



**Board of Trustees
One-Page Summary - Template**

AGENDA ITEM NO.	10
TITLE	Health and Safety Policy Implementation Plan
AUTHOR	Joe Cooper, Managing Director
EXECUTIVE SUMMARY	This action plan seeks to outline the key areas of focus required to ensure that the Union complies with the policy and makes key changes in training, process, practice and reporting to ensure that it demonstrates best practice in this area and ensures a safe and health environment for its members, staff and visitors at all times. In October 2013 the Board of Trustees approved a revised Health and Safety Policy for the Union.
PURPOSE	This new policy was designed to be directional and to provide a framework for the improvement of Health and Safety practices and procedures within the Union, with the aim of ensuring full compliance with the policy within a year.
RISK IMPLICATIONS	There are potentially significant risks related to non-compliance with best practice in this area. It is the mitigation of these legal and reputational risks that this policy and action plan are designed for.
FINANCIAL IMPLICATIONS	There are some relatively significant expenditure implications, particular related to training and development. However these can be borne from within the current budget
LEGAL REVIEW REQUIRED?	No
DECISION/ACTION REQUIRED	The Board is asked to approve the Plan. Progress on this action plan should be monitored by the Health and Safety Committee following its establishment, and a final update will be provided to the Board of Trustees in late 2014.

Health and Safety Policy Implementation Plan

1.0 Introduction and Background

- 1.1 In October 2013 the Board of Trustees approved a revised Health and Safety Policy for the Union.
- 1.2 This new policy was designed to be directional and to provide a framework for the improvement of Health and Safety practices and procedures within the Union, with the aim of ensuring full compliance with the policy within a year.
- 1.3 This action plan seeks to outline the key areas of focus required to ensure that the Union complies with the policy and makes key changes in training, process, practice and reporting to ensure that it demonstrates best practice in this area and ensures a safe and health environment for its members, staff and visitors at all times.
- 1.4 Progress on this action plan should be monitored by the Health and Safety Committee following its establishment, and a final update will be provided to the Board of Trustees in late 2014.
- 1.5 Responsibility of the implementation lies with the Managing Director in his stated role as 'Director of Safety' for the Union.

2.0 Action Plan

Policy Reference	Policy requirement	Action required	Responsibility	Deadline (end of Month)
3.2	Managing Director to act as "Director" of Safety	Inform College of change in approach	Joe Cooper (JC)	January 14
4.1	MD to appoint Department Safety Officer (DSO)	MD to appoint Senior Manager following successful completion of training	JC	June 2014
6.1.3	Ensuring awareness of all staff of Health and Safety Policy	Senior Managers to ensure that the policy is discussed in team meetings and distributed	Senior Management Team (SMT) and Management Team (MT)	April 2014
8.2.1	NEBOSH Training for Senior Managers	Listed Managers to complete course in two 'waves'	SMT/Laura Fellows (LF)	June 2014/ January 15
8.2.2	Completion of CIEH Level 3 Award for all Management Team Members (except those with NEBOSH)	Course attendance to be arranged, potentially in phases	Management Team (MT)/LF	December 2014
8.2.3	Staff members with supervisory responsibility will achieve a recognised one-day (CIEG Level 2 Award) Health and Safety course	Course attendance to be arranged in phases	MT/LF	December 2014

	within 6 months of becoming a supervisor.			
8.2.4	All new staff members to attend Health and Safety Induction Course within one month of taking up position	Course to be developed and delivered for January new starters	Alex McKee (AM)/JC/LF	March 2014
8.3	All staff in Catering to receive training in Food Hygiene	Course to be identified and all staff to attend	Matt Bowman (MB)/LF	May 2014
8.4	All Commercial Services Staff to be training in COSSH, Alcohol and Drug Awareness and Licensed Premises safety	Training to be reviewed and developed in time for new intake	Matt Bowman	September 2014
8.5	All Retail Staff to receive training in Food hygiene and COSSH	Training to be developed and delivered	Jondene Cottrill (JCo)/LF	June 2014
8.7	Annual approval of list of mandatory training for student groups	List to be developed and approved	Phil Power (PP)	June 2014
9.1	Establish Health and Safety Committee	Members Elected and Meeting Arranged	JC and Deputy President Finance and Services (DPFS)	April 2014
9.2.10	Reviewing of Risk Assessments at Health and Safety Committee	Assessments to be compiled and submitted	JC/SMT	April 2014
9.3.1	Selection/Election of departmental staff representatives	Position advertised and representatives chosen	SMT	March 2014
9.3.7	Establish if Trade Union rep is required	Discussion with HR to assess current levels of Trade Union membership	JC	February 2014
9.3.8	Establish representation from College's Safety Office	Contact College's Safety Office	JC	January 2014
9.3.9	Establish representation from College's Facilities Management Department	Contact FM	JC	January 2014
9.3.10	Elect two representatives from Union Council	Conduct Election	Rebecca Coxhead (RC)	February 2014
9.5	Meetings to take	Schedule Meetings	RC/JC/KC	January 2014

	place every 4 months			
10.4.3.	All relevant staff and students to have an understanding of SALUS	Include in Health and Safety Induction, run session at staff away day?	AM/LF	June 2014
10.6	SALUS reports to be made available to Health and Safety Committee	SALUS reports to be circulated	PP	Ongoing
11.2	A copy of the Health and Safety Policy must be placed on the Staff Pages of the website	Health and Safety Policy to be uploaded	AM	January 2014
11.2	Policy to be included in staff induction pack	Staff induction pack to be amended	AM/LF	January 2014
11.2	Summary of policy to be included in the student staff handbook	Student Staff Handbook to be developed	JC/MB/AM/LF	April 2014
11.34	Establish Health and Safety as standing item in Union meetings	Establish: <ul style="list-style-type: none"> • Senior Management Team (termly) • Department Meetings (monthly) • Leadership Team (termly) • Regular discussions to take place as part of the PDR process. • Finance and Risk Subcommittee (Annually) • Clubs and Societies Board (Annually) 	LF/SMT/LF/RC	January 2014
11.5	Requirement for appropriate signage	Audit and review signage	AM	January 2014
11.6	Three year Health and Safety Plan	To be develop with Health and Safety Committee	JC/DSO	December 2014
11.8	Designate a notice board for Health and Safety Notices	Notice board designated	AM	January 2014
13.5	Appointment of Fire Safety Coordinators	Establishment of key areas and development of list followed by the arrangement of training	JC	March 2014
14.2	Each Building or area to contain First Aid Box in clearly identifiable and accessible location	Audit current locations, agree plan and implement	JC	March 2014
14.4	Each vehicle owned	Audit current arrangements	PP	March 2014

	or leased by the Union will also contain a first aid kit, the contents of which should be checked and monitored by Union staff.			
14.5	Ensure that one first aider is present in each building under its control during normal working hours	Establish list of first aiders – establish need and arrange training	SMT/LF	June 2014
15.3	Ensuring that DSE risk assessments are carried out	Contact College to establish best practice	AM	May 2014
16.4	Guidance notes for manual handling to be made available to all staff and displayed on Notice Boards	Guidance notes to be identified and distributed	JC	March 2014
17.5	All appropriate electrical equipment will be PAT tested by a competent person at least every 24 months.	Review and audit current arrangements	JC	March 2014
19.1	Adherence to Food Safety Policy	Develop Food Safety Policy for approval at Health and Safety Committee	MB	March 2014
19.2	All permanent staff members who work with food to achieve Basic Food Hygiene Certificate	Identify course and arrange training in phases	MB/LF	June 2014
19.3	All student staff members who work with food will receive training in food Hygiene	Develop and deliver training for new intake	MB/LF	August 2014
20.2	Staff members who work late at night will be asked to complete a Health Assessment, which will be discussed with their line manager.	Develop processes for Health Assessments	MB	August 2014
20.3	Staff and Volunteers who work with electrical equipment, staging and heavy objects to receive training in Health	Training plan to be developed and delivered	MB/PP	September 2014

	and Safety			
20.4	The Union will provide stress management training where appropriate	Course and cohort identified – potentially used as theme for Management Team Away Day	SMT	December 2014
20.5	A plan for Clubs and Societies Training will be agreed by the Health & Safety Committee annually	Training plan to be delivered and submitted to H and S committee	PP	June 2014

3.0 Items for Agenda Health and Safety Committee (other than list in section 9.2)

- 3.1** Report from DSO (All) (4.2)
- 3.2** Approval of list of mandatory training for student groups (Annual) (8.7) (26.5.4)
- 3.3** Review of list of First Aiders (Annual) (14.6)
- 3.4** Review of Transport Policy (Annual) (23.2)
- 3.5** Review of Incident Management procedures (Annual) (26.5.6)
- 3.6** Review of Procedures for ensuring the safety of external placement volunteers (Annual) (27.7)

Joe Cooper
Managing Director
January 2014