



Health and Safety Policy Roles and Responsibilities

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	2.4.4	Responsibilities of Director of Estates were reviewed and updated as a result of structural changes.	10/12/2018
	2.4.12	Duties of Managers and Directors of Departments were reviewed and updated as a result of structural changes.	10/12/2018
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1 Introduction

1.1 Scope

This Health and Safety Statement applies to all Fife College staff, irrespective of location. It also applies to all stakeholders entering Fife College i.e. students, visitors and sub-contractors.

The scope of this procedure applies to all Fife College staff regardless of their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics" and more information can be found in the Equality and Diversity Policy.

1.2 Health and Safety Vision

To have the best health and safety "on paper and in practice" for our staff and our customers which is delivered by people who provide excellent service by being aware of risks, taking action to avoid or minimise these and recognising the need for innovation in everything we do.

1.3 Health and Safety Policy Statement

1.3.1 Policy Aim

The Board of Governors of Fife College not only accepts its legal duties of care as set out in the Health and Safety at Work etc. Act 1974 and subsequent legislation as well as its moral and ethical obligations to staff and all other persons whom may be affected by operational practices and procedures.

It is the policy of Fife College; Board of Governors to ensure the College conducts its activities in order that:

- prime consideration is given to the health and safety of its staff and all other persons affected directly or indirectly by its activities;
- proper regard is given to minimise any possible undesirable effect of its activities on the student population.

Every staff member of Fife College has the responsibility to follow safe working practices and to have a genuine concern for the health and safety of all persons on College premises that may be affected by that employee's acts or omissions at work.

1.3.2 Specific Objectives

- Ensure that a comprehensive management system has been developed and is effectively implemented, and continues to be developed ensuring the health, safety and welfare of all our staff, students and others who would be affected by our activities and that appropriate resources are provided to meet its objectives;

- Bi-Annually review the adequacy of our health, safety, and welfare management activities, including this policy. Additional management reviews will be carried out whenever we believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities;
- Positively consult with staff, students and representatives to ensure that they can fully participate in the identification of hazards, the assessment of risks and the development of suitable control measures. Furthermore, encourage their participation in the monitoring of the health and safety management performance, the on-going improvement of existing standards and the review and enhancement of our health and safety management system;
- Ensure that appropriate risk controls are identified and implemented via the operation of an effective risk assessment, thus ensuring the provision and maintenance of a safe and healthy workplace;
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals from the risks associated with our operations including the management of road risk, educational visits and learner placements;
- Ensure that effective communication systems are in place to provide all persons who could be affected by our activities with suitable and sufficient instruction and information;
- Ensure staff are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training, which is regularly refreshed;
- Ensure that all relevant persons (including students) have clearly assigned health and safety responsibilities;
- Ensuring that students training needs are identified and suitable and sufficient training provided to enable them to be safe while on our premises;
- Provide, as appropriate, suitable levels of supervision of staff and students to ensure their health and safety.
- Ensure that workplace and work equipment standards are regularly monitored by a system of planned inspections and competent person examinations and that suitable remedial actions are promptly implemented;
- Encourage and require the reporting of accidents which will be thoroughly investigated and ensure necessary remedial actions are promptly and effectively implemented.

1.3.3 Responsibilities

The **Principal and Chief Executive** of the College has ultimate responsibility for health and safety of the staff, students and of any members of the general public having access to College premises, and in particular assumes responsibility for:

- Considering and addressing the implications of Board decisions;
- Maintaining management structures for the effective implementation, monitoring and review of the College Health and Safety Policy, performance, systems and procedures; and
- Appointing the Deputy Principal (or another member of the Executive Team) to the role responsible for Health and Safety.

Managerial and Supervisory staff have a responsibility to ensure that the College Health and Safety Policy are implemented within their own areas of responsibility.

1.3.4 Exemptions

There are no exemptions. The Health and Safety Policy applies to all Staff, Students, Contractors and visitors to the College.



.....
Chairperson
Fife College, Board of Governors



.....
Principal and Chief Executive
Fife College

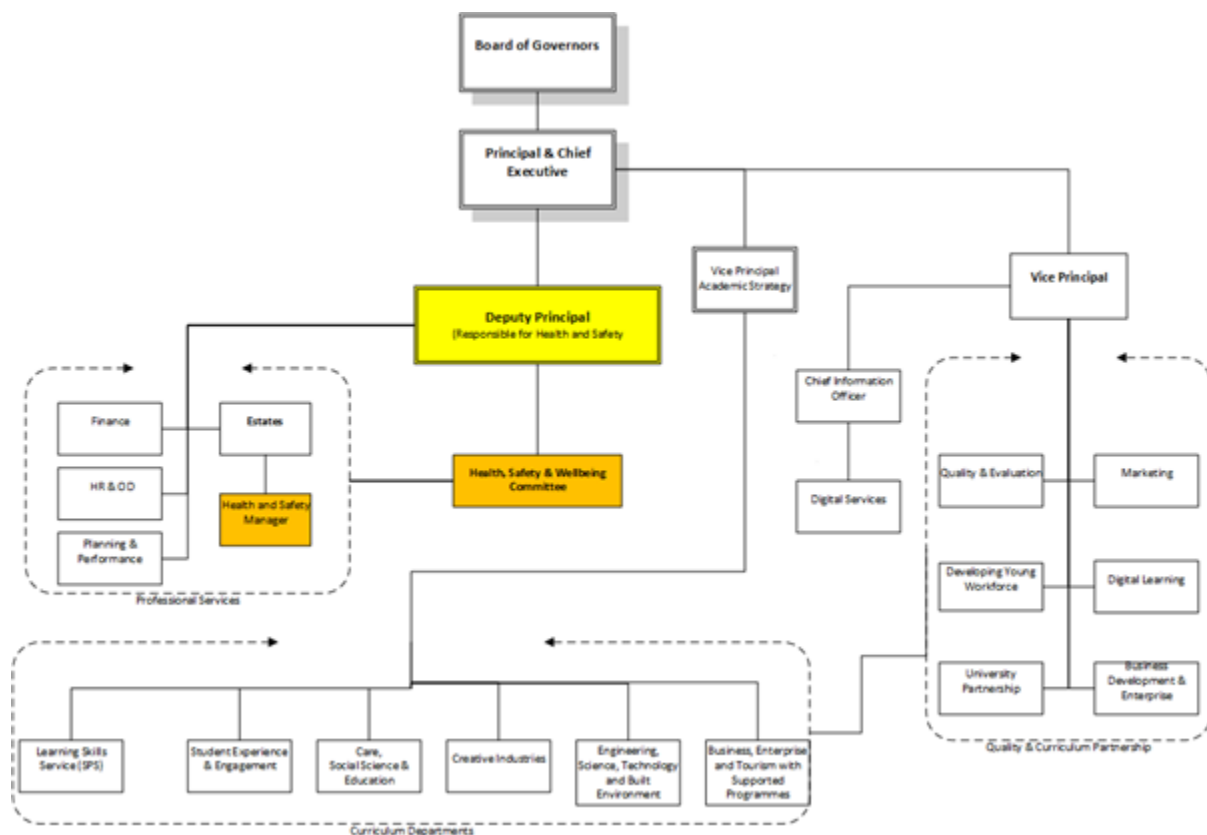
Date: 4 October 2023

2 Statement of Organisation and Responsibilities

2.1 General Responsibilities

- In addition to the duty of care which is obligatory on all staff, clients or other members of the public having legal access to the College premises, the College Health and Safety Policy requires that certain responsibilities should be defined.
- The Principal is responsible to Fife College, Board of Governors for implementation of Health and Safety Policy but has the right to delegate authority for its effective operation, and to require that those to whom such authority is delegated are competent and accountable for the execution of the tasks necessary to the creation and maintenance of a safe and healthy environment.
- **Managerial and Supervisory Staff**
In this context the term Managerial and Supervisory Staff means all staff that has authority to give operating instructions to others. Where appropriate, it is extended to all staff in their capacity as student or situation managers by virtue of the authority delegated to them within the organisational structure.

2.2 Safety Structure within Fife College



2.3 Board of Governors

- Review Bi-annually College safety, health and environmental performance against Health and Safety Aims and Objectives.
- Ensure that the College Health and Safety Policy Statement reflects current legislation and Board priorities.
- Ensure that College management provides monitoring and reporting of safety and health performance to the Board of Governors.
- Review any significant safety or health failures and the outcome of any subsequent independent investigations.
- Ensure that Health & Safety and Fire Risk Management Systems are in place and remain effective.
- Allocate sufficient resources for health and safety measures.

2.4 Designated Persons - Duties and Responsibilities

2.4.1 The **Principal and Chief Executive** of the College has ultimate responsibility for health and safety. It is their duty to comply with statutory requirements in health and safety.

2.4.2 The **Chair of the People and Culture Committee** will form a link between the Board, the Health & Safety Manager and the Health, Safety & Wellbeing Committee.

2.4.3 The **Deputy Principal** (with responsibility for Health and Safety) and the Director of Estates will support the Health & Safety Manager to drive the health and safety agenda throughout all college activities.

2.4.4 The **Director of Estates** is responsible for:

- Directly managing the Health and Safety Manager to drive the health and safety agenda throughout all college activities
- Overseeing and monitoring maintenance works throughout the College;
- Organising the duties and responsibilities of staff and contractors who may be involved or affected by maintenance activities throughout the college Estate;
- Ensuring the specification of safe working practices are detailed within the procurement procedures for any term contract of maintenance or project works within the College;
- Ensuring that all contractors abide by the College Safety, Health & Environmental Policy and procedures whilst on site.

2.4.5 The successful discharge of paragraph 2.4.4 will impose the following duties in relation to maintenance on the **Director of**

Estates to:

- Consult directors / managers on changes proposed which would affect the health and safety at work of their respective staff.
- Ensure suitable sub-contractors are appointed in relation to maintenance in specialist areas where a risk assessment demands specialist skill such as;
 - air receivers, local exhaust ventilation, control of insects, fire extinguishers, glass replacement, lifts, ropes, chains and lifting equipment, street lighting, tests required by insurers, waste disposal.
- Ensure statutory testing and compliance is carried out in relation to college vehicles, air receivers, pressure systems, lifts, electrical testing, lifting tackle & equipment and general waste.
- Ensure statutory testing and compliance with the Scottish Fire and Rescue Service advice is carried out in relation to fire extinguishers, fire detection and warning systems and evacuation.
- Maintain and disseminate information to provide clear, correct and safe procedures for staff carrying out maintenance work.
- Maintain accurate plans of the College, circuit diagrams and details of the location of valves and controls of plant or machinery.
- Maintain information on hazards associated with maintenance operations, equipment and chemical substances (COSHH) used by the maintenance section and ensure inclusion on the web based central records.
- Provide precise and detailed procedures for maintenance operations. These will range from a basic plant isolation procedure to a full written Permit to Work System.
- Define the extent of the maintenance activity and the precautions required to safeguard the staff involved in maintenance and others on the premises.
- Ensure the provision of safety equipment appropriate to the hazards involved.
- Maintain a range of testing equipment compatible with the type of work carried out by maintenance staff.
- Check to ensure that safe conditions have been achieved before normal working commences.
- Stop immediately, if planned procedures fail to isolate hazards.
- Monitor conditions and application of procedures, depending upon the type of work.

- Produce clear adequate warning signage in relation to work in progress.

2.4.6 In the absence of the Director of Estates, the **Estates Manager** will assume authority as the nominated person responsible for the duties specified in paragraph 2.4.5.

2.4.7 The Health & Safety Manager will:

- Advise the Principal & Chief Executive and Deputy Principal on policy and compliance issues as per Regulations 6 & 7 of the Management of Health & Safety at Work Regulations 1999; and all other relevant legislation on all matters affecting health and safety at work.
- Advise Executive Team on the implementation of company policy and all health and safety matters.
- Support and advise Managers, H&S Representatives and all staff in maintaining the maximum degree of control of health and safety hazards at the workplace and identifying suitable training for all levels of staff.
- Support and assist staff in the completion of Risk Assessments;
- Ensure that Risk Assessments, COSHH and other regulatory information is made available to staff via the Staff Website Health and Safety Management Software System;
- Audit and inspect College premises, plant and processes to ensure that the necessary safety measures are maintained, and recommend where additional safety measures are required. Provide management with feedback on completed audits inspections and draw up action plans for remedial measures, and implement within agreed timescale;
- Ensure that actions requiring information, instruction and training are highlighted by a risk assessment and completed as per Regulation 3, 4, 5 and 13 of the Management of Health & Safety at Work Regulations 1999;
- Ensure that a RIDDOR compliant system of accident reporting and recording is maintained and that the system is understood by those responsible for using it. Investigate serious accidents, incidents and near misses with the intention of preventing their recurrence and improving the safety performance within the College;
- Take possession of items which form a hazard or that are the subject of an accident report;
- Review new legislation, Approved Codes of Practice (ACOPs), Guidance Notes or Standards and other information relevant to the College and advising management and other staff as to their impact
- Liaise with the Health and Safety Executive and Local Authority and

other organisations involved in maintaining and improving health, safety and welfare;

- Report as necessary to the Deputy Principal responsible for Health and Safety highlighting problem areas and reporting on progress toward agreed Performance indicators;
- Provide competent advice and assistance and prepare work programme /guidelines for the Health, Safety and Wellbeing Committee;
- Review safety arrangements in relation to activities of Contractors and their sub- contractors or individuals operating on College premises or externally on behalf of the College;
- Arrange induction for all staff and Students in accident prevention, health and safety measures, fire precaution and first aid; and
- Set a personal example and promote good practice in health and safety matters.

2.4.8 In the absence of the Health and Safety Manager, the **Health and Safety Advisor** will assume authority as the nominated person responsible for the duties specified in paragraph 2.4.7.

2.4.9 The **Health and Safety Advisor** will:

- Support of the H&S Manager contribute to development and implementation of Health and Safety policies, procedures, risk assessments and systems to help ensure health and safety systems are in place, including provision for student placements;
- Assist the Executive Management Team, Directors, Managers and other staff in the implementation of the Policy to maintain a safe working environment in all College work areas and offices and to advise them of the legal obligations under the Health and Safety at Work Act and all relevant legislation;
- Keep an up to date working knowledge of legislation relating to health and safety;
- Audit and inspect College premises, plant and processes to ensure that the necessary safety measures are maintained, and recommend where additional safety measures are required. Provide feedback on completed audits, inspection draw up action plans and implement within agreed timescale;
- Conduct investigations relating to accidents and dangerous occurrences and report to the required authorities providing recommendations and action of any preventative measures;
- As one of the competent persons for this area, provide expert policy advice to support health, safety and environmental strategies and deputise as required for the Health and Safety Manager;

- In conjunction with the values of the Health and Safety Team, carry out training of staff in the use of the H&S Management System through the software portal. As required develop and deliver training on H&S related topics;
- In support of the Health and Safety Manager, plan, organise and manage First Aid provision for the College ensuring an adequate number of trained staff is available and refresher training is provided when required;
- Actively promote a health and safety culture through the appropriate induction and training of staff, aiding staff where required;
- Liaise with appropriate external agencies to maintain and improve health, safety and welfare; and
- Working in conjunction with the H&S Team, contribute to the development of a continuous H&S Improvement Plan for the College.

2.4.10 The Health and Safety Training Officer will:

- Support of the H&S Manager contribute to development and implementation of Health and Safety policies, procedures, risk assessments and systems to help ensure health and safety systems are in place, including provision for student placements;
- Assist the Executive Management Team, Directors, Managers and other staff in the implementation of the Policy to maintain a safe working environment in all College work areas and offices and to advise them of the legal obligations under the Health and Safety at Work Act and all relevant legislation;
- Keep an up to date working knowledge of legislation relating to health and safety;
- Act as the main H&S point of contact for the Scottish Prisons Contract. Audit and inspect SPS premises, plant and processes to ensure that the necessary safety measures are maintained, and recommend where additional safety measures are required. Provide feedback on completed audits, inspection draw up action plans and implement within agreed timescale;
- Conduct investigations relating to accidents and dangerous occurrences and report to the required authorities providing recommendations and action of any preventative measures;
- Identify H&S training needs throughout the College and as required develop and deliver training on H&S related topics. Monitor training compliance and coordinate external training providers where internal training cannot be delivered;
- Actively promote a health and safety culture through the appropriate induction and training of staff, aiding staff where required;

- Liaise with appropriate external agencies to maintain and improve health, safety and welfare; and
- Working in conjunction with the H&S Team, contribute to the development of a continuous H&S Improvement Plan for the College.

2.4.11 Each **Manager and Director of Department/Faculty** will be responsible for addressing College and statutory health and safety requirements of relevance to their operation. They must ensure that arrangements are in place so that all activities under their control are conducted without risk to personnel and college assets in accordance with requirements.

2.4.12 The successful discharge of 2.4.11 will impose the following duties on **Managers and Director of Departments** to:

- Understand and implement company policy
- Establish annual operational objectives in line with strategic objectives for the areas under their control.
- The implementation, reviewing, revising and monitoring of health and safety arrangements for their area(s) of control
- Ensure that 'suitable and sufficient' risk assessments for all significant hazards are carried out, recorded and communicated to all persons likely to be affected within their control. Risk assessments must include the occupational health risks associated with all activities
- Ensure that safe systems of work are in place for staff and students under their control and that the systems are monitored regularly for suitability and effectiveness.
- Allocate necessary resources within their control
- Provide information on all health and safety matters to the staff and others under their control and to Management for the purpose of health and safety monitoring
- Consult with staff on health and safety matters
- Encourage wide participation in the activities of safety committees and health and safety initiatives
- Identify and assess training requirements to enable all staff to work safely within their specific areas
- Ensure that appropriate accident recording procedures are in place for their area(s) of control and that all accidents and incidents are recorded, reported and investigated in accordance with relevant procedures as set out in this policy
- Report any failings of contractors working within their areas of control

to Director of Estates and Health and Safety Manager

- Carry out regular inspections of their areas of responsibility
- Undertake training as necessary to support their H&S role
- Ensure the safety of staff, students, visitors and sub-contractors;
- Monitor written arrangements (Part 3 General Arrangements of this Policy) and their effectiveness in preventing injury or loss;
- Monitor day-to-day work activities to ensure that safety-related issues are being addressed and work-related incidents are minimised;
- Review information concerning accidents within their department and initiate appropriate steps to prevent a repetition;

2.4.13 All staff are responsible for highlighting hazards or conditions that may adversely affect the health and safety of any person lawfully within the College. It is the duty of College staff to take all reasonable care to work safely and not to endanger themselves or anyone else during their work activities and to:

- comply with College and statutory requirements in safety, health and the environment;
- not to interfere with or misuse anything provided in the interests of health, safety or welfare;
- use all work items, substances, transport, equipment, means of production, safety devices and personal protective equipment provided by the college in accordance with information, instruction and training they have received;
- notify any shortcomings in either the health and safety training of other staff or the arrangements for health and safety to their Line Manager or College Health and Safety Manager;
- comply with the health and safety rules of any other organisation while in their premises.

2.4.14 When evening classes take place the **Evening Duty Manager** will assist Estates Assistants that emergency arrangements are in place from 6.00 pm.

The Evening Duty Manager will be available to assist in ensuring the following:

- ensuring the induction of staff and students in health and safety and fire evacuation procedures;
- ensure completion of the Fire Register (Evenings) by College staff who remain within the College after 6.00 pm and are not involved

with class teaching; and

- ensure appropriate paperwork is completed in relation to any accident or near miss.

2.4.15 The **Deputy Principal** (with responsibility for Health and Safety) will ensure that:

- annual sickness absence statistics are produced and comparison with the national plans made in a report to the Executive Management Team;
- new staff receive a full induction including a comprehensive briefing on health and safety and fire evacuation procedures; and
- All staff receive appropriate training in accordance with College Training schedule.

2.5 Safety Representatives and Representatives of Staff Safety

2.5.1 Research has shown that safety representatives make a vital contribution towards achieving safer and healthier workplaces and those workplaces which have Trade Union Safety Representatives and joint health and safety committees have significantly better accident records.

2.5.2 Under current legislation Representatives of Employee Safety have a more limited role than Trade Union Appointed Safety Representatives. However, the College requires both categories of representatives to carry out the following functions:

- to investigate potential hazards, dangerous occurrences and causes of accidents in the workplace;
- to investigate employee complaints concerning health, safety and welfare issues;
- to make representations to Management on relevant health, safety and welfare matters;
- to represent staff in consultation with HSE inspectors and receive information from them;
- to attend Health and Safety Committee meetings;
- to carry out inspections (as per section 2.5.3).

2.5.3 The College will carry out joint health and safety inspections with safety representatives. A full schedule of Inspections will be carried out and will include off campus areas. The area to be inspected will be agreed by the Safety Representative and Health & Safety Manager prior to the inspection being carried out. Inspection of Prisoner Learning Centre's within Scottish Prison Service property will be carried out with agreement of the Prison Governor. Inspection of areas in which our

staff operates within schools will be carried out with the agreement of the Head Teacher.

2.5.4 The College will consult with Safety Representatives and Representatives of Employee Safety regarding:

- the introduction of any measures that may substantially affect health and safety;
- arrangements for appointing competent persons to assist the employer with health and safety and on implementing procedures for serious and imminent risk;
- any health and safety information required to be provided to staff;
- the planning and organizing of health and safety training; and
- the health and safety consequences of introducing new technology.

2.6 Students

2.6.1 It is the duty of students to take reasonable care that they work and behave safely and do not endanger themselves or anyone else during their activities. In addition, they have a duty to: -

- comply with all College and statutory requirements in health and safety;
- refrain from interfering with or misusing anything provided in the interests of health, safety or welfare;
- ensure safe practice using work items and personal protective equipment provided in accordance with information, instruction and training;
- be aware that health and safety plays a fundamental part in teaching and that non-compliant students will be subject to college disciplinary procedures;
- ensure that they are briefed before becoming involved in Work Experience Programmes;
- students who become pregnant have a duty to inform the College, through their course tutor, to enable the College to manage any resultant risk;
- report all hazards to their lecturer or other person in charge immediately;
- report any incidents, which have, or could lead to injury or damage;
- set a personal example and promote good practice on health and safety matters.

2.7 Contractors

Specialist Contractors are employers in their own right and are therefore expected to be responsible for their own company activities and that of others who may be affected by what they do or don't do through the application of their safety policy. In addition, contractors working for, or on behalf of Fife College, will be expected to: -

- provide Fife College with risk assessments and method statements before commencing any work on our behalf, so the documents can be vetted for suitability of control measures.
- lead by example in promoting good health and safety standards.
- use all work plant and equipment in a safe responsible manner in accordance with agreed safe systems of work.
- ensure that all accidents and incidents are properly reported to Fife College.
- ensure their staff do not misuse, interfere with or abuse plant and equipment provided in the interest of safety at work. (e.g. removal of guards, use of defective tools etc.).
- keep welfare arrangements provided in a clean and tidy state.
- comply with the Construction (Design and Management) Regulations 2015 (as amended) and other construction related legislation.
- appoint a safety supervisor to oversee their operations, to ensure that safe systems of work agreed with Fife College are being implemented effectively.
- ensure their staff wear personal protective equipment, as identified, during work and store it away properly when not in use.
- take part in site inspections, safety tours and one to one encounter to monitor the effectiveness and suitability of control systems, and keep local work areas of unwanted tools, plant & materials to avoid slips and trips.
- ensure that all their staff entering Fife College projects are competent to undertake the work to be done, and are inducted before commencing work tasks.
- cooperate with Fife College, client representatives, planning supervisors, designers and other contractors in exercising their individual and collective duties.
- encourage good site working relationship with safety representatives and representatives of staff safety attend regular contract meetings with Fife College management, where health and safety performance will be an item on the agenda.

2.8 Core Responsibilities for all Personnel Undertaking Work in Fife College Premises or Site Locations

- adhere to all procedures, site rules and management requests.
- do not interfere with or misuse anything provided in the interests of health, safety and welfare at work.
- report any accidents or incidents immediately to identified representatives.
- notify Fife College of any hazardous materials and/or operations before commencing.
- adhere to Fife College alcohol, drugs and smoking policies.
- do not obstruct egress and access routes.
- cooperate with safety representatives to secure the health, safety and well-being of those affected by your activities.
- identify elected first aiders, fire marshals and safety representatives before undertaking office or site-based tasks.
- make representatives aware of your presence on the premises/site before commencing work. This requirement includes leaving the site or premises at completion of works.

Failure to comply with any of the responsibilities detailed in 2.7 & 8 will result in the immediate removal from our site or premises and possible termination of existing and future contracts.

2.9 Visitors

In the interest of the wellbeing of visitors to the College premises and the College staff, all visitors must:

- Observe the College Health & Safety rules and the instructions given by persons enforcing the College Health & Safety Policy.
- Wear the appropriate Personal Protective Equipment provided, and use the appropriate safety devices as instructed.
- Not enter any working areas unaccompanied.
- Report to a member of College staff any accident or dangerous occurrence on College premises.

2.10 First Aiders and Appointed Persons Responsibilities and Duties

Fife College will train and appoint adequate numbers of first aiders and appointed persons, based on:

- the nature of work activities.

- the number of staff (office and site based) present at any one time.
- work patterns.
- geographical location of work places.
- accessibility to external accident and emergency services.
- company accident data.
- any existing arrangements made/agreed with other contractors working on site.

Where Fife College provides first aiders and appointed persons, they will:

- read and understand the boundaries of their appointments as set out in the policy.
- administer first aid, only in line with their statutory training.
- have authority to leave their work immediately when required.
- keep first aid boxes fully stocked and replace as soon as possible any items used to fulfil their duties.
- maintain a first aid log of all treatment administered as well as ensuring accidents and incidents are reported via Fife College reporting procedures.
- attend on-going refresher training as required by statutory legislation.
- inform Fife College of their certificate status when nearing expiry.
- ensure first aid containers do not contain tablets, syringes, medications or pharmaceutical preparations.
- report immediately on any matters which interfere with the exercising of their duties.

2.11 Fire/Emergency Evacuation Responsibilities and Duties

Fife College will train and appoint adequate numbers of Staff based on:

- fire risk assessment.
- the nature of work activities.
- the number and type of staff (office and site based) present at any one time.
- work patterns.
- existing passive and active protective measures.

- guidance from our insurers.
- any existing arrangements made/agreed with other contractors working on site.

Where Fife College have identified key staff for Fire Evacuation procedures:

Estates Staff will

- read and understand the boundaries of their appointments as set out in the policy.
- Attend fire safety meeting arranged by the Health and Safety Manager to discuss updates to legislation or fire safety issues
- assist in conducting regular fire drills and record the evacuation time of the training exercise.
- have authority to leave their work immediately when required.
- attend on-going refresher training as required by statutory legislation.
- assist in ensuring fire doors, fire extinguishers, fire safe signs and escape routes are maintained to the required standards.
- ensure combustible materials and products are not stored in areas which may increase risk of ignition.
- assist in ensuring firefighting equipment is serviced and maintained at regular intervals.
- assist in overseeing the evacuation of staff and others during a 'live' emergency and their assembly at the designated assembly point.
- assist in coordinating the safe re-occupancy of an office or site workplace following the end of an emergency situation.
- report immediately to the H&S Manager any matters which interfere with the exercising of their duties.

All Staff will be:

- Fully Trained to respond to an emergency evacuation situation. What their role will be and how to execute this role safely.
- Required to assist in conducting regular fire drills and record the evacuation time of the training exercise
- attend on-going refresher training as required by statutory legislation
- assist in overseeing the evacuation of staff and others during a 'live' emergency and their assembly at the designated assembly point.

- assist in coordinating the safe re-occupancy of an office or site workplace following the end of an emergency situation.
- report immediately to the H&S Manager any matters which interfere with the exercising of their duties.

2.12 Manufacturers and Suppliers

Manufacturers and Suppliers are approached by Fife College to supply plant, equipment and materials, so that Fife College can deliver services to contract specification and Health and Safety requirements. Through this service Fife College will expect Manufacturers and Suppliers to: -

- adhere to all contract conditions drawn up by the Fife College with regard health and safety compliance and service provision.
- comply with section 6 of the Health and Safety at Work etc. Act 1974 and other parts of the 'Act' which are applicable to their undertakings.
- acknowledge and accept the requirements of FCP2.15 Verification Policy
- comply with the Supply of Machinery (Safety) (Amendment) Regulations 2011 as applicable to their undertakings.
- abide by the requirements of the Unfair Contracts Terms Act 1977.
- comply with the requirements of the Consumer Protection Act 1987 (Product Liability) (Modification) (Scotland) Order 2001.
- comply with the requirements of the CLP Regulation 2015 (Classification, Labelling and Packaging of Chemicals Regulations 2015
- provide Fife College with all operational manuals, servicing data, safety data sheets etc.as necessary to assist us in ensuring safe handling, distribution and use of plant, equipment and materials.
- provide advice and technical support to assist in the safe installation, operation, maintenance and use of plant, equipment and materials.

2.13 Monitoring

Fife College accepts that effective monitoring requires that regular checks are made to ensure that our organisation and working procedures are appropriate to the specific tasks, and that they are being complied with.

The methods used in connection with the actual work activities will include:

- induction training;
- toolbox talks;
- regular site joint inspections by the Health and Safety Team and Union representatives or other competent person;

- unannounced inspections by the Managers;
- unannounced inspections by Health and Safety Team;
- unannounced inspections by Senior Managers.

If the need for improvement is identified this may involve: -

- additional task specific training;
- refresher training;
- revision of good working practices;
- closer liaison and co-operation with other contractors;
- additional resources being made available.

Our management monitoring system will involve;

- internal management meetings;
- Department Team Meetings where Health and Safety will be on the agenda;
- Internal audits and workplace inspections;
- 48 monthly health & safety performance review of our complete operations by external health & safety consultants or auditors.

Formal meetings are minuted with the Health, Safety Committee and Wellbeing Group meeting minutes distributed to all staff. The performance reviews will be fully documented.

Fife College will use information gained from active monitoring to adopt preventative or remedial measures to improve health & safety performance.

2.14 Evaluation

Fife College will endeavour by considered evaluation to measure the success, or otherwise, of our management of Health, Safety & Welfare in the workplace.

The methods used will include:

Accident Statistics

These will be compiled monthly and be used to compare with previous figures to identify any recurring problem areas.

Accident Incident Rates (AIR)

At the end of each year the accident statistics will be compiled in AIR format covering the RIDDOR criteria. These will then be compared with the standard industry classification figures issued by the British Safety Council or ROSPA with the intention of submitting an application for a safety award.

Health Safety and Wellbeing Committee

The 3 meetings yearly will enable all aspects of health, safety and welfare to be discussed, judged and minuted.

Key Performance Indicators (KPIs)

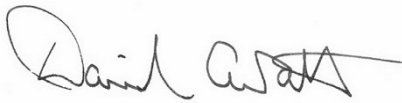
On a rolling programme KPIs will be developed and reviewed on an annual

basis. These indicators will be taken from Section 3 (General Arrangements) of the Policy to proactively focus on potential risk areas within the College to minimise these risks and give the College assurance of performance.

Performance Reviews

The 48-month performance review carried out by External Health & Safety Consultants will enable past and present overall performance to be compared.

Fife College seeks evidence from these methods to demonstrate to our staff, and any other interested party, that our standards of Health, Safety & Welfare at work are being continually improved.



.....
Chairperson
Fife College, Board of Governors



.....
Principal and Chief Executive
Fife College

Date: 4 October 2023



3 General Arrangements for Securing Health Safety and Welfare at Work

Fife College procedures covering elements of work activities.

It is intended that this information will be continually reviewed and additions entered as required.

This document can be found on SharePoint via this [link](#).