



POLICIES & PROCEDURES

HEALTH SAFETY AND WELLBEING POLICY

Policy Owner:	Head of People and Culture
Date Approved:	15/11/2023
Version:	V9.0
Equality Screening Date:	10 January 2019
Date of First Issue:	October 2023
Date of Next Review:	September 2025
Location:	Gateway

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1. Policy Statement

- 1.1 South West College recognises and fully accepts its responsibility for Health & Safety & Wellbeing as an employer under health, safety and welfare legislation and it is our policy to do all that is reasonably practical to ensure the health, safety and welfare of employees whilst at work and those who may be affected by the organisations activities
- 1.2 South West College seeks to promote a policy in respect of employee Health and Wellbeing beyond the management of short and long-term sickness absence.

2. Scope

- 2.1 This policy is applicable to all Governors, staff of the College and other stakeholders.

3. Statement of Intent

- 3.1 South West College views Health and Wellbeing in a holistic manner and recognises that mental and social health are as important as physical health and will prevent, so far as reasonably practicable, those circumstances detrimental to health and wellbeing and will seek to enhance the ability of staff to benefit from health and wellbeing solutions.
- 3.2 South West College will take all reasonably practicable steps to meet this responsibility both for those in its direct employment and with regard to those who utilise its facilities.
- 3.3 South West College will promote Health, Safety and Wellbeing through its management policies, support services and information networks to enhance the ability of staff to benefit from Health, Safety and Wellbeing.

- 3.4 South West College will report, investigate and record all accidents/incidents in accordance with legislation and good practice and be pro-active in reducing the same in order to demonstrate continuous improvement and good management of health, safety and wellbeing issues.

4. Statutory Duties

- 4.1 South West College are committed as a minimum to meeting all health, safety and welfare legislative requirements and we will ensure that health, safety and wellbeing objectives and targets associated with the health and safety management system focus upon policy objectives, reduce risk and drive continual improvement.
- 4.2 South West College reminds its employees of their own duties under Article 8 and 9 of the Health and Safety at Work (NI) Order 1978, which is, to take reasonable care for their own safety and that of other persons and to co-operate with the College so as to enable it to carry out its own responsibilities successfully.
- 4.3 South West College will promote standards of safety, health and well-being 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.

5. Implementation

- 5.1 South West College seeks to promote a culture whereby the College works as an advocator to empower staff to maintain their own health, safety and wellbeing through on-going health related initiatives and activities.
- 5.2 South West College will evaluate the progress of the health, safety and wellbeing programme continually and promote good practice in health, safety and wellbeing and share success across the organisation.

- 5.3 Where reasonably practicable, South West College will pay particular attention to the provision and maintenance of:
- A safe place of work, safe access to it and safe egress from it;
 - Plant, equipment and systems of work that are safe and well maintained;
 - Safe arrangements for the use, handling, storage and transport of articles and substances;
 - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their personal health and safety at work;
 - A healthy working environment, by adopting a positive approach to improving health and wellbeing across the College; and
 - Adequate welfare facilities.
- 5.4 South West College will so far as is reasonably practicable provide and maintain up to date information for all employees on the potential hazards of substances and equipment used at work.
- 5.5 South West College will co-operate fully in the appointment of safety representatives for its staff by recognised Trades Unions and will provide them where appropriate with suitable and sufficient facilities and training to carry out this task.
- 5.6 South West College is committed to the effective management of health, safety and wellbeing throughout its operations and to providing the necessary resources and framework to ensure that persons working for the organisation, or who may be affected by its activities, do not suffer injury or ill health. This can only be achieved by the Governing Body, senior management and staff, all working together, on a programme of continuous improvement, putting into place effective systems to identify and eliminate hazards before injury or ill-health occurs and working practically with all staff to ensure the College promotes health, safety and wellbeing at all times.
- 5.7 South West College will commit to:
- Undertake a comprehensive Risk Assessment programme to ensure all risks are eliminated or reduced to the lowest possible level that is reasonably

practicable;

- Ensuring that all premises used by the College are inspected to ensure they provide a safe and healthy environment for students and staff;
- Provide confidential counselling for staff whose wellbeing is affected by either work or external factors; and
- Consult with relevant stakeholders, where appropriate, on all proposed action relating to staff health, safety and wellbeing.

5.8 South West College is committed :

- To train, inform and empower staff, ensuring competency in Health and Wellbeing. To promote a positive attitude amongst staff towards health, safety and wellbeing and to enable staff to benefit from health, safety and wellbeing solutions;
- To support the effectiveness of our staff in those duties which contribute to achieving the organisation's objectives;
- To promote good practice in the area of health, safety and wellbeing and share success across the organisation;
- To provide and maintain a safe and healthy working environment for all staff and students with adequate facilities and arrangements for their safety and wellbeing and create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff;
- To provide all staff with the information, instruction, training and supervision required for them to work safely and without risk to their health and provide confidential counselling for staff whose wellbeing is affected by either work or external factors; and
- To develop safety awareness among all staff and, in particular, individual responsibility for health and safety at all levels; and to encourage full and effective consultation on health and safety matters.

6. Health and Safety Management System

6.1 The practical arrangements by which the policy will be effectively implemented include details of how specific procedures, codes of practice, local rules, safe


systems of work and other area specific guidance are put into practice. Although these form part of the health and safety documentation, for the purpose of effective communication and the ease of revision, these arrangements are produced in the form of the “Health and Safety Management System”, which is available on the [College Intranet](#) and in the Learning Resource Facilities.

7. Responsibilities


- 7.1 Ensuring the Health and Safety of staff and students is an integral part of all activities within the College and all staff and students have a personal responsibility to help ensure that high standards of health and safety are achieved and maintained. Specific responsibilities are detailed in [Appendix 1](#).

8. Review

- 8.1 This policy will be reviewed every 2 years or sooner if changes to legislation require a review.

Signed Principal and Chief Executive: 

Date: 15.11.23

Signed Chair of the Governing Body: 

Date: 15/11/2023

Appendix 1 – Roles and Responsibilities

STRUCTURES AND RESPONSIBILITIES	
Governing Body	<p>The ultimate responsibility for all health and safety matters lies with the Governing Body as the employer of all staff. The Governing Body will discharge this responsibility by receiving appropriate reports and recommendations from the Staffing Committee through the College Chief Executive and the Director of Corporate Services.</p> <p>The Governing Body acknowledge health, safety and wellbeing as a fundamental part of college business and ensures that it is fully integrated into college management structures, processes and all college activities.</p>
Chief Executive/ Director of Curriculum	<p>The College Chief Executive as the senior post-holder in the College has ultimate executive responsibility for all aspects of health, safety and wellbeing.</p> <p>The Chief Executive will ensure that adequate time and resources required by management and staff to lead and promote a culture that supports health, safety and wellbeing are provided and will ensure a process of consultation and participation at all levels to develop continuous improvements throughout.</p> <p>With the assistance of the college Staffing Committee, the Chief Executive will be kept informed and updated on all health, safety and wellbeing matters. They will also ensure the development of a health, safety and wellbeing strategy, which will support appropriate policies and procedures in the management of workplace health and safety and will regularly monitor and review health and safety activity, outcomes and trends.</p> <p>In the absence of the Chief Executive, this role and responsibility will defer to the Director of Curriculum.</p>
Director of Corporate Services	<p>The Chief Executive will delegate the operational responsibility for health, safety, and wellbeing to the Director of Corporate Services as the senior manager with responsibility for leading and managing the estates function and the development and implementation of all associated appropriate policies and good practice to ensure compliance. Allocating the necessary resources to allow college managers to deliver the agreed health and wellbeing strategy, achieve, and maintain compliance with health and safety management and ensuring continuous improvements.</p>

STRUCTURES AND RESPONSIBILITIES	
Health & Safety Officer	<p>The responsibility for operational arrangements and the day-to-day management of health, safety and wellbeing in the College is delegated to the Health and Safety Officer.</p> <p>The Health and Safety Officer is responsible for ensuring the implementation of the Health, Safety and Wellbeing policy and the monitoring and maintenance of health, safety and wellbeing management systems. They will promote and contribute to safe working practices and maintain the health and safety management system and ensure compliance with current legislation and good practice.</p>
College HSWB committee	<p>The overall college Health, Safety and Wellbeing Committee will comprise of staff and management representatives from all College campuses, relevant Estates staff and other nominated staff. This committee is responsible for the policing, monitoring and reviewing of the health and safety management system and advising College Management on appropriate health, safety and well-being policy issues. They will develop targets and objectives for health and safety and receive reports and make recommendations</p>
Culture and Wellbeing Group	<p>The Health and Wellbeing Team are responsible for ensuring the implementation of the Health and Wellbeing strategy and providing a professional and efficient health and wellbeing programme in the College via central support, resources, training and advisory services.</p> <p>The team will uphold confidentiality.</p>
Corporate Services Managers/ Development and Support Managers	<p>Are responsible to the Director of Corporate Services and Director of Development and Support and the Chief Executive for staff and areas under their management and control, managing and monitoring the performance of their health, safety and wellbeing, ensuring adequate training, resources, awareness, systems and procedures are in place and regularly reviewed and updated. They will provide information on safe working and hazards through risk assessment and inspection and ensure effective measures are in place relating to provide safe working, safe plant and equipment and ensure relevant safety training is provided.</p>
Heads of Department/ Line Managers	<p>Will be responsible for ensuring that their staff are fully aware of and participate in the health, safety and wellbeing arrangements in place to ensure a safe working environment and that all statutory instruments, in-house instructions and codes of practice are followed. They will also ensure that staff training needs are identified and met and will monitor the health and safety performance within their areas and seek advice as appropriate. Staff will be awarded the time to participate in relevant health and safety training.</p>

STRUCTURES AND RESPONSIBILITIES	
Campus HSWB committees	The overall college Health, Safety and Wellbeing Committee will be supported in its work by four Campuses Health, Safety and Wellbeing Committees who will review operational health, safety and wellbeing issues arising locally and make recommendations for action. They will implement risk assessment programmes, ensure adequate arrangements exist for the safe implementation of the health, safety and wellbeing.
Estates Officers/Facility Management Providers	Estates Officers/FM providers will ensure efficient operation and maintenance of all plant, equipment, utilities and services on College premises which may impact upon health and safety. They will also ensure that all statutory requirements are completed within a scheduled timeframe to ensure compliance with legislation and good practice.
Safety Representatives	Will represent their members on all aspects of health safety & wellbeing and play an active role in committees. They may also be involved in investigations into hazards/risks or accidents and are able to carry out their own inspections of the workplace.
All college staff	All College staff should make themselves familiar with the organisation and arrangements appropriate to them and should be aware of their obligations under Articles 8 and 9 of the Health and Safety at Work (Northern Ireland) Order 1978. All staff are to assist and co-operate in all aspects of health, safety & wellbeing and take reasonable care of themselves and others who may be affected by what they do or fail to do.

Related Documentation

Title	Location	Owner

Change Log

Location	Change from deletion/addition	Change to
Whole Document	Convert to standardised policy template	SWC standardised template
Title Page	Updated policy owner Updated version Dates updated	Head of People and Culture V 9.0
Appendix 1	Roles and responsibilities full amended to provide for title changes in accordance with the realignment.	Deputy Chief Executive changed to Director of Curriculum Head of Services changed to Director of Corporate Services HR Health and Well-being Team changed to Culture and Well-being Group Heads of Facilities/Centres For Excellence Managers changed to Corporate Services Managers/ Development and Support Managers Director of Development and Support added. Heads of School changed to Heads of Department.

Communication

Who needs to know (for action)	Senior Leadership Team Management Operations Team Heads of Department Campus Managers
Who needs to be aware	All Staff

Communication Plan

Action	By Whom	By When
Upload to Gateway and Website	J Lucas	On approval
Dissemination to key staff	C James	On approval

Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Martin Devlin	Health and Safety Officer
Sharon McGrath	Head of Services
Camilla James	Head of People and Culture

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
Campus Health & Wellbeing Committees	Internal	November 2019

Approval Dates

Approved by	Date
Governing Body	

Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
1	26/06/09	M. Devlin, Head of Services	N/A Draft Issue for review	HS MS 24/1	N/A	No
2	13/08/09	M. Devlin, HSWB & Staffing committees	No Draft Issue for review			No
3	20/06/11	M. Devlin	Yes - OHSAS included and statement reviewed	HS MS 24/2	No	No
4	25/06/13	M. Devlin, HSWB & Staffing committees	Yes Wellbeing issues emphasised in Policy	HS MS 24/3	Yes	No
5	28/05/15	M. Devlin	No - No changes necessary during review	HS MS 24/4	Yes	No
6	26/02/16	Full review carried out by HSWB committees & Equality Officer.	Yes Additional wellbeing contribution. Organisational chart to be confirmed.	HS MS 24/4	No	Yes
7	01/06/18	M. Devlin, HSWB committee	Yes Review of policy – some additional comments added to ensure reflection of current management system and good compliance	HS MS 24/5		Yes
8	August 2021	M.Devlin E.Rushe	Yes			

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
			Review of Policy including: - change to new template - revision and amendment of content - inclusion of Appendix			
9	September 2023	M Devlin C James	Yes as per Change Log			