



Occupational Health and Safety Policy

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Occupational Health & Safety Policy

1. Introduction

1.1 The Board of Management of City of Glasgow College (the Board) has ultimate responsibility and accountability for the prevention of work-related injury and ill- health.

The Board acknowledges that successful health and safety management is of fundamental importance to the good governance of the College.

2. Purpose and Aims

The purpose of this policy statement is to set out the Board's objectives for the management of occupational safety and health.

The Board accepts the aims and provisions of health and safety law to secure health and safety at work, and will meet the best practice for the management of health and safety across the further education sector.

The aim of this policy statement is to communicate with all College stakeholders the Board's objectives for the effective management of occupational safety and health.

3. Scope

The scope of this policy statement applies to all premises under the control of the College and all College work- related activities.

This policy statement applies to all College employees, irrespective of their status, students, visitors, contractors and all other persons who could reasonably be expected to be affected by College activities.

All members of staff, irrespective of their status as well as students, appointed contractors and their employees have a duty to follow College Health and Safety policies and procedures at all times.

4. Policy Statement

The Board is fully committed to:-

- 4.1 Providing effective leadership to create and foster a culture of consultation and engagement with staff and their representatives that facilitates safe and

healthy working practices.

- 4.2 Implementing and maintaining robust governance through monitoring, reporting and reviewing progress against targets and objectives to ensure the continual improvement of the health and safety management system.
- 4.3 Integrating health and safety management into business processes, arrangements and decisions to eliminate or control risks to health and safety.
- 4.4 Ensuring that the resources necessary to establish, implement and maintain and improve the health and safety management system are made available.
- 4.5 Identifying hazards associated with College activities and managing risks and opportunities by applying the hierarchy of risk control measures. Starting with the elimination of risk with a focus on prevention and where this is not reasonably practicable then effectively manage and control the residual risks that remain.
- 4.6 Establishing clear lines of responsibility and accountability that enables staff and others to carry out their work without risks to safety and health and to empower all persons to stop work activities and ask for guidance if they believe that they are not working safely or are being asked to work in an unsafe manner.
- 4.7 Ensuring full compliance with statutory and applicable standards.
- 4.8 This requirements of this policy will be communicated to all staff, and will be made available to interested parties and be subject to review on an annual basis or where circumstances change.

5. Organising for Health and Safety

Organising for health and safety is the collective term for activities in four key areas that promote positive health and safety outcomes:-

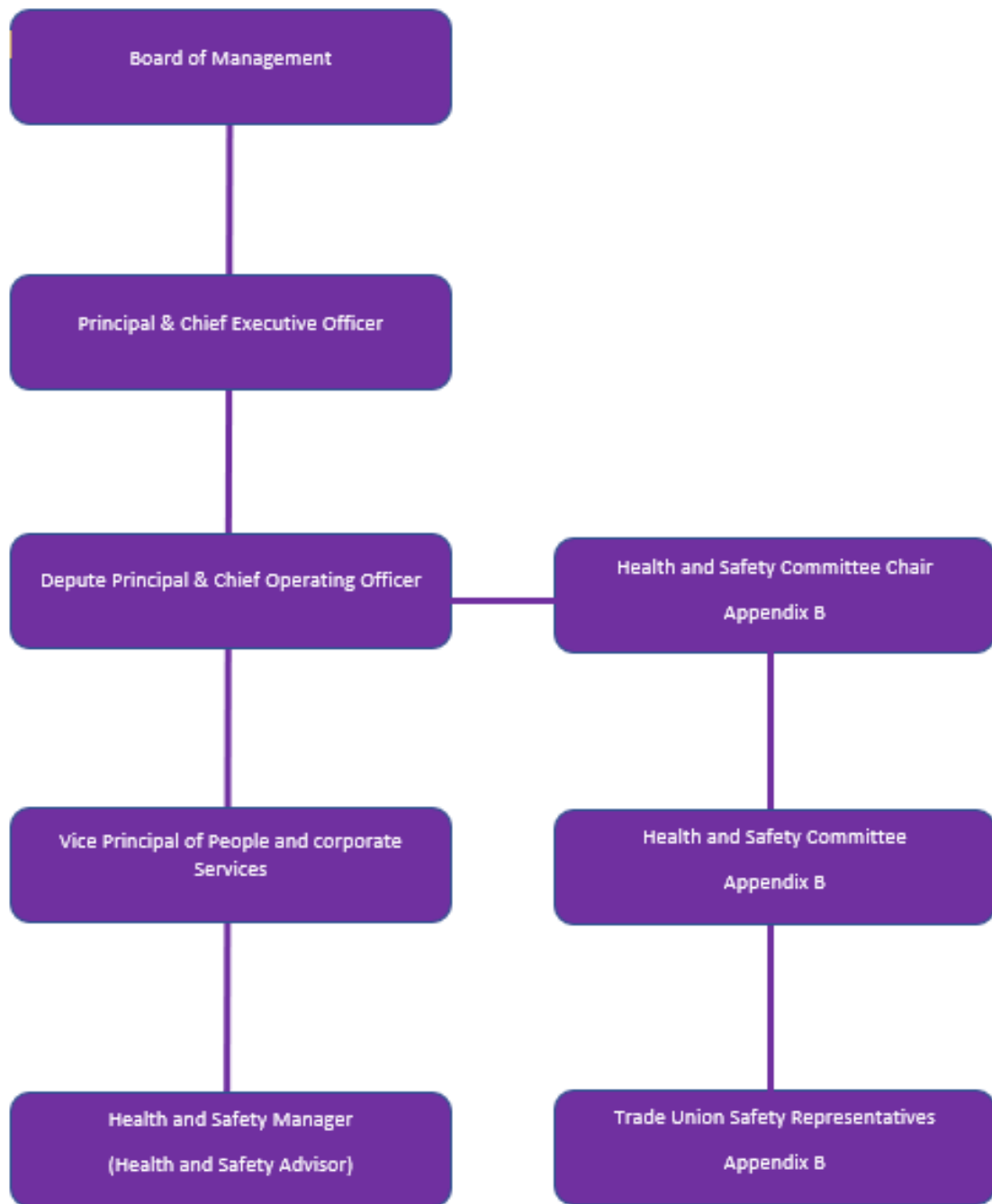
- **Control-** within the organisation through leadership, management, supervision, performance standards, instruction, motivation, accountability, rewards and sanctions.
- **Co-operation-** between managers and staff, and their representatives, through active consultation and involvement.

- **Communication-** across the organisation, through visible behavior, written materials etc. and face- to- face discussion.
- **Competence-** of individuals through recruitment, selection, training, coaching, specialist advice and avoiding complacency. Ensuring that staff, and where necessary students, have the capabilities and training necessary to ensure that they possess the skills and knowledge and ultimately the competence to carry out their work or learning activities safely and without risks to their own or others health.

6. Responsibilities

Board of Management	Ultimate accountability for the occupational health and safety strategy
Executive Leadership Team	Responsibility for influencing and shaping of the strategic direction for occupational health and safety. Accountability for the overall implementation of the strategy.
Senior Management Team	Operational responsibility and accountability for developing local strategic plans for the management of occupational health and safety
Associate Deans / Associate Directors	Responsibility and accountability for overseeing the implementation of local strategic plans for the management of occupational health and safety
Heads of Service / Curriculum Heads	Responsibility and accountability for assisting the implementation of local arrangements for the management of occupational health and safety
Managers	Responsibility and accountability for the day- to- day implementation of local arrangements for the management of occupational health and safety
Supervisors	Responsibility for overseeing the activities of staff to ensure that they work in line with local arrangements for the management of occupational health and safety
All Other Staff	Responsible for carrying out work safely in line with local arrangements and cooperating with management for the purposes of occupational health and safety

Health and Safety Advisory Structure



6.1 Board of Management

The Board of Management, as the employer, has the ultimate responsibility for ensuring the effective management of health and safety for the College, and for ensuring that the College complies with the requirements of health and safety law. To ensure that there are effective measures in place to secure the good governance of the management of health and safety the Board of Management will:-

- Review health and safety performance at least annually against the College's stated health and safety aims, objectives and targets.
- Ensure that the Health and Policy Statement reflects current legislation and the College risk profile and its priorities for health and safety.
- Ensure that the Executive Management of the College provides comprehensive reports on the monitoring and reporting of health and safety performance to the Board of Management for its consideration.
- Review any significant health and safety failures and the outcome of any subsequent internal or external investigations.
- Ensure that effective Health & Safety Management Systems are in place and remain effective.

6.2 Principal and Chief Executive Officer

The Principal and Chief Executive Officer has the ultimate executive responsibility and accountability for the effective leadership of health and safety and for implementing the requirements of this Health and Safety Policy.

The Principal and Chief Executive Officer will ensure that:-

- Adequate financial and physical resources are made available to ensure the efficient and effective management of health and safety.
- A risk assessment process is developed and is implemented throughout the College that adequately identifies the relevant preventive and protective measures that are required to ensure the

health and safety of our employees and others.

- Adequate numbers of competent persons are appointed to advise on and devise and apply the measures that management need to take to comply with their duties under Health and Safety law.
- The time available for the competent persons to fulfil their functions and the resources at their disposal are adequate in relation to the size, operations, activities and the risks to which employees and others are exposed.

The Principal and Chief Executive Officer may, at any time, convey additional or specific health and safety responsibilities on any Manager / Supervisor within the College. These responsibilities will normally be outlined in writing.

6.3 Depute Principal and Chief Operating Officer

In the absence of the Principal and Chief Executive, the Depute Principal and Chief Operating Officer will assume ultimate executive responsibility for the management of health and safety for College premises and activities. The Principal and Chief Executive Officer has appointed the Depute Principal and Chief Operating Officer to have additional responsibilities and duties for the management of health and safety.

In addition to the general responsibilities outlined in this Policy for Directors, the Depute Principal and Chief Operating Officer has the following additional specific responsibilities for the management of health and safety:-

- to assist and support the Principal and Chief Executive Officer in fulfilling their responsibilities for health and safety by providing a strategic level leadership
- The College acts in accordance with competent health and safety advice.
- An effective health and safety management system is developed and implemented for the effective planning, organising, monitoring, control and review of the preventive and protective measures.
- Staff and students are protected from reprisals when reporting incidents, hazards, risks and opportunities.
- They nominate and appoint a senior manager at Executive Leadership level to assume overall responsibility for the implementation and the coordination of the College's Health and Safety Management Systems.

- They make organisational arrangements to ensure that responsibility and accountability for Health and Safety are clearly established within the College line management structures.
- A Health and Safety Committee is established in consultation with the recognised Trade Unions and where necessary Representatives of Employee Safety.
- Measures and arrangements to secure the competence of all employees to carry out their duties without significant risks to their own and others health and safety are established and implemented.
- This Health and Safety Policy is reviewed on a regular basis and updated where necessary.
- Oversee arrangements for joint consultation with Trade Union appointed Safety Representatives / Representatives of Employee Safety and provide them with such facilities as is necessary to enable them to undertake their statutory functions in relation to health and safety at work.
- An annual report on health and safety performance is prepared and reported to the Board of Management for their information and consideration.
- role for the effective management and coordination of the management of health and safety across the College;
- to act as the nominated officer with overall responsibility for coordinating the systems to manage health and safety and to take action to investigate and remedy any health and safety matter;
- to champion health and safety matters at strategic and operational management levels;
- to ensure that the systems to manage health and safety takes into account all relevant health and safety statutory provisions, approved codes of practice, codes of practice; guidance; applicable national and international standards and best practice as they relate to the College;
- to ensure the provision of adequate financial and physical resources to implement the systems to manage health and safety;
- to chair meetings of the College's Health and Safety Committee;
- to make arrangements for putting into practice the health and safety control measures that are identified by the risk assessment strategy;
- to work with the Health and Safety Team to devise and apply the measures that are necessary to comply with health and safety law and implement any necessary control measures identified in health and safety audits / reports etc;
- to make arrangements for joint consultation with Trade Union

appointed Safety Representatives and to provide them with such facilities as necessary to enable them to undertake their role.

6.4 Vice Principals

Vice Principals are the nominated and duly appointed Executive Director of Health and Safety for the work areas under the scope of their authority and control. In the event of the absence of both the Principal and Chief Executive and the Depute Principal and Chief Operating Officer a Vice Principal will assume ultimate executive responsibility for the management of health and safety for College premises and activities.

The effective leadership of Health and Safety is a key management responsibility. The ELT will ensure that health and safety appears regularly on the agenda and is discussed meaningfully at its meetings. The ELT shares collective responsibility for the effective management of Health and Safety with the Principal and Chief Executive Officer and as such the ELT is responsible for:-

6.5 Vice Principal People and Corporate Support

In addition to the general responsibilities outlined in this Policy for Executive leadership team, the Vice Principal People and Corporate Services has the following additional specific responsibilities for the management of health and safety:-

- Responsible for the operational management of the College's Health and safety advisory team, Health and Safety Management System and occupational health. They will ensure that appropriate financial and staff resources are made available to ensure that a suitable structure and level of provision is maintained, including health surveillance is in place to ensure that the health of employees is protected and managed in relation to work- related ill- health risks.
- Selecting, appointing and monitoring the performance of the occupational health provider and ensuring that the occupational health provider appointed is competent and capable of carrying out their function.

6.6 Senior Management Team

The Senior Management Team consists of:- ELT Member Representatives; College Secretary and Planning Director; Director Support; IT Director; Director of Excellence; Student Experience Director; Dean Education and Humanities; Dean Nautical Science and STEM; Dean Creative Industries; and Dean Hospitality and Leisure.

The effective leadership of Health and Safety is a key management responsibility. The Senior Management Team (SMT) will ensure that health and safety appears regularly on the agenda and is discussed meaningfully at its meetings. The SMT shares collective responsibility for the effective management of Health and Safety with the Principal Chief Executive Officer and the Executive Leadership Team and as such the SMT is responsible for:-

- assisting and supporting the Principal and Chief Executive Officer; the Executive Leadership Team and the Executive Director, People and Culture in fulfilling their responsibilities for health and safety by providing a leadership role for the effective management and coordination of the management of health and safety across the College;
- championing health and safety matters at the senior management level;
- ensuring that the system to manage health and safety takes into account all relevant health and safety statutory provisions, approved codes of practice, codes of practice and guidance as they relate to the College;
- ensuring the provision of adequate financial resources to implement the systems to manage health and safety;
- making arrangements for putting into practice the health and safety control measures that are identified by the risk assessment strategy;
- coordinating and cooperating with the Vice Principal, People and Corporate Support to devise and apply the measures that are necessary to comply with health and safety law and implement any necessary control measures identified in health and safety audits / reports etc;
- making arrangements for joint consultation with Trade Union appointed Safety Representatives and to provide them with such facilities as necessary to enable them to undertake their role.
- devising , authorising, and approving health and safety policies and procedures;
- establishing strategies to implement the Health and Safety Policy and

integrating these into the general activities of the College;

- assigning responsibilities for the planning, measuring, reviewing and auditing of the health and safety policy and any associated procedures;
- specifying structures for implementing the Health and Safety Policy and supporting plans;
- agreeing plans, targets and objectives for the improvement and reviewing of progress for health and safety to develop a culture of continuous improvement of health and safety performance for the College;
- ensuring that health and safety performance is monitored, reviewed and reported on a regular basis.

6.7 Directors / Deans

Individual Directors / Deans will act as the duly nominated and appointed Director of Health and Safety for their Directorate / Faculty and are responsible for:-

- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;
- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- ensuring the participation and involvement of all employees working within their area of authority and responsibility;
- obtaining and coordinating specialist advice necessary for the effective planning and implementation of the policy;
- keeping up to date with changes in health and safety legislation, standards and good practice relevant to their Directorate / Faculty;
- establishing management arrangements, risk control systems and workplace precautions together with associated procedures and safe systems of work;
- ensuring that health and safety objectives are an integral

- part of their Directorate / Faculty business plans;
- ensuring the participation of staff and their representatives in the planning process.

6.8 Associate Directors / Associate Deans

- Associate Director / Deans are the nominated and duly appointed Head of Health and Safety for their Directorate / Faculty and are responsible for assisting the Director / Dean by:-
- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;
- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- ensuring the participation and involvement of all employees working within their area of authority and responsibility;
- obtaining and coordinating specialist advice necessary for the effective planning and implementation of the policy;
- keeping up to date with changes in health and safety legislation, standards and good practice relevant to their Directorate / Faculty;
- establishing management arrangements, risk control systems and workplace precautions together with associated procedures and safe systems of work;
- ensuring that health and safety objectives are an integral part of their Directorate / Faculty business plans;
- ensuring the participation of staff and their representatives in the planning process;
- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing the necessary physical and human resources and

information to those persons carrying out work;

- providing periodic feedback to the SMT on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems.

6.9 Head of Service / Curriculum Head

Individual Heads of Service / Curriculum Heads are the duly nominated and appointed Health and Safety Lead Officer for their Service / Curriculum area and are responsible for:-

- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- identifying the key hazards and significant risks to health and safety are identified within their areas of responsibility and authority;
- developing and giving effect to specific and proportionate health and safety procedures and arrangements suitable for the hazards and risks specific to their areas of responsibility and authority.
- appointing key responsible persons to undertake health and safety duties and that there are clearly established roles and responsibilities for health and safety;
- ensuring that relevant staff have the necessary training, skills, knowledge and experience to effectively discharge their responsibilities for health and safety.
- implementing this Policy and any developing and implementing any specific policy arrangements made under this policy within their scope of authority and responsibility;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing the necessary physical and human resources and information to those persons carrying out work;
- providing periodic feedback to Directors / Deans / Associate Directors / Associate Deans on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems.

6.10 Vice Principal People and Corporate Support

In addition to the general responsibilities outlined in this policy for the ELT, the Vice Principal People and Corporate Support is responsible for ensuring that:-

- The Principal and Chief Executive and Depute Principal and Chief Operating Officer are advised in relation to the financial implications of identified and quantified health and safety requirements;
- Procurement; purchasing and contracts take into account the requirements of health and safety law;
- Adequate arrangements for the coordination, cooperation; control and communication on health and safety matters are developed and implemented for the effective management of the health and safety between the College; the Facilities Management (FM) provider and Glasgow Learning Quarter (GLQ) for health and safety risks arising out of or in connection with the operation of the Non- Profit Distribution (NPD) contract.

6.11 Associate Director of Estates and Health and Safety

In addition to the general responsibilities outlined in this Policy for Associate directors, the Associate Director of Estates and Health and Safety has the following additional responsibilities:-

- In cooperation with the FM service provider, ensuring that periodic statutory thorough examination and testing is carried out by competent persons and in line with stated statutory periodic intervals or a valid periodic frequency set by a competent person.
- To arrange for the portable and transportable appliance testing of all College owned electrical equipment to ensure that it is fit- for- purpose;
- To take out- of- use any electrical equipment identified as faulty or dangerous through inspection / testing and prevent any unauthorised use;
- To arrange for the repair or replacement of any faulty electrical equipment in conjunction with relevant Faculty / Directorates;
- Monitoring periodic statutory thorough examination and testing inspection reports for applicable category 1 equipment and ensuring that where identified, defects are dealt with promptly through effective liaison with the FM provider.
- In cooperation with the FM service provider, ensuring that Electrical

Installation Condition Reports are carried out at appropriate frequencies in line with national

- standards and that any identified defects that are of a safety critical nature are addressed in a timely manner and that where there may be a defect which creates a significant concern to health and safety that, in conjunction with the FM provider, that immediate steps are taken to address the risks to health and safety.
- In cooperation with the FM service provider, ensuring that category 1 work equipment is taken out- of use where there is a safety critical defect and preventing its operation.
- Monitoring and reporting on the safety performance of Estates appointed contractors and the FM contractor to the Vice Principal People and Corporate Support in relation to work performed in areas under the control of the College.
- Ensuring that any proposed changes to the College Estate are adequately considered in relation to their potential impact on health and safety and that all hazards and risks are identified and adequately controlled.
- Liaising, and coordinating with the Health and Safety Manager and the Health and Safety Team on health and safety matters relating to the College Estate including the safety performance of the FM provider.
- Ensuring that regular inspections and checks are carried out on the College Estate and that any faults and defects that could create risks to health and safety are dealt with in a timely manner.
- Assisting the Vice Principal People and Corporate Support through the operational management of the College's Health and Safety Management System concerning occupational health and Health Surveillance and where necessary to ensure the health of staff, they will liaise and coordinate with the relevant member of staff, Directorate / Faculty management and the Health and Safety Manager in relation to any work- related ill- health issues.
- Co-ordinate and facilitate the delivery of all health and safety management training and skills training identified through the College's Health and Safety Management System and the risk assessment programme

6.12 Associate Director Facilities, Front of House and Reception

In addition to the general responsibilities outlined in this Policy for Associate Directors, the Associate Director Facilities, Front of House and Reception has the following additional responsibilities:-

- To act as the Asbestos 'Responsible Person' for College relevant premises in which Asbestos Containing Materials (ACM) may be present and to oversee the Asbestos Management Plan for such premises and to ensure that all work involving ACM is carried out, where necessary by competent persons / Health and Safety Executive licensed Asbestos contractors in a safe manner;
- To act as the Legionella 'Responsible Person' for relevant College premises and to ensure that a Legionella risk assessment is carried out for such premises and that a written scheme of control is drawn up and implemented to control the risk of legionella.
- To ensure that all relevant records for asbestos and legionella management are updated from time- to- time so far as is necessary for the College to demonstrate compliance.

6.13 Director Student Experience

In addition to the general responsibilities outlined in this Policy for Directors, the Director of Student Experience is responsible for ensuring that all students are provided with general health and safety information, instruction, and where necessary training, to ensure their safety within the general college environment.

6.14 Faculty / Service Managers

Faculty and Service Managers are the duly nominated appointed Health and Safety Sub- Lead Officer for those areas under the scope of their authority and control and are responsible for assisting the Health and Safety Manager with the effective implementation of the arrangements to secure health and safety at work and for ensuring that Line Managers and Supervisors effectively carry out their duties for health and safety. Managers / Senior are responsible for:-

- giving effect to local arrangements to ensure that responsibility and accountability for health and safety is clearly established in their area of responsibility;

- assisting in the arrangements to ensure the ongoing development and implementation of the risk assessment programme;
- implementing control measures identified by the risk assessment programme and monitoring their effectiveness;
- making local arrangements to ensure that all members of staff are able to familiarise themselves with the Health and Safety Policy and that they are provided with any necessary information and training on the use of equipment, plant, substances and machinery, and that employees receive adequate and appropriate supervision proportionate to the risks to health and safety, and have the necessary competencies to carry out their duties and to avoid risks;
- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing periodic feedback to the relevant Head of Service / Curriculum Head on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems;
- ensuring that Health and Safety matters are taken into consideration in all operational decisions.

6.15 Other Line Managers and Supervisors

All line managers and supervisors are responsible for the effective implementation of this Policy and any specific policy arrangements made under this policy within the scope of their authority and responsibility. In addition, Line Managers and Supervisors are responsible for:-

- giving effect to local arrangements to ensure that responsibility and accountability for health and safety is clearly established in their area of responsibility;
- assisting in the arrangements to ensure the ongoing development and implementation of the risk assessment programme;
- implementing control measures identified by the risk assessment programme and monitoring their effectiveness;
- making local arrangements to ensure that all members of staff are able to familiarise themselves with the Health and Safety Policy and that they are provided with any necessary information and training on the use of equipment, plant, substances and machinery, and that employees receive adequate and appropriate supervision

proportionate to the risks to health and safety, and have the necessary competencies to carry out their duties and to avoid risks;

- coordinating their activities with others, where necessary, to secure the effective management of health and safety;
- providing periodic feedback to their line manager on health and safety performance including successes and failures and any deficiencies in plans, standards, procedures and systems;
- ensuring that Health and Safety matters are taken into consideration in all operational decisions.

6.16 Budget Holders

In addition to the respective responsibilities outlined in the preceding sections section of this Policy, all staff who act as a Budget Holder have specific responsibilities to ensure that the procurement of products; materials; substances; plant; machinery; personal protective equipment and such other relevant item or service is in line with the requirements of this Health and Safety Policy or any Health and Safety procedures.

Directorates / Faculties will ensure that Budget Holders carry out sufficient checks to ensure that that all work items or services are suitably assessed in terms of risks to health and safety and that effective means of identifying and controlling the risks can be put in place *prior* to procurement.

The aim of this is to ensure that all items and services meet the relevant standards and are properly assessed in terms of risk and that adequate preventive and protective measures can be identified and implemented. In addition, Budget Holders will ensure that Line Managers are advised of the requirement to consider if any training; personal protective equipment; health surveillance; risk assessment; safe systems of work and consultation with employees and Trade Union appointed Safety Representatives may be necessary before new products or substances etc. are brought into the workplace for the first time. This requirement also applies to equipment that is leased or hired.

6.17 Evening Duty Manager

The Duty Manager has responsibility for all evening staff, learners, others and activities. The Duty Manager is responsible for:-

- implementing the health and safety provisions relevant to their specific campus;
- liaising with Estates Staff and manning the Main Reception Desk of the relevant campus;
- arranging for any emergency first-aid and contact with emergency services as required;
- immediately informing ELT / SMT / Estates emergency contacts of any serious or potentially serious condition;
- implementing campus emergency plans as required.

6.18 All Employees

This applies to all employed individuals within the College and the scope of the term 'employee' includes all persons employed by the College under a contract of employment and for the avoidance of doubt includes senior management, temporary workers, trainees and those participating in work placement programmes.

All employees are responsible for:-

- taking reasonable care for the health and safety of themselves and other persons, including members of the public, who may foreseeably be affected by their actions or failures to act while at work;
- cooperating with the College, or any other relevant person, to enable them to perform and comply with any duties or requirements imposed on them by health and safety law;
- taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purposes of health, safety and welfare in pursuance of health and safety law;
- using machinery, equipment, substances, transport, equipment or other means of production or safety device in line with any information, instruction and training and provided by the management;
- notifying line management of any shortcomings in any protective measures or any instances that they reasonably believe to be of

serious or imminent danger.

6.19 Teaching Staff

In addition to the responsibilities for all employees, teaching staff have additional health and safety responsibilities for students under their supervision / control and are responsible for:-

- advising students under their supervision and control of any College emergency arrangements and to ensure the safe evacuation of students under their supervision;
- ensuring that students under their supervision and control receive adequate, appropriate and proportionate information, instruction and training regarding their health and safety in the use of any machinery, equipment or substances and provide appropriate levels of supervision so as to ensure that risks to their own and others' health and safety are controlled;
- ensuring that students under their supervision and control follow safe systems of work and procedures where there are known hazards present and that they are instructed in and use any personal protective equipment as appropriate, and that the use of any personal protective equipment identified as being necessary through the risk assessment process is enforced.

6.20 Students / Trainees

- Take reasonable care for their own and other persons' health and safety
- Report to their lecturer or member of staff in charge, any equipment, substances, machinery or processes that they believe may pose a risk to the health and safety of themselves or others.
- Use all items provided in the course of their studies / training correctly and in accordance with the information, instruction and training provided in their use and not to recklessly interfere with, misuse or damage anything equipment provided for the purposes of safety.
- Use any items of personal protective equipment provided in accordance with training and information provided, as and when required.

6.21 Contractors and Contractors' Employees / Self- Employed Persons

Contractors; contractors' employees and self- employed persons carrying out work for and on behalf of the College are responsible for:-

- Taking reasonable care for their own and other persons health and safety while working in College premises or taking part in activities;
- Following control measures identified in risk assessments at all times;
- Reporting the College management or member of staff in charge, any equipment, substances, machinery or processes that they believe may pose a risk to the health and safety of themselves or others;
- Using all items provided correctly and in accordance with the information, instruction and training provided in their use and not to recklessly interfere with, misuse or damage anything equipment provided for the purposes of safety;
- Using any items of personal protective equipment provided in accordance with training and information provided, as and when required.

6.22 Professional Health and Safety Assistance

City of Glasgow College has a legal obligation under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to appoint competent persons to assist it in undertaking the measures necessary to comply with the requirements and prohibitions imposed on the College under health and safety law.

To meet this requirement the post of Health and Safety Manager (Health and Safety Adviser) has been established. The Principal and Chief Executive Officer will, where necessary, consult with the recognised Trade Unions in respect of the appointment such competent persons. Where more than one competent person is appointed, the Principal and Chief Executive Officer will ensure that there are effective arrangements for ensuring adequate cooperation between them.

The Principal and Chief Executive Officer is responsible for ensuring that adequate financial and human resources are provided to ensure that the College has access to competent and comprehensive health and safety advice through the appointment of professional Health and Safety Advisors. The Principal and Chief Executive Officer will ensure that the number of persons appointed under Regulation 7 and the time

available for them to fulfil their functions and the resources at their disposal are adequate in relation to the size and operations and activities of the College and the risks to which employees and others are exposed.

6.23 Head of Service with Responsibilities and Duties for the Management of Health and Safety

The Associate Director of Estates, Health and Safety and the Health and Safety Manager are duly nominated with responsibilities and for the management of health and safety. This role is to support the Vice Principal, People and Corporate Support in fulfilling their responsibilities, and also to lead and manage the Health and Safety function and assist in providing a strategic and operational leadership role for health and safety across the College.

The Vice Principal, People and Corporate Support will support the Principal and Chief Executive Officer; The Depute Principal and Chief Operating Officer; the Executive Leadership Team (ELT); the Senior Management Team (SMT); with their responsibilities to administer and monitor the implementation of this Health and Safety Policy and the health and safety management systems

The Health and Safety Manager has the following responsibilities:-

- Supporting and assisting the Vice Principal, People and Corporate Support with the co-ordination of the College's Health and Safety Management System and to oversee the implementation and co-ordination of the Health and Safety Policy, Organisation and Arrangements.
- Assisting with the development and implementation of the Health and Safety Management System and reporting to the Depute Principal and Chief Operating Officer and the ELT / SMT on any health and safety matters requiring their attention, and bringing matters of an urgent nature to the attention of the ELT / SMT without delay.
- Ensure that audits of Health and Safety performance are undertaken on a regular basis of the accommodation occupied by the College, of the transport used and of the work practices and activities undertaken by staff and that reports of these audits are prepared timeously and referred to the appropriate senior manager

and / or other persons / agencies with responsibilities for any issues identified as actionable.

- Ensure that meetings of the Health and Safety Committee are held in accordance with the arrangements as laid down in Appendix B to this policy and that the reports of the proceedings are distributed appropriately.
- Ensure that the Health and Safety Policy, risk assessments, COSHH assessments and other arrangements for the implementation of procedures associated with the health, safety and welfare of employees and other persons who may be affected by the work activities of the College are reviewed on a regular basis or as otherwise directed by the Principal and Chief Executive / Executive Director, People and Culture.
- Ensure that all health and safety management training and skills training are identified at a level via the College's Health and Safety Management System and the risk assessment programme.
- Ensure that effective arrangements are developed to ensure, cooperation and coordination with Trade Union appointed Safety Representatives and Representatives of Employee Safety;
- Ensure that effective arrangements are developed to ensure effective liaison with Regulators and outside bodies such as the Health and Safety Executive.

6.24 Health and Safety Advisors

Health and Safety Advisors will be responsible for assisting College Directorates / Faculties and Services by:-

- assisting in the development and formulation of health and safety policies;
- promoting a positive health and safety culture to secure the effective implementation of the policy;
- planning for health and safety including the setting of objectives and determining priorities;
- identifying hazards, assessing risks and identifying suitable means of control;
- implementing plans and monitoring control measures employing active and reactive techniques;
- reviewing performance and auditing the whole of the health and safety management system within agreed timescales.

6.25 Key tasks of Health and Safety Advisors

To ensure that Health and Safety Advisors maintain and develop their competencies it is necessary that suitable resources are provided to ensure that Health and Safety Advisors have access to:-

- adequate information system on relevant law;
- adequate information systems on safety management practice.
- This will allow Health and Safety Advisors to:-
- interpret health and safety law and implications for the College;
- assist in the establishment and maintenance of risk control standards relating to the places of work, equipment, plant and substances in use;
- assist in establishing and maintaining risk control standards in relation to procedures, systems and people;
- maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and cases of ill- health;
- establish and maintain adequate and appropriate active monitoring and auditing systems;
- establish professional relationships at all levels within the College and with key external stakeholders.

6.26 Powers of Health and Safety Advisors

Health and Safety Advisors are authorised by the Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer to exercise the following powers to ensure the effectiveness of the College's health and safety management system:-

- The right to enter any College premises at any time.
- To inspect and audit all College premises.
- In the event of major incident / accident to require that plant, equipment, article or substance is not disturbed, to enable measurements, statements, photographs and any other relevant information to be gathered.
- To take away or impound any, machine, article, substance or product which is required to complete an investigation.
- To issue an inspection report and make recommendations which must be implemented in situations where a Health and Safety Advisor is of the opinion that a breach of statutory requirements, College Health and Safety Policy / Procedures has or is likely to

take place.

- Where, in the opinion of a Health and Safety Advisor, there is an immediate risk of serious personal injury, then they are authorised by the Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer to serve a **"College Prohibition Notice"** requiring that the activity is stopped immediately. If there is a substantial risk present, but not thought to pose an immediate threat then they are authorised by the Principal and Chief Executive to serve a **"College Improvement Notice"** stating a date after which the activity must cease unless the matter has been rectified by this date.
- Where a Health and Safety Advisor is of the opinion that a building or structure is a serious danger to staff or others, then they may, in consultation with the Principal and Chief Executive Officer / the Depute Principal and Chief Operating Officer, take proportionate action which may include the temporary closure of any premises in serious situations.
- To require those employees; students; apprentices and trainees; contractors and their employees who possess knowledge or information relevant to any health and safety issue or investigation relating to the college or college activities, to give that knowledge / information either verbally or in a written statement as required.
- To inspect and take copies of any records; books; documents or databases or any other such information or images on any College storage device that may be required by them as part of their investigations into health and safety matters.
- To require assistance and co-operation in relation to health and safety matters within a person's limits of responsibility / authority.

6.27 Monitoring Health and Safety Performance

The Principal and Chief Executive Officer will ensure that the Health and Safety performance of the College is effectively monitored and subject to continuous improvement. To achieve this, the Depute Principal and Chief Operating Officer in consultation with the Vice Principal, People and Corporate Support will develop and implement a planned programme of Health and Safety Management System Audits to evaluate and establish that:

- the appropriate management arrangements are in place;
- adequate risk control systems exist, are effectively implemented, and

consistent with the hazard / risk profile of the College;

- appropriate workplace precautions are in place, and are effective in controlling risks to health and safety.

The audit programme will benchmark the Health and Safety Management performance of the College against internal and external standards to ensure that it is operating effectively, and will recognise positive achievements as well as areas for improvement.

A report of the findings of the Audit(s) will be forwarded to the Principal and Chief Executive Officer and any requirements for corrective actions will be endorsed at ELT / SMT level to ensure that there is commitment at the highest level to improve health and safety performance.

A planned programme of actions required to correct any shortcomings will be prepared and implemented, as well as any necessary revisions to the College Health and Safety Policy and procedures.

The Principal and Chief Executive Officer / Depute Principal and Chief Operating Officer / ELT / SMT will review the Health and Safety audit(s) on an annual basis and will discuss any significant matters raised with the Health and Safety Manager.

The Depute Principal and Chief Operating Officer with assistance from the Health and Safety Manager will prepare:-

- a monthly Health and Safety Report to be presented at monthly meetings of the SMT
- a quarterly Health and Safety Report to be presented to the People and Culture committee
- a quarterly Health and Safety Report to be presented to the College Health and Safety Committee
- an annual Report on the Health and Safety performance of the College for the consideration of the Board of Management.

6.28 Consultation

City of Glasgow College fully supports joint working, consultation and collaboration with our employees to support the effective management of health and safety at work. Consulting and collaborating with our employees about health and safety can result in:

- a healthier and safer workplace- our employees can help to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety that are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the work of the College;
- a stronger commitment to implementing decisions or actions as employees have been actively involved in reaching these decisions;
- greater co-operation and trust, as where we talk to each other and listen to each other, we gain a better understanding of each other's views; and joint problem- solving.

City of Glasgow College will consult with employees and their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- arrangements for appointing competent persons to help us comply with health and safety laws;
- the information we must give our employees on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and,
- the health and safety consequences of introducing new technology.

Consultation on health and safety matters will take place at a number of levels:-

- Corporate Services

- Directorate / Faculty;
- Service; and,
- Operational.

It is the intention of City of Glasgow College to consult with Trade Union Appointed Safety Representatives on all relevant health and safety matters where they have been appointed. Where no Trade Union Appointed Safety Representatives have been appointed, City of Glasgow College will take suitable steps to either consult directly with employees or with Representatives of Employee Safety where they have been elected.

Directorates / Faculties will ensure that effective arrangements are developed and implemented to ensure that there are effective means for consultation and collaboration on health and safety matters with Trade Union Safety Representatives or in their absence directly with employees or elected Representatives of Employee Safety.

6.29 Trade union Safety Representatives

City of Glasgow College recognises the importance and benefits of employee involvement in health and safety matters and the positive role that can be played by appointed Trade Union Safety Representatives, appointed by the recognised trade unions under the Safety Representatives and Safety Committees Regulations 1977. The College will provide appropriate facilities and assistance to enable Safety Representatives to carry out their functions. Where the recognised Trade Unions have appointed Trade Union Safety Representatives then:-

1. Directorates / Faculties will consult with appointed Trade Union Safety Representatives on issues related to Health, Safety and Welfare and must provide the information that Safety Representatives require in order to carry out their functions.
2. Safety Representatives are required to give the Directorates / Faculties reasonable notice of their intention to carry out inspections, and to provide written reports following such inspections and to adhere to College procedures when disputes over health and safety issues arise.

6.30 The Function of Trade Union Appointed Safety Representatives

The functions of Appointed Trade Union Safety Representatives under health and safety law are to:

- Carry out inspections of the workplace every three months or immediately following notifiable incidents or diseases and dangerous occurrences. It is important that Directorates/ Services have systems in place to bring such matters to the attention of the Trade Union Safety Representatives as soon as is practicable.
- Investigate potential hazards and dangerous occurrences in the workplace and to examine the cause of accidents at the workplace and to make representations on any matters arising to Management.
- Investigate complaints by any employee they represent, relating to that employee(s) health, safety or welfare at work and to make representations on any matters arising to Directorates/ Faculties.
- Make representations to Directorates / Faculties on general matters affecting the health, safety and welfare at work of members of staff that they represent
- Attend meeting of the Health and Safety Committee
- Encourage safe and health working among the employees they represent.

6.31 Disciplinary Procedures

Disciplinary action may be initiated against any employee (regardless of their position) or student who fails to comply with the requirements of this health and safety policy, or the requirements of any health and safety arrangement or procedure made under this Policy. In serious cases, the breach or neglect of a health and safety duty under the health and safety policy or health and safety arrangement or procedure may be regarded as an instance of gross misconduct.

7. References

7.1 Policy Framework

Associated Policies and Procedures	Title
Policy Framework	
Policy	
Procedure	

7.2 Other College Policies and Procedures

Policy / Procedure	Title

7.3 External References

Source	Title

8. Document Control and Review

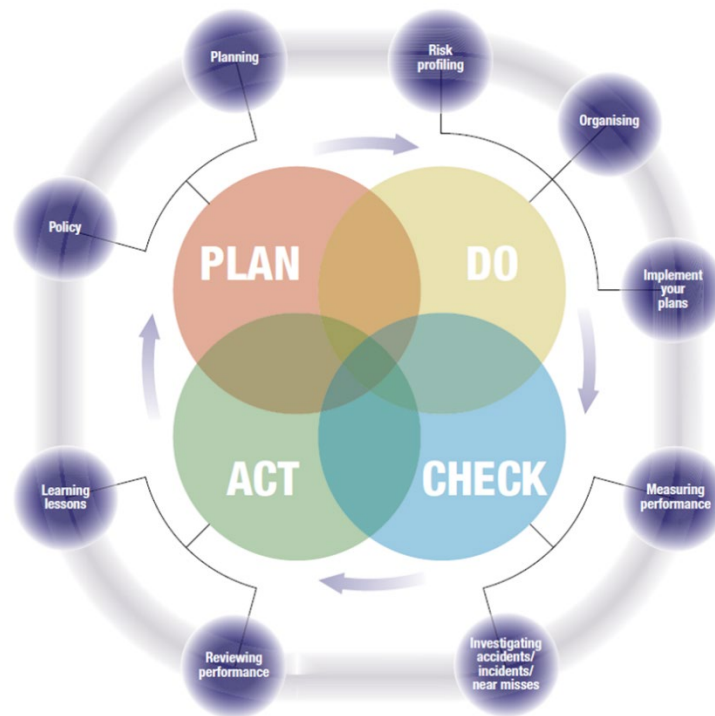
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Lead Officer(s)	Health and Safety Manager	
Board Committee	People and Culture Committee Health and Safety Committee	
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9. Revision Log

Version Date	Section of Document	Description of Revision
V1 2020	All	Full rewrite of document
V2 2022	Structure, 5.6, 5.14, 5.15, 5.22, 5.27, 5.28	Change of job titles
V3 2025	Structure, 5.6, 5.11, 5.12, 5.13, 5.14, 5.22 Removal of 6 Health and Safety Arrangements	Change of job titles Removal of Health and Safety Arrangement subset information. These require a separate policy/procedure.

10. Appendix A City of Glasgow College Health and Safety Management System

Our Health and Safety Management Systems are based on the approach of the Health and Safety Executive publication: - **HSG65 Managing for Health and Safety.**



We will achieve the effective management of Health and Safety Management through:-

Devising health and safety policies and procedures to reflect our needs that:-

- plan and set standards to reflect regulatory and internal requirements and help build a positive culture and control risks;
- are measurable, achievable and realistic; and,
- health and safety policies set a clear direction for the College to follow and will contribute to the overall business performance as part of a demonstrable commitment for continuous improvement;