

# **Health and Safety**

## **Policy 2021-2022**

**Adopted by the Governing Board: June 2021**

**SLT: Principal**  
**Link Governor: Graham Cooper**

## 1. Introduction

University Technical College Leeds makes an unequivocal commitment to high standards of health and safety. We are committed to providing a safe and healthy learning and working environment and promoting a positive culture of Health and Safety.

Although the Principal has ultimate responsibility for implementing the policy every employee and contracted member of staff are responsible for implementing the policy in their area of activity. Every employee must comply with this policy and co-operate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Board of Governors or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

## 2. Statement of intent

University Technical College Leeds's Board of Governors will do all that is reasonably practicable to establish and maintain high standards of health safety and welfare for all its employees, pupils and visitors.

The responsibility for implementing this policy lies directly and personally through line management with the Principal and every employee.

Name: Hannah Wilson

Signed:

Date:

## 3. Objectives

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students
- To confirm all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities
- To confirm that all new employees are aware of the Governor's Health and Safety Policy and the appropriate health and safety procedures
- To confirm all visitors, contractors and suppliers of goods and services are aware of relevant health and safety requirements
- To promote awareness of health and safety issues
- To confirm suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others
- To keep the policy under review and revise it as required
- To monitor the implementation of the Health and Safety Policy

## 4. Organisation and responsibilities

### The Board of Governors

The Board of Governors will oversee health, safety and welfare matters and will confirm that the Principal provides necessary resources.

The Board of Governors will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections.

## **Principal**

The Principal is accountable to the Board of Governors for the implementation of the Premises Management Policy. The Principal will also discharge the Board of Governor's overall duty as employer. The discharge of these duties will be through line managers. The Principal will be responsible, in particular, for ensuring that:

- The Health and Safety Policy Statement is brought to the attention of all staff
- Other relevant health and safety information is communicated to staff
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons and that all staff are aware of the arrangements.
- Accidents are reported using the established procedures
- Health & safety committee members can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives
- Safety representative inspection reports are dealt with in the appropriate manner
- Health and safety training needs are identified and appropriate arrangements are made for training
- Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded
- New employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures
- The overall procedures for safety are monitored
- Fire drills are carried out and a fire register is maintained
- Arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the management of health and safety at work regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation of the UTC; and contractors are aware of any special risks to students which might arise out of their work
- Health and safety matters, which cannot be resolved appropriately, are raised with the board of governors.
- Arrangements are in place for appropriate co-operation and co-ordination with other employees on the site.
- A copy of **appendix 1** is completed, posted on notice boards in a prominent position and updated at regular intervals.

## **Health and Safety Co-ordinator**

A Health & Safety coordinator and Premises Manager have been appointed specific duties include:

- (a) Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff.
  - First aid

- Accident reporting
  - Emergency evacuation procedures.
  - Ensuring arrangements are in place with regard to fire precautions.
  - Ensuring accidents are investigated.
  - Ensuring health and safety matters raised by staff are dealt with.
  - Maintaining a central file of codes of practice.
- (b) Co-ordinating all aspects of Health and Safety Policy and practice.
- (c) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal.
- (d) Ensuring that the implementation of the Safety Policy is monitored.
- (e) Overseeing arrangements for lettings.
- (f) Ensuring reportable accidents are reported to the HSE.
- (h) Escalation of matters requiring SLT action.
- (i) Supervising the work of site staff and monitoring health and safety standards in their area of activity.
- (j) Liaising with contractors (e.g. Catering, cleaning, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the UTC and the contractor as required by the Management of Health and Safety at Work Regulations.
- (k) To ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of, or in connection with the operation of the UTC; and to ensure contractors are aware of any special risks to students which might arise out of their work.

## **Curriculum Leaders**

Curriculum Leaders are responsible, as far as is reasonably practical, for implementing the safety policy within their department.

In particular, they are responsible for ensuring:

- (a) That activities under their control are carried out, so far as is reasonably practical, safely and without risk to health.
- (b) The implementation of the safety policy is properly monitored in their area of responsibility: carrying out inspections of the workplace and equipment.
- (c) Individual employees are aware of their responsibilities for health and safety.
- (d) Suitable arrangements are made for consultation with employees' safety representatives.
- (e) Employees under their control are adequately trained, informed, instructed and supervised.
- (f) Codes of Practice appropriate to the department are brought to the attention of all staff in the department.
- (g) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- (h) Relevant health and safety information is communicated to staff.
- (i) First aid procedures are complied with.
- (j) All accidents occurring in the department are reported and an Accident Report Form is completed.
- (k) Reasonable arrangements for allowing health & safety committee members to carry out their functions are complied with.

- (l) Training needs of staff within the department are identified
- (m) Staff are aware of fire procedures.
- (n) New employees receive all appropriate health and safety information/ training, including departmental safety procedures.
- (o) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded.
- (p) Ensure that they discuss Health and Safety with their line Manager at their scheduled meetings.

### **Educational Visits Coordinator (Assistant Principal)**

The Educational Visits Coordinator is responsible for overseeing arrangements for all UTC educational visits in accordance with the Educational Visits Policy.

### **Teachers**

The safety of students in classroom, laboratories and workshop is the responsibility of the teacher.

Teachers are expected to:

- (a) know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- (b) Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area.
- (c) Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough).
- (d) Ensure that students' coats, bags, cases etc. are safely stowed away.
- (e) Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- (f) Follow safe working procedures personally.
- (g) Call for protective clothing, guards, special safe working procedures etc., when necessary.
- (h) Make recommendations on safety matters to the curriculum leader.
- (i) Be familiar with codes of practice appropriate to the work area.
- (j) Be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the teacher must raise the matter with the appropriate curriculum leader. (nb – in many cases the risk assessment will be implicit in the codes of practice).

### **Premises Manager**

The Premises Manager is responsible for:

- (a) Identifying premises defects and dealing with them as appropriate. Where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the premises site manager.
- (b) Liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained.

- (c) Testing the fire alarm system and entering details in the fire register.
- (d) Ensuring that the premises are secured and all persons have left the premises before alarms are set.

### **All Line Managers**

All Managers are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule, Managers direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers and Supervisors' responsibilities include:

- (a) Carrying out inspections of workplaces and equipment and reporting accidents.
- (b) Ensuring individual employees are aware of their responsibilities for health and safety.
- (c) Making suitable arrangements for consultation with health & safety committee members.
- (d) Ensuring employees under their control are adequately trained, informed, instructed and supervised.

### **All Employees**

Although prime responsibility for health and safety rests with the Board of Governors all employees have responsibilities:

- (a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions.
- (b) To co-operate with the Board of Governors so far as is necessary to enable it to meet its responsibilities for health and safety.
- (c) To use work equipment provided correctly in accordance with instructions and training.
- (d) To inform the Board of Governors (through line managers) of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents that occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit

All employees having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Co-ordinator or Premises Manager.

### **Students**

Students are expected to:

- (a) Exercise personal responsibility for safety of themselves and others;
- (b) Observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- (c) Use and not wilfully misuse, neglect or interfere with any item provided for safety;

- (d) Ensure that they only use those areas, which are designated for pedestrians.

### **Safety representatives**

The Board of Governors will provide for effective joint consultation on health and safety matters with health & safety committee members.

### **Safety Committee**

The Board of Governors will establish a Health and Safety committee, which will meet termly and be made up of the following members:

- a) Management
- b) Health and Safety Co-ordinator
- c) Premises Manager
- d) One Governor
- e) One member of staff

## **5. Health and safety advice**

### **Accident Reporting:**

The accident reporting procedure is in **Appendix 2** of this document. All accidents should be reported to the Health and Safety Co-ordinator

### **Fire Evacuation Procedures**

The Fire Procedures can be found in Fire Evacuation Policy

### **Medical Room Procedures**

The Medical Room Procedure can be found in the First Aid Policy.

## **6. Risk Assessments**

Under the Management of Health and Safety at Work Regulations 1999 there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. For most activities existing Codes of Practice indicate, the preventative and protective measures and the assessment form will refer to the particular code.

All members of staff responsible for health and safety matters within a department or area must ensure that they have completed or reviewed existing risk assessments for those areas by half-term of the Autumn Term.

See overall School Risk Assessment Procedure for further details.

## **7. Health and Safety Monitoring**

- (a) Inspections of the UTC are to be carried out termly by the Curriculum Leaders and the Health and Safety Co-ordinator.
- (b) An internal review of health and safety arrangements, procedures and risk assessments will be carried out annually by the Health and Safety Co-ordinator using a check list provided by an external Health and Safety Advisory Service. A report will be made to the Board of Governors
- (c) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. All reports will be submitted to the safety committee and where necessary reports will be submitted to the Board of Governors
- (d) The Health and Safety Co-ordinator with the Premises Manager will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- (e) In addition to the above, routine inspections are carried out on the following equipment: PE equipment, engineering specialist equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances and hot and cold water systems. Other routine inspections are detailed in specific Codes of Practice (e.g. fume cupboards).

## **8. Radiation Protection Advice**

When the UTC uses radioactive sources at a level that will require the services of:

- a) An RPA (Radiation Protection Advisor) External Contractor
- b) An RPO (Radiation Protection Officer) Leeds City Council H+S advisory
- c) An RPS (Radiation Protection Supervisor) Internal member of UTC science staff.

**See Appendix for further details of radiation protection roles.**

## **9. Legionella**

- (a) The water is tested monthly for legionella and a report produced each month that is kept on file both paper and digitally.
- (b) The water tanks themselves are chlorinated annually to ensure they are clean and no bacteria are present. A certificate of this is produced and kept on file.
- (c) A Monthly findings report is produced to show any faults or maintenance issues that may lead to an increased risk of legionella or other bacterial contamination. This report is then looked at by both the Health and Safety Coordinator and the Premises Manager to ensure remedial measures are put in place.
- (d) The taps on each floor are run through periodically for 5 minutes to reduce the risk of legionella contamination. A log of this is kept by the Premises Manager.
- (e) A water sample report is produced bi-annually to check for other bacteria in the water as well as legionella.

## **10. Gas & Heating Systems**

- (a) The gas and boiler systems are service annually by a qualified contractor and the services records are kept on file.

## **11. Asbestos**

- (a) An asbestos report was performed before opening of the building to confirm there is no asbestos on site, this is available and kept on file.

## **12. Stress**

- (a) Stress risk assessments are carried out by Human Resources where required.

## **13. Servicing and Maintenance of Statutory Equipment and Specialist Equipment**

- (a) Servicing of statutory equipment is logged on the plant schedule spreadsheet, which contains an itemised list of all tests and maintenance, and who it is carried out by.
- (b) Records of the services such as invoices and service reports are kept both digitally and in paper form by the Premises Manager, and are available on the health and safety drive on the school network.
- (c) Statutory compliance tasks performed by in house staff include testing emergency lighting and testing the fire alarm – these are performed by the Premises Manager.

## **14. Contractor Competency**

- (a) Before a contractor is employed to do a job on the school site, enquiries are made about the competency of the contractor – such as a request for RAMs paperwork and qualifications to indicate suitability for the job at hand.
- (b) Even if contractors are provided through the local authority or have been used previously, details must still be checked to make sure they are competent to do the job at hand.
- (c) Records of the qualifications and risk assessment documentation are kept on record on the contractor spreadsheet.
- (d) All visitors and contractors must sign in using the electronic sign in system, DBS checks are also asked for at this time. If a contractor or visitor does not have a valid DBS check they must be accompanied at all times by a member of UTC staff while in the building.
- (e) All contractors and visitors are informed of important health and safety details about the building upon sign in.

## **15. COVID-19**

- (a) A full risk assessment based on government regulations is in place for the return of students during the COVID-19 period and has been communicated to all staff.
- (b) First Aid and Fire Evacuation polices have been reviewed to make them fit for use through the COVID-19 period.
- (c) Measures from the full school risk assessment have been put in minimise COVID-19 transmission.

## **16. Control of Substances Hazardous to Health**

- (a) All hazard data sheets are kept for chemicals and stored with them in the appropriate locked chemical store.
- (b) Annual chemical stock checks are taken by the department technician.
- (c) In science the CLEAPSS service is used for advice on storage and use of chemicals. This includes suggestions on less harmful or less concentrated chemicals to use where possible to keep potential harm to students at a minimum.
- (d) A list of all hazardous substances is held by the Premises Manager and is updated annually.

## **17. Electricity**

- (a) Testing of portable appliances is a task shared by the relevant department technicians and the Premises Manager, it is performed annually and recorded a spread sheet which contains an itemised list of all portable appliances and details of the tests carried out.
- (b) The PAT test machine itself is PAT tested annually by an external company.
- (c) Staff should still be vigilant to using portable appliances and check for signs of damage to appliances before use.
- (d) Department technicians should check for signs of damage to appliances before handing them out to lessons with students.
- (e) Every five years a mains electricity inspection is carried out, the next one is due in 2021.

### **Access to policy statement**

- (a) Access to a copy of this statement will be available to all employees on the UTC's notice board(s).
- (b) This policy is distributed to new staff as part of their induction, along with all other relevant health and safety information.

## **18. First Aid Arrangements**

Please see First Aid Policy.

### **Designated First Aiders**

The designated first aiders are named on Appendix 1

## **APPENDIX 1**

### **STATEMENT OF HEALTH AND SAFETY POLICY**

*Copies to be displayed on notice boards in prominent positions*

**Name of senior member of staff with responsibility for co-ordinating health and safety:**

Principal

**Senior member of staff responsible for staff development:**

Assistant Principal for teaching & learning

**Location of central file of Codes of Practice:**

Main administration office

**Location of Fire Register:**

Main administration office

**Location of central file of Health and Safety Information Bulletins:**

Staff Room

**Name of member of staff to report accidents to:**

Premises Manager  
Health & Safety Assistant/Science Technician

**Who should complete accident form?:**

Member of staff supervising

**Who should telephone HSE in case of reportable incidents?**

Premises Manager  
Health & Safety Assistant/Science Technician

**Safety Representatives:**

Premises Manager  
Health & Safety Assistant/Science Technician

**Designated First Aiders:**

Megan Barthorpe, George Lindley, Caron Parker, Alastair Chambers, Sarah Ellis, Owen Parry, Neil Bennington, Gurpreet Kaur, Robert Bashforth, Rebecca Nino De Guzman, Charlotte Portwood

**Radiation Protection Services:**

RPA: Graham Hart – External Contractor

RPO: Annette Bradley – Leeds City Council – Health & Safety Department

RPS: George Lindley (Science Technician)

## **APPENDIX 2 ACCIDENT REPORTING PROCEDURE**

### **1. Introduction**

All accidents to both staff and students must be reported using the appropriate form or book. Certain accidents must in addition be reported to the Health and Safety Executive (HSE). The procedures to be adopted are described below.

### **2. All accidents**

#### **Employees**

The 'Staff Accident Book' should be completed either by the injured person or someone acting on the injured person's behalf. A tear off copy of each record must be sent to the Health and Safety Coordinator. Records must be kept for three years.

#### **Students and Non-Employees**

The 'Student Accident Book' must be completed for all accidents to students and non-employees (including members of the public) and retained for three years. A tear off copy of each record must be sent to the Health and Safety Coordinator

### **3. Near Miss Reporting**

The 'Near Miss Form' should be completed by the person who witnessed the near miss. The near miss form includes:

- A brief description of the Near Miss circumstances; where, when, what happened etc.
- Details of the immediate actions taken to make the situation safe (if any); and
- Details of any further actions recommended.

The will then be kept on record for three years, and also added to the school's incident report log.

As soon as practically possible, the near miss should be reported to the Health and Safety Coordinator who will liaise with the Premises Manager to investigate the incident.

### **4. Accidents/diseases which must also be reported to the HSE Deaths,**

#### **Certain Major Injuries or Conditions and Dangerous Occurrences**

All accidents must be recorded using the Student Accident Book or the Staff Accident Book, as indicated above, both of which are located with the Principal's PA. Tear off copies of each report sheet must be sent to the Health and Safety Coordinator, who will if necessary report the incident to the HSE.

## Employees

Certain injuries *to employees* must be reported to the HSE. Definitions of the types of reportable injury, disease or dangerous occurrence are listed in the HSE document "Reporting accidents and incidents at work – INDG453". Examples of reportable injuries include:

Fractures (other than to fingers, thumbs and toes);  
Amputation of an arm, hand, finger, thumb, leg, foot or toe;  
Permanent loss of sight or reduction of sight;  
Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);

## Students

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity **and the person is taken directly from the scene of the accident to hospital for treatment** (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

The responsible person should consider whether the incident was caused by:

- A failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- The way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- The condition of the premises (eg poorly maintained or slippery floors).

IF a pupil is taken to hospital after breaking an arm during class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

## **Reporting Procedures**

As soon as practicable after the incident, the Premises Manager (or representatives) must report it via the HSE online reporting system Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy which should be kept in the accident book.

The Regulations require that a record is kept of all reportable accidents/dangerous occurrences. A copy of the form must be kept as the official record.

## **5. 'Over Seven Day Accidents' to a Person at Work**

Accidents must be reported (using the website detailed above) where they result in *an employee or a self-employed contractor working in school premises* being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident. (This is not necessary for injuries to students unless they meet the requirements in point 3 above)

### **Reporting Procedures**

As soon as the accident becomes reportable it must be reported using the online procedure detailed above

## **6. Cases of Disease**

Where a person at work suffers from certain specific diseases and their work involves specified activities a report must be sent to the HSE via the website [www.hse.gov.uk/riddor/report](http://www.hse.gov.uk/riddor/report). The diseases and activities are also specified in the booklet "Reporting Accidents and Incidents at Work – INDG453 (rev1)". It is only necessary to report diseases when a written statement is received from a registered medical practitioner diagnosing the disease as one on the list. Such cases are likely to be very rare in education establishments but nevertheless can occur. For example the list includes acne caused by exposure to mineral oils; occupational asthma caused by exposure to epoxy resins, laboratory animals and grain products; and poisoning by substances which could be found in UTC's chemistry laboratories.

### **Reporting Procedures**

On receipt of a written statement from a registered medical practitioner which indicates an employee has one of the specified diseases and is engaged in one of the listed work activities, contact the County Health and Safety Unit. The Unit will forward a copy of the form (F2508A) and advise about the correct procedure.

## **7. Exemptions**

### **Road Traffic Accidents**

Road Traffic Accidents do not need to be reported to the HSE in accordance with the reporting procedure at 3.1 above, except where the injury involves a person engaged in work, or alongside a highway; or exposure to a substance being conveyed by a vehicle, or loading or unloading a vehicle. (NB: the standard accident book/form should however be completed).

## **Student Accidents in the Outside Recreational Space**

Injuries received during play activities in playgrounds arising from collisions, slips and falls do not need to be reported to the HSE in accordance with the reporting procedures above unless they are attributable to:

- the condition of the premises (e.g. potholes, ice, worn steps);
- plant or equipment on UTC premises;
- or lack of proper supervision. (NB: the standard accident form should however be completed).

## **8. Accident Investigation**

After any incident, an internal incident investigation must take place, however the severity of the incident will determine the urgency at which the investigation is completed. The Health and Safety Coordinator and the Premises Manger will carry out the investigation, but other staff such as the relevant curriculum leader and members of SLT may be involved if necessary. The investigation will be recorded on the UTC Leeds 'Accident Investigation Form', which includes a section to record witness statements and a work through form to log all details of the incident.

Ultimately, the investigation process must identify any remedial measure that need to be put in place to lower or remove the risk of a repeat occurrence. This includes reviews to relevant risk assessments, polices and safe working procedures as well as physical control measures being put in place with clear time scales for completion.

## **APPENDIX 3**

### **SAFETY COMMITTEE CONSITUTION AND TERMS OF REFERENCE**

#### **1. Introduction**

This Committee shall report to the full Board of Governors of University Technical College Leeds.

#### **2. Terms of Reference**

The aim of the Committee shall be to promote co-operation between the Board of Governors and its employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of employees and the health and safety of other users of the site.

Its main function will be:

- to receive general reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work Act
- to consider matters raised by the Health and Safety Co-ordinator and staff side Safety Representatives
- to determine arrangements for safety inspections and to consider reports
- assisting in the development of safe working practices and Codes of Practice
- to receive reports on accidents and occupational ill health and consider the need for appropriate action
- to monitor the implementation of the Safety Policy
- to review the effectiveness of health and safety communication, publicity and training within the UTC
- where appropriate, to make recommendations to the Board of Governors

### **3. Membership**

The membership of the Committee will be as follows:

- Management Principal
- Health and Safety Co-ordinator / Premises Manager
- One Governor
- One member of staff

### **4. Chair**

The Health and Safety Co-ordinator or his/her nominee shall be Chair of the Committee.

### **5. Decisions**

It is intended that decisions will be reached on the basis of consensus to reflect the shared commitment of Manager and Staff to maintain high standards of health and safety. However, where this cannot be achieved the matter will be raised with the Principal for consideration by the Board of Governors.

### **7. Secretarial Arrangements**

The Health and Safety Co-ordinator will arrange minutes to be taken at the meeting.

### **8. Record of Attendances**

Attendance at meetings will be recorded in the minutes.

### **9. Attendance of Specialists/Advisors**

External specialists and other members of staff or management may be invited to attend meetings to advise on particular matters as and when considered necessary by the Committee.

### **10. Procedures**

- The Committee will normally meet termly but other meetings will be arranged as necessary
- Agenda items giving adequate written details must normally be submitted to the Secretary at least two weeks prior to the next meeting. Matters brought to the attention of the Committee by staff representatives shall have already been raised through established reporting procedure
- Agenda and related papers will normally be sent to members at least one week before each meeting
- Draft minutes of the proceedings of each meeting shall be circulated to all members of the Committee as soon as possible after each meeting and posted on the UTC notice board.