
- PPE Guidance
- PUWER Guidance
- Risk Assessment
- Smoke Free Procedures
- Working at Height
- Workplace Procedures