

Health and Safety Policy

Note: Venture Training is the trading name for High 5 Sports Ltd.

Trained First Aiders on Staff (Updated Sept 2020)

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First aid kits are accessible at all venues both classroom based, office based and at sports venues where practical teaching and assessment takes place.

In the instance of practical assessment and coaching, the tutor will have a first aid kit on them.

Section 1 - Overview

Venture Training recognises and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work etc. Act 1974.

It is the policy of the company to develop and ensure a safe, healthy and supportive environment for all employees, students, and visitors and take appropriate measures to ensure that all reasonable steps are taken to achieve and maintain this. The Company is committed to achieving legal requirements as a minimum acceptable level.

The objectives of the Health and Safety Policy are to:

- Implement and maintain an effective and properly resourced health and safety management system (see HSG65 – plan, do, check, act system);
- Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act and all other relevant statutory provisions and Approved Codes of Practice;
- Define health and safety responsibilities for staff, students, and visitors;
- Promote a positive health and safety culture;
- Provide and maintain a safe, healthy and supportive working/learning environment;
- Ensure that safe systems of work are in place to ensure the safety of employees, students and others who may be affected by Venture Training activities;
- Ensure that risks are managed by the process of risk assessment and the implementation of suitable risk control systems and workplace precautions;
- Provide all employees with the necessary information, training, instruction and supervision in order that they may work safely and to ensure competence in their delivery of health and safety training to students;
- Ensure effective communication and consultation with staff, students and others affected by Venture Training activities;

- Promote high standards of health and safety awareness and practice for students and review health and safety performance regularly.

Health and safety is an important management responsibility, the implementation of the policy will be based on the Health and Safety Executive Guidance document HSG65. The Corporation will review health and safety performance annually and will ensure that health and safety matters are considered at management meetings held throughout each academic year, and additional reviews initiated as needed.

Risk Management

One of the main aims of this policy is general risk management strategy, with the aim at reducing and managing the risk of non-compliance with statutory health and safety legislation. It is essential to ensure that matters relating to occupational hygiene, environmental health and personal safety for students, staff, and visitors, receive at all times due priority.

The risks of failing to comply with the Health and Safety Policy and procedures include injury to students, visitors, and staff, enforcement, prosecution, poor publicity, financial loss, and inadequate records/negligence that invalidates insurance policies.

Definitions

The Company – Venture Training.

The Directors – the body ultimately responsible for the affairs of the Company.

Senior Management Team - with overall responsibility for the management of the Company.

Senior Leadership Team (SLT) – the team consisting of the Directors and Management.

Managers – means Managers of all levels who manage either a function, or staff, or both.

Supervisors – means any person assigned the role.

Staff – means everyone employed by the Company.

Student – means any person enrolled on a learning programme being provided by Venture Training.

ESFA – means Education Skills Funding Agency.

PPE – means Personal Protective Equipment.

DSE – means Display Screen Equipment.

HSE – means Health and Safety Executive.

Section 2 – Organisation

1. Introduction

The Health and Safety Policy will be divided into three distinct sections as follows:-

- Section 1 - Overview -the general aims and objectives of the Health and Safety Policy, signed by the Operations Director.

- Section 2 - Organisation - the organisational arrangements in place for implementing the aims and objectives, signed by the Administration Manager.
- Section 3 - Arrangements – specific procedures to be adopted by SLT, CMT, Managers, supervisors, staff, students, visitors and contractors in order to ensure the provision of a safe, healthy and supportive environment.

The system in place for the management of health and safety at the Company will follow the guidance laid down in the HSE publication HSG65 ‘Managing for Health and Safety’. The six key elements of the HSG65 management system are:

1. Policy
2. Organising
 - Competence
 - Control
 - Co-operation
 - Communication
3. Planning and Implementation
4. Measuring Performance
5. Reviewing Performance
6. Auditing

The way in which the Company aims to achieve these six elements is laid out below. The sections in italics are quotes from HSG65 and its associated booklet INDG275 ‘Plan, Do, Check, Act’.

2.2 Policy - The Company has adopted various policies and procedures which complement the aims and objectives of the Health and Safety Policy. These associated policies and procedures can be found in section 3 “Arrangements”.

2.3 Organising - *“An effective management structure and arrangements are in place for delivering the policy. All staff are motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents.”*

Health and safety must be adhered to by all Company employees and everyone must be committed to ensuring continuous improvement in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards which they identify but should make safe those situations. Staff must ensure that they display best practice at all times and set a good example to students and visitors. Should any employee be found to be negligent, and in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

2.3.1 Competence – *“If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent”*. Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all students need to be taught to do so by competent people.

2.3.2 Control – *“Control is the foundation of a positive health and safety culture”*.

Managers must identify key objectives for health and safety within their area and act upon them, providing clear direction and responsibility for their area.

2.3.3 Co-operation – *“Participation by employees supports risk control by encouraging*

their ‘ownership’ of health and safety policies”. The Company will endeavour to encourage co-operation by ALL to help ensure the development of a positive health and safety culture.

2.3.4 Communication – *“Effective communication on health and safety relies on information coming into the organisation; flowing within the organisation; and going out from the organisation”*. Effective communication is key to ensuring that the Health and Safety Policy is implemented within the Company. The Company will endeavour to provide ALL with relevant information. Managers are tasked with passing on relevant information to their staff and acting on any feedback that may arise from such communication. Health and safety matters will be communicated by the following methods:

- At staff and student inductions
- General Student Health & Safety Induction presentation
- Online Student Health and Safety Induction Quiz
- Mandatory staff health and safety training sessions
- Internal Company publications (termly/annual reports etc.)
- Email
- Memos
- Health and safety notice boards
- Student Guide
- Health and safety section of the Company intranet site
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Formal consultation regarding the Health and Safety policy and related procedures will be via the Management meetings. Any changes required will be consulted with staff that are directly affected, with their appropriate managers.

2.3.5. - (i) Information, Instruction and Training – Provision of such is a legal requirement. Health and Safety Policy Electronic copy will be held on the Company intranet site (click on policies), and the Company Web Site will list all the relevant policies.

(ii) Health and Safety Training – All staff must successfully complete the online health and safety training course (via Educare) within their first week of employment (and any updates as and when released by Educare). Staff with management responsibilities will be given the appropriate training allocated by Company Operations Department. It is the responsibility of line managers to ensure that all staff within their area complete the required course within a reasonable timeframe. The responsibility for requesting/arranging health and safety training for specific tasks at a local level (e.g. risk assessment, COSHH risk assessment, manual handling, etc) will lie with line managers.

(iii) Staff Induction – It is the responsibility of line managers to ensure that all new employees complete the Managers Induction Checklist (available on the Intranet). This must include reading the Health and Safety Policy and any departmental risk assessments and ensuring that all new employees are briefed on emergency procedures and all health and safety aspects pertinent to their role.

(iv) Student Induction – All course tutors must deliver the Company Student Health and Safety Induction to all students at the beginning of each course. All full-time students (and significant part-time students) must also complete the online Student Health and Safety Induction quiz. For all short courses, it is the responsibility of the course tutor to provide a health and safety briefing at the start of the first session. A more specific health and safety induction is to be delivered to students in certain working areas (e.g. kitchens, labs, machine shops, workshops etc.) to ensure that they are informed of area specific hazards, risks and controls. Each time a student is introduced to a new hazardous activity (including the use of hazardous substances), it is the responsibility of the lecturer to ensure that all the hazards and control measures are explained to them. The lecturer must be confident that the student has understood the risks before they are permitted to commence the activity. It is the responsibility of the lecturer to ensure that all student inductions are recorded and kept on file.

2.3.6 Responsibilities

(i) Management of the Company

The Company will adopt the guidance provided in INDG417 'Leading Health and Safety at Work: Leadership Actions for Directors and Board members'.

The Company operates a policy governance model providing a systematic approach to governance to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Management;
- There are effective 'downward' communication systems and management structures in place;
- There is an integration of good health and safety procedures with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective 'upward' communication in place;
- The Company has access to (and follows) competent health and safety advice;
- The Company has a Health and Safety Policy in which management responsibility for health and safety is clearly defined;
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks);
- Sufficient resources are allocated within the Company budget to allow for the effective implementation of the health and safety policy and all related procedures;
- Those with designated responsibility are aware of, and have access to, relevant regulations, advice and training;

- Employees are consulted on health and safety matters.

(ii) The Operations Director

The OD has overall responsibility for health and safety within the Company. The OD, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of the Company provision.

(iii) Administration Manager

The Administration Manager is the designated Health and Safety Officer for the Company and is responsible for:

- Chairing the Company's Health and Safety Committee, which has the responsibility for devising and monitoring the Health and Safety Policy and related procedures;
- Ensuring that the Board of the Corporation receive regular reports on Health and Safety;
- Acting as a link between the broad strategic aims of the Board and the implementation of the Company Health and Safety Policy;
- Ensuring that the Company successfully manages health and safety, and;
- Ensuring that, within the resources provided for the Company, there are adequate staff, funds and materials to support the effective implementation of the Health and Safety Policy.

(iv) Company Managers

All Senior Staff have overall day-to-day responsibility for an operational area of the Company and must ensure the implementation and operation of the Company Health and Safety Policy within their area of responsibility. Main responsibilities include:

- Having direct responsibility for all health and safety matters within their area;
- Ensuring that appropriate resources are allocated to ensure that effective health and safety measures are introduced and maintained;
- Bringing to the attention of the Health and Safety Dept. any high-risk activity which cannot be adequately controlled by use of departmental resources;
- Ensuring that all staff fully understand their responsibilities as outlined in this Health and Safety Policy and its related procedures;
- Ensuring that all staff and students within their area of responsibility are provided with a suitable health and safety induction;
- Ensuring that safe methods of working exist in accordance with recognised procedures;
- Ensuring that written procedures and codes of practice exist (where necessary) and are applied effectively. These must be reviewed annually or when there has been a significant change;
- Ensuring that staff and students are instructed in safe working practices and corrective action taken where necessary. Students in high-risk areas must be supervised at all times;

- Ensuring that all equipment is in good and safe working order, maintained and serviced as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use;
- Ensuring that appropriate protective clothing and equipment is available and used, where relevant, at all times;
- Ensuring that hazardous substances are correctly used, stored securely, labelled and that COSHH data sheets and COSHH risk assessments are written and hard copies are available;
- Ensuring that hazards are identified with appropriate signage and all health and safety information is communicated to relevant persons;
- Ensuring that risk assessments exist for all areas, equipment/machinery, and activities, where significant risks have been identified; and that they are reviewed and revised as necessary;
- Maintaining standards for their area for the improvement of health and safety;
- Cooperating with the Health & Safety Department to undertake an annual walk around inspection audit and ensuring that progress of the action plan is discussed and recorded during team meetings and/or any other appropriate forum;
- Ensuring that any health and safety concerns that they are unable to remedy are formally reported to the Health and Safety Department, and;
- Communicating health and safety matters to the staff within their area as soon as they become aware of them.
- Ensuring that all staff with work experience responsibility check the correct procedures (3.37 H&S Work Experience Procedure) are completed within the agreed timescales

(v) The Administration Manager (holds post of Health and Safety Manager)

The Health and Safety Officer reports to the Operations Director on health, safety and welfare matters. The Health and Safety Officer is responsible for:

- Establishing and implementing an effective health and safety management system;
- Raising the awareness and profile of health and safety across the Company;
- Implementing and monitoring procedures to ensure that good health and safety standards are maintained encouraging a good Health & Safety culture;
- Ensuring that wilful breaches of the health and safety regulations by anyone using Company premises, be they staff, students or visitors, are reported to a member of the Senior Leadership Team;
- Monitoring risk assessments, safe systems of work, methods of work, maintenance, cleaning of equipment in all departments and ensure that they comply with manufacturers' recommendations;
- Monitoring and ensuring that arrangements exist for emergency procedures covering fire, explosion and accidents/incidents/near misses;
- Delivering (where requested) staff development and staff induction sessions on health and safety matters;
- Monitoring company first aid arrangements reporting statistics to the Health & Safety Officer;
- Implementing and maintaining health and safety inspections using both internal and external resources where appropriate;

- Providing specialist health and safety advice across the Company as required and ensuring that designated safety representatives are aware of key issues that affect their designated areas;
- Seeking specialist advice as required and endeavouring to reflect accepted best practice within the Company health and safety procedures;
- Ensuring the systematic reporting of health and safety matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and assisting where appropriate, with investigation of accidents/incidents at work, near misses and any complaints;
- Reviewing health and safety procedures and assisting with the implementation and monitoring of specific health and safety objectives;
- Ensuring that each academic area receives a minimum of an annual health and safety walk around inspection and audit
- Being the main link between the Company and its funding bodies on matters of health and safety (including the reporting of learner incidents).
- Ensuring the Health and Safety Officer(s) carry out the employer Work Placement checks within the agreed timescales, in line with the current HSE guidelines, the Company Health & Safety Work Experience Procedure 3.37 and notifying the relevant teams of any subsequent issues.

(vi) The Health and Safety Manager

The Health and Safety Manager has direct responsibility for the management of the Company premises in accordance with the relevant Acts, Health and Safety legislation and the Occupiers Liability Acts, in particular the Workplace (Health, Safety and Welfare) Regulations 1992; this includes fire precautions, and maintenance and repair of buildings, including maintenance contracts.

The Administration Manager is responsible for:

- The ongoing condition of all Company buildings, grounds, security, maintenance, caretaking and cleaning;
- Determining priorities for repair, maintenance and minor works as required;
- Raising tender documents and specifications for contracted work which complies with the relevant health and safety legislation BS/EN standards;
- Controlling and supervising the work of contractors;
- Ensuring that all appointed contractors are competent in relation to health and safety by requesting copies of risk assessments, method statements, and training records (where necessary);
- Compiling and implementing policies and procedures for site security, site safety, emergency evacuation procedures and emergency callout procedures for staff;
- Ensuring that Company buildings and grounds are safe and free from hazards to staff, students, visitors and contractors;
- Retaining appropriate documents relating to the health and safety regulation;
- Maintaining a reactive maintenance system for defects found within Company buildings or grounds and prioritise any hazardous defects for early action;
- Maintaining fire safety procedures throughout the Company in line with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation;
- Supervising the implementation of precautions to reduce the risk of exposure to legionella bacteria from work activities and water systems on the premises; and

- Supervising the implementation of procedures and precautions in relation to the control of asbestos for Company premises;
- The Health and Safety Manager has direct line management of the Health & Safety Department.

(vii) Employee Responsibilities (all staff)

Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions.
- Co-operate with the Company so far as is necessary to enable that duty or requirement to be performed or complied with.
- Not to interfere with or misuse anything provided in the interests of health and safety.
- Any employee must inform the Company of –
 - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety, and/or
 - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection against arrangements for health and safety.

Employees are also responsible for:

- Familiarising themselves with the Company Health and Safety Policy and related procedures relevant to their role;
- Ensuring that students are informed of health and safety regulations, rules and procedures and that students and other staff in their area of work apply these effectively;
- Ensuring that unauthorised or improper use of equipment does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment supplied in a proper manner;
- Ensuring that hazardous substances are correctly used and stored;
- Reporting immediately to the Health and Safety Manager and by logging a job on the Company system, any defects in the premises, equipment and facilities, which they observe and, take an active part in promoting health and safety, and;
- Ensuring that any visitors to the site that they are responsible for:
 - Sign in and are issued with a visitor lanyard and visitor information card;
 - Are adequately supervised at all times;
 - Receive a health and safety induction including procedure for fire evacuation (where necessary – i.e. for contractors and/or other visitors that may need to be left unsupervised); and
 - Sign out and return their visitor lanyard.

Teaching Staff

The health and safety of students is the responsibility of the person teaching them whilst they are in the learning environment. In addition to the responsibilities of all staff (as detailed above), Teaching staff are also responsible for:

- Ensuring that all students receive the Company Student Health and Safety Induction presentation during their induction week (available on Health and Safety section of the intranet and updated annually). All full-time students (and significant part-time students) must also complete the online Student Health and Safety Induction quiz, which has been designed for completion following delivery of the Company Student Health and Safety Induction PowerPoint presentation;
- Ensuring that students receive training in the Company fire and emergency procedure (and more specifically for the building(s) in which they will be taught);
- Ensuring that all students that will be learning in a high-risk area (e.g. gyms) receive an area specific induction before being permitted to work in the area. The induction must be recorded and must cover the following elements as a minimum (as per SFA guidelines):
 - Emergency arrangements (fire, accidents and first aid);
 - Any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls etc);
 - Control measures for the above (for example, safe systems of work, supervision, protective and preventative measures, training and instruction, signs and notices etc);
- Supervision arrangements (and who is responsible for them) and the contact (if not the supervisor or instructor) for any health and safety concerns;
- Any restrictions or prohibitions that apply to the students (for example, equipment, processes, areas, systems);
- Any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it;
- Location of welfare facilities (toilets, drinking water etc.), and;
- General “do’s” and “don’ts”.

(viii) Student Responsibilities

It is the responsibility of each individual student to take reasonable care of his or her own health and safety and not to act in a manner that places others in danger. In particular, all students must:

- Be familiar and comply with, fire and emergency evacuation procedures;
- Assist teaching staff and technicians in maintaining good standards of housekeeping;
- Use equipment only when authorised to do so and in accordance with instructions;
- Use the correct equipment and tools for the job and any protective clothing and safety equipment required in a proper manner;
- Report immediately to their tutor, any defects in the premises, equipment and first aid facilities which they observe;
- Report immediately to a member of staff, any accidents, incidents or near misses, and;
- Take an active interest in health and safety.

Students must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers). Such behaviour should be dealt with appropriately i.e. disciplinary action by the Company, and may also result in prosecution for a breach of the Health and Safety at Work etc. Act 1974.

The Company will provide a health and safety induction (and area specific health and safety induction where appropriate) to ensure that students are aware of their health and safety responsibilities.

(ix) Visitors

It is the responsibility of all visitors to take reasonable care of his/her own health and safety and not to act in a manner that places others in danger. In particular, visitors:

- Must comply with instructions given by members of staff;
- Must not tamper with emergency equipment;
- Must wear a visitor lanyard;
- Must bring to the attention of staff any health and safety issues, and;
- Must wear personal protective clothing/equipment where indicated.

A copy of the emergency evacuation procedure is on the back of the site map and should be provided to all visitors by a member of the reception team upon their arrival at reception.

(x) Functions of Safety Representatives

The functions of Safety Representative are defined in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and as laid down in locally negotiated agreements.

These functions include:

- To represent employees in consultation with the Company under section 2(6) of the Health and Safety at Work etc. Act 1974;
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the causes of accidents at the workplace;
- To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- To make representations to the Company on matters arising out of the above;
- To make representations to the Company on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- To carry out workplace inspections in accordance with Regulations 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977 (as amended);
- To represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- To receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work etc. Act 1974, and;
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.

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(xi) Health and Safety Committee

The Company Health and Safety Committee will form the main basis for formal consultation on health and safety matters with staff and student representatives. Membership of the Committee will consist of:

- Operations Director
- The Administration Manager
- The Company Health and Safety Officers
- Student Health & Safety Representative.
- Selected members of any safety advisory groups, as appropriate
- Co-opted members as invited, eg. Occupational Health Representative

2.4 Planning and Implementation

Planning is the key to ensuring that the Company's health and safety efforts really work and involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

(i) Risk Control – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments must be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, machinery/equipment and work/learning processes. If it is not possible to eliminate the risk completely, the risk must be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

(ii) Department Planning – Directors/Managers must ensure that their risk assessments are up to date and cover all areas/activities within their area of responsibility. Directors/Managers must also ensure that department budgets include any resource proposals for dealing with any high-risk activities identified that are not already adequately controlled. Consequences of failure to provide the required resources must be made clear to SLT.

(iii) Performance Standards – Key performance standards will be set. These will be used by Directors/Managers in order to measure their health and safety performance. Other more specific performance standards will need to be set by Directors/Managers when planning and measuring health and safety performance within their area.

(iv) Self-Assessment Reports (SARs) – Managers of curriculum areas are responsible for identifying weaknesses within their health and safety performance/ risk control systems and providing details of how they plan to make the necessary improvements within the SAR completed for their department.

(v) Reporting Defects – Any defects to Company buildings, fabric of buildings and external areas on Company premises must be reported to the Office Manager. With regards to defects in equipment/machinery, it is the responsibility of the Directors/

Managers to ensure that they have a reporting and rectification system in place for the equipment/machinery that they are responsible for.

(vi) Reporting Hazards – It is the responsibility of all employees to report any item/situation that they believe to be hazardous to the respective Manager (if they are unable to deal with it themselves). Hazards that pose an immediate risk must be reported by telephone to the Office Manager immediately.

(vii) Insurance – It is the responsibility of the Administration Manager to ensure that the Company has adequate Employee and Public Liability insurance cover in place. Copies of the Certificate of Employers' Liability Insurance will be displayed on the health and safety notice boards and made available electronically on the health and safety section of the Company intranet.

(viii) Risk Assessment of Staff and/or Students with Disabilities/Medical Conditions/Behavioural Problems – Staff and/or students with disabilities/medical conditions/behavioural problems that may affect their safety whilst working/learning will need to have their own assessment carried

out by either the tutor/lecturer, relevant Student Support Assistant, or a member of the Health and Safety team. This includes those students enrolled on part-time and leisure courses. It is the responsibility of staff to report the need for such an assessment to either the relevant tutor/lecturer, Student Support Assistant or Health & safety Office as soon as they are made aware of any potential issues (i.e. during interview, enrolment, or following review of completed Health Form).

2.5 Measuring Performance

(i) Health and safety performance needs to be measured to find out if the Company is being successful. Active Monitoring (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working.

(ii) Annual Walkaround Inspection and Health and Safety Audit – It is the responsibility of the Health and Safety Officer to arrange and carry out an annual (as a minimum) walkaround inspection and health and safety audit for each academic and support department as per the Departmental Health and Safety Inspection Procedure (see section 3 'Arrangements').

Following each audit, a full report will be produced, and Managers are expected to ensure that all items on the action plan are carried out within the agreed timescales.

(iii) Risk Assessment Review and Audit – Managers are responsible for ensuring that all areas/activities within their area of responsibility have been risk assessed and that such assessments have been recorded and are reviewed at least annually (please note that reviews should take place more frequently where the activity/area is deemed as either medium or high risk).

Managers must ensure that any new activities that are being considered for the forthcoming academic year are risk assessed before the activity commences to

ensure that suitable controls are in place. Risk assessments will be reviewed and monitored by the Health and Safety Officers during Annual Walkaround Inspections and Health and Safety Audits.

(iv) Reactive Internal Inspections (after things go wrong) – involves investigating injuries, cases of work-related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why.

(vi) Accidents/Incidents/Near Misses – the Accident Reporting and Investigation procedure can be found on the Company intranet system under Health & Safety. All accidents, incidents and near misses must be reported via the online system that can be found on front page of the Company intranet system.

Accident/Incident/Near Miss statistics will be submitted for discussion during Health and Safety Committee meetings.

2.6 Reviewing Performance and Auditing

(v) Introduction – External auditing will be carried out by Fire Officer inspections, Insurance Company inspections, other providers of work-based learning/work experience where the Company is the employer, HSE inspections, and external auditors (where appointed).

(vi) Self-Assessment Reports (SARs) – The Company is required to conduct and record a self-assessment report. As part of that process, the health and safety performance of each department should be considered and compared against the standards set for that year. New standards by which health and safety performance can be measured for the forthcoming year must also be set. These must then be reviewed as part of the SAR review process.