



CATS Colleges Management of Health and Safety Policy



Management of Health and Safety Policy

Introduction

This document sets out CATS Colleges strategic approach to health and safety management. It contains the Statement of Intent that outlines the Group's commitment towards health and safety and describes the associated organisational responsibilities and arrangements in place to ensure this commitment is realised.

The management system is subject to review and improvements on a regular basis, in line with changes to any duties, responsibilities, processes and practices, systems of work and any of the Group's activities.

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CATS Colleges

Health and Safety Policy Statement

CATS Colleges recognises and accepts all of its legal responsibilities and moral duties and is committed to complying with relevant health and safety legislation. CATS Colleges is committed to conducting its business in a way that protects and ensures the health and safety of its employees, clients, visitors, contractors and others who may be affected by any of the company's operations.

Health and safety is an integral part of our activities and whilst the CEO takes overall responsibility, all directors, managers and employees share the responsibility for implementing this policy.

The responsibilities include:

- Undertaking risk assessments in order to review the health and safety of all activities.
- Maintaining the workplace in a safe condition, including safe access and providing adequate facilities and arrangements for welfare at work.
- Providing suitable equipment, which is properly maintained and safe.
- Controlling the use of hazardous and dangerous substances.
- Ensuring safety and health in connection with the use, handling, storage and transport of articles.
- Providing such information, instructions, training and supervision as is necessary to ensure the health and safety at work of our employees, students and other persons.
- Maintaining arrangements for emergency response including fire and medical emergencies.
- Investigating all incidences of injury, near miss, unsafe conditions and work-related ill health.
- Consulting with employees on health and safety matters.
- Ensuring that the company has access to competent health and safety advice through the employment of the Head of Health and Safety and training of key personnel in health and safety qualifications.

CATS Colleges is committed to maintaining a working environment where all its employees are conscious of Health and Safety and feel that they have a responsibility, and are free and able to contribute, towards the ongoing development and improvement of the company's Health and Safety Policy.

This Statement and the Arrangements within this document are brought to the attention of all employees. They will be reviewed on a regular basis, and amended or revised as appropriate, in accordance with changes in legislation, best practise or changes in practise following engagement with employees. Any changes will be communicated across the Group for implementation.

Date of issue: 07 May 2019

Signed:



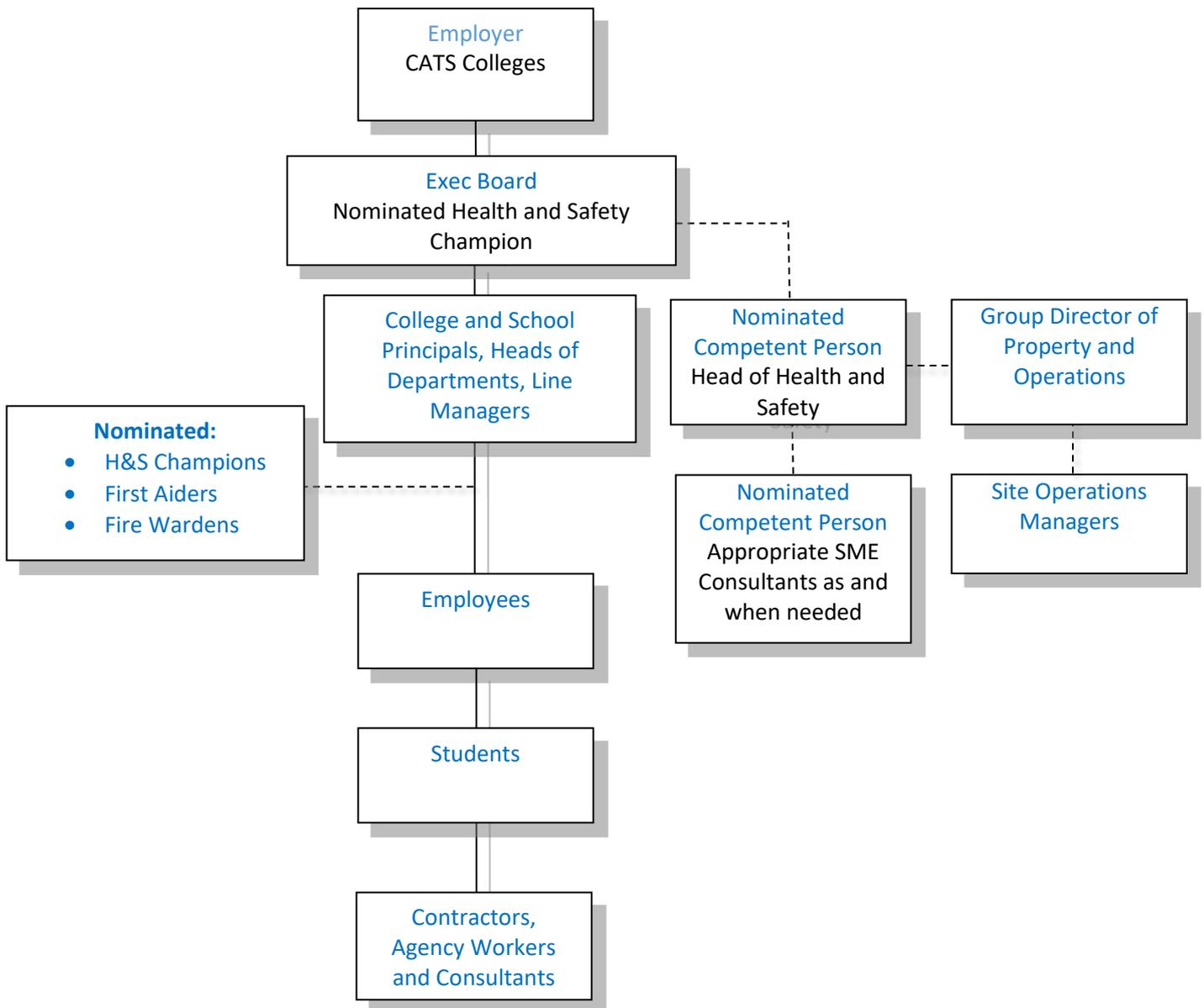
David Newton
CATS Colleges Group Chief Executive Officer

Review date: 07 May 2021



2. Organisation for Health and Safety

2.1. Health and Safety Organisation Chart



2.2. General Responsibility for Health and Safety

To ensure the highest standards of health and safety are achieved throughout the organization, it is important that health and safety is embedded at all levels. All leaders, managers and employees must understand their responsibilities and be competent to carry out their duties.

2.3. Individual Responsibilities for Health and Safety

Executive Board

The corporate responsibility for Health and Safety rests with the Executive Board, ultimately with the company Chief Executive Officer. They are accountable for the management of Health and Safety as they would be for any other function of management, however, in practice the duties below may be delegated.

Responsibilities:

- Produce a health and safety policy.
- Be aware of the requirements of the Health and Safety at Work Act 1974 and other current legislation, and ensure that they are observed within the company as far as is reasonably practicable.
- Insist that sound working practices, health and safety policies and standards are observed.
- Ensure that compulsory Employers' Liability Insurance cover is in place.
- Arrange for funds and facilities to meet the requirements of the health and safety management system.
- Ensure that health and safety is on the agenda at board level meetings.
- Set a personal example and promote a positive health and safety culture.

Principals, Department Heads/Line Managers

- Ensure that the Health and Safety Policy, additional policies and arrangements concerning the health, safety and welfare of all employees and students are communicated, implemented and followed within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments of the risks to the health and safety of employees, students and others are:
 - Carried out and recorded.
 - Clear on the implementation of any control measures and that these control measures are effective.
 - Reviewed, updated and shared as and when required.
- Ensure that all necessary safety instruction, training and retraining is completed.
- Ensure all employees and students within their remit have a level of supervision that is appropriate to their activity.
- Will ensure participation arrangements are in place for employees on matters of health and safety.
- Will ensure that in all areas under their control a programme of workplace inspections are carried out.
- Investigate and document all accidents, incidents or near misses concerning health and safety with the view to identifying the cause(s) and preventing a recurrence.
- Review and implement reasonable adjustments if required following any employees return to work following an absence as identified during the return to work interview process.
- Be proactive in stimulating knowledge, interest and enthusiasm for health and safety amongst employees and students.
- Identify or support election of a Health and Safety representative, known as a Champion within CATS Colleges, for each site who will take the lead on supporting and promoting a positive health and safety culture and work with the Head of Health and Safety.
- Communicate and liaise with contractors on all health and safety matters.

Head of Health and Safety

Responsibilities of the Head of Health and Safety include:

- Providing specialist advice and guidance to the Board of Directors and the Senior Management team on relevant legislation and implementation of the organisations Health and Safety Policy and standards.
- Advise and support Principals, Managers, Site Operations Managers and individuals on health and safety issues.
- Internally liaise with Managers responsible for health and safety related functions.
- Developing and putting in place an effective health and safety policy.
- Formulate and promote relevant policies, procedures and supporting guidance to comply with health and safety legislation.
- Monitor health and safety management and performance of the organisation, contractors and partners where appropriate.
- Investigate accidents, near misses and incidents, as appropriate.
- Liaise with health and safety enforcement authorities (HSE, Local Authority and Fire and Rescue Service).
- Liaise with Trade Unions and students, on health and safety matters.
- Promote and advise on health and safety training.
- Monitor reports of accidents, near misses and incidents to identify issues and solutions.
- Set a personal example and promote a positive culture of health and safety.

Site Operations Managers

- Ensure that the buildings are safe, regularly maintained and compliant with health and safety legislation
- Investigate and support accident/near miss/incident investigations that relate to the building or the activities of the Site Operational teams.
- Ensure appropriate risk assessments are in place and regularly reviewed for specific risks e.g. fire, asbestos and legionella
- Provide local guidance and support around health and safety issues and concerns to Principals, line managers as and when required.
- Work in partnership with the Head of Health and Safety to implement Group wide policy, procedure and to promote positive health and safety culture.
- Communication/promotion of changes in Health and Safety within CATS Colleges or health and safety legislation

Laboratories/Workshops/Art Studios

Due to the higher risk in these areas and potential exposure to hazards, clear definition of responsibilities is required:

Persons responsible for relevant department

- Ensure that all team members are aware of their responsibilities and that appropriate controls are in place for equipment/use of chemicals
- Promote best practice and positive management of health and safety within the respective environments
- Support the reporting of all accidents, near misses and incidents and leading on investigation with support from the Head of Health and Safety when needed.
- Communicate with equivalent departments across Sites and Brands to create a collaborative culture of learning and safety throughout the Group.

Technician roles

- Provide support, guidance and advice for teachers and students that utilise the respective labs, workshops and studios.
- Ensure that environments are kept in good condition and that hazards are proactively managed.
- Maintain equipment, ensuring that it is in good condition and appropriate for use.
- Review risk assessment, procedure and guidance, ensuring they are relevant and communicated.

Teachers

- Ensure that risk assessments are in place, followed, communicated and regularly updated.
- Ensure that anyone utilising equipment is suitably trained and inducted prior to use.
- Make sure that equipment is safely turned off and stored correctly following lessons e.g. sharps are stored appropriately and gas is turned off.

- Follow any procedures or guidance that are in place.

All Employees

Are to:

- Take reasonable care whilst at work for their own health and safety and for others who may be affected by their acts or omissions.
- Communicate and co-operate with their Employer, their Line Manager and the Head of Health and Safety on any relevant health and safety issues.
- Comply policies, procedures and guidance relating to health and safety matters.
- Not misuse or damage safety equipment provided by the Employer, or Contractors.
- Assist in the maintenance of safety standards by reporting shortcomings or faults in buildings, services, equipment, procedures and practices.
- Promptly report all accidents, including near misses that occur to them, encouraging others to do the same and report accidents on behalf of other members of employees or students if appropriate.
- Participate in health and safety training as has been agreed to be appropriate.
- Contribute towards a positive culture of health and safety.

Students

Are to:

- Take reasonable care of the health and safety of themselves and others.
- Communicate with CATS Colleges employees and co-students with regard for their safety and well-being.
- Co-operate with the School/College as far as is necessary to enable any duty or statutory requirement to be performed or complied with. This will include complying with safety instructions given by employees or participating in exercises such as fire drills/emergency evacuations.
- Report all accidents, incidents, including near misses and hazardous circumstances to their tutor or to a responsible person within the College or accommodation (if the incident relates to accommodation).
- Not attempt to operate machinery or use substances until they have received instruction on safe methods and have demonstrated their competence to their tutor or the technical employees for the area.
- Undertake any health and safety training and induction as required.
- Not interfere with anything provided for safety purposes. This will include personal protective equipment, window restraints, door locks, security systems, machinery guards, barriers, cones, signs, fire alarms, extinguishers etc.
- Take responsibility for the actions of their visitors and ensuring visitors are aware of the safety procedures in place at the site.
- Contribute towards a positive culture of health and safety.

Fire Wardens

Lists of relevant Fire Wardens are displayed in a prominent area on company notice boards. Fire Wardens are responsible for:

- Implementing and managing site fire and emergency procedure in case of an emergency.
- Ensuring that fire prevention and fire-fighting equipment e.g. extinguishers, fire blankets, procedures and notices are maintained, readily available and visible in conjunction with site health and safety responsible person.
- Informing new employees in their area of responsibility of fire arrangements.
- Recording any findings during fire drills or evacuations and sharing these with site responsible health and safety persons, health and safety champion and Head of Health and Safety.
- Keep gangways and fire exits clear.

- Assisting in the implementation of recommendations following any fire incident to prevent their recurrence.

First Aiders

A list of First Aiders is displayed in a prominent area on the company notice boards together with the locations of appropriately stocked first aid boxes. Appointed First Aiders are responsible for:

- Ensuring that first aid facilities and equipment are readily available.
- Carrying out first aid in accordance with their approved first aid training.
- Ensuring that all accidents and injuries, however slight, are recorded on an accident form, and reported to the Head of Health and Safety and site responsible health and safety person.
- Ensuring that first aid box items are re-stocked as required, on sites where a nurse is present, informing them so they can restock.
- Not stocking or dispensing any form of lotion or drug, including aspirin, unless expressly trained to do so.
- Undergoing first aid training every 3 years from a qualified first aid provider.
- Ensuring that they are sufficiently capable to deliver first aid that their training is within date.

Health and Safety Champions

Each site has an elected or nominated health and safety champion, the role should be considered as an opportunity for professional and personal development. Health and safety champions will work closely with the Head of Health and Safety on a range of health and safety matters, issues and initiatives. Health and safety champions should be allowed sufficient time and resources to carry out their duties. A member of the Executive board will take on the role of health and safety champion at board level.

The role of a Health and Safety Champion is to:

- Communicate health and safety matters effectively at their location
- Promote safe work practices, and promote employee participation in health and safety matters
- Help to promote health and safety initiatives
- Assist if requested by the Head of Health and Safety in the investigation of accidents, near misses and incidents.
- Feedback on updates of policy or procedures.
- Help to implement hazard management effectively.
- Liaise with employees at their location in regards to health and safety issues or updates.
- Ensure that health and safety is on the agenda for team meetings.

Where more than one person wishes to be a Health and Safety Champion an election should be held, if no one wishes to self-nominate, Principals can approach appropriate roles to hold the position. Health and Safety Champions should be given the time to complete their role and will be delivered training by the Head of Health and Safety.

Trade Union Health and Safety Representatives

Where employees are represented by a Trade Union a health and safety representative may be elected, the following functions may be carried out by this role:

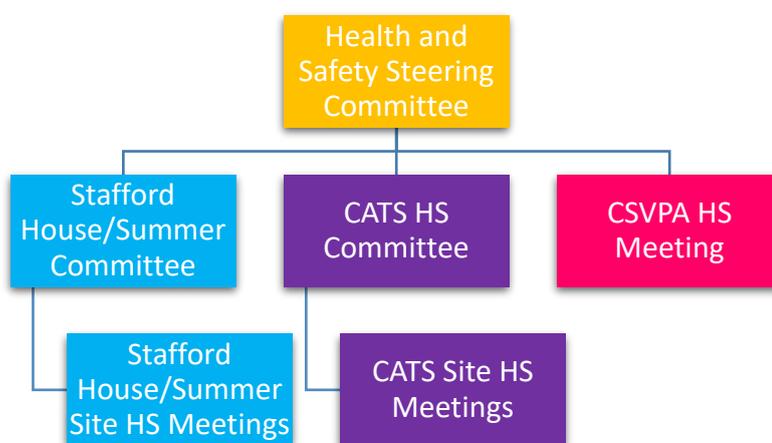
- Investigation of potential hazards and dangerous occurrences at the workplace
- Investigation of complaints by an employee relating to health, safety and welfare at work, and examine causes of workplace accidents.
- Representation to the employer on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Conducting of formal inspections of the workplace
- Representing employees in dealing with health and safety inspectors (HSE inspectors)
- Receiving certain information from inspectors
- Attending health and safety meetings

Union appointed representatives must be paid for the time necessary to carry out their role and for any training; the trade union involved will offer training and will usually meet the costs of this training. Union reps should be included in the site health and safety meetings, as they will represent the health and safety interests of union members at the site.

3. Health and Safety Committees

To ensure that health and safety information is shared throughout the Group, horizontally and vertically, committees are held three times a year and are chaired by personnel with health and safety responsibilities across the Group. The purpose of this Committee structure is to share best practise, improve communication and to approve and implement new procedures and policy.

3.1. Structure



Site level meetings

These meetings are held on Site and encompass all personnel that contribute towards the health and safety across the site, including the Principal and the Health and Safety Champion

Brand Committees

These meetings are chaired by the Head of Health and Safety and consist of Principals for the relevant brands and the Health and Safety Champions that represent each site. The CSVPA site works as both brand and site meeting due to its size.

Steering Committee

The Executive board nominated health and safety champion chairs the steering committee, this committee meeting consists of nominated Principals and Health and Safety Champions from the Brand Committees. These can be rotated with each meeting. This meeting is the final approval on procedure and policy following feedback from the Brand Committees; this also ensures the communication of health and safety issues to the board.

4. Health and Safety Arrangements

The detailed arrangements for health and safety management are set out separately within the organisations management policies

These policies form the foundation of the CATS Colleges Health and Safety Management System, these policies are a minimum standard required for internal assurance, there may be some areas of the organisation that require enhanced levels of compliance to satisfy external audit. Where these areas are identified, the Head of Health and Safety can give advice on specific local requirements.

The policies are developed with transparency and engagement to an agreed process as follows:

- Drafting by CATS Colleges Head of Health and Safety, in conjunction with appropriate business areas and if required external consultants.
- Reviewed and discussed at Brand health and safety committees.
- Approved by the CATS Colleges Health and Safety Steering Committee.
- Published and launched by the Head of Health and Safety.

The policies will be reviewed every two years or sooner where there are legislative changes, new health and safety guidance or changes in business activities or procedures.

5. Health and Safety Communications

This section sets out the way that the organisation aims to communicate with regards health and safety. It outlines the methods and the frequencies that will be used in order to achieve these aims in an effective and efficient way.

Communication Objectives

- To actively improve the way in which the Group communicates with regards health and safety.
- To support effective implementation of CATS Colleges health and safety policy, strategy and associated policies, procedures and guidance.
- To support the engagement of all departments in health and safety by setting out the means for developing and implementing a range of internal communication methods.
- To identify and develop health and safety campaigns aimed at increasing employee and student participation.

Target Audiences

Internal

- Schools, Colleges, Accommodation buildings.
- Head Office and other administration/sales offices.
- Employees
- Students
- Visitors

External

- Neighbouring businesses and residential property
- Enforcing agencies for example, HSE, Fire Service
- Landlords
- Contractors

Communication Principles

To ensure a consistent style and approach, health and safety communication should be:

- In plain language that is understandable by all.
- Clear and avoiding the use of unnecessary jargon and acronyms.
- In an appropriate tone and format that is positive, courteous and helpful, and that uses images where possible.
- Encouraging of receiving constructive feedback and criticism.
- In the most appropriate media for conveying the information, e.g. email, telephone, face to face meetings, posters, newsletters, web links, campaigns, etc.

This table illustrates possible communication methods:

Topic Examples	Target Audience	Communication Media
Health and Safety related policies Procedures and guidance Updates and revisions to the above	Heads/Directors of Departments, Legal/Compliance Team, Principals, Operations Managers	<ul style="list-style-type: none"> • Email to CATS Colleges Senior management distribution list and appropriate e-mail addresses • Published in central drive Health and Safety policy folder • Posters where appropriate
Health and Safety Information and Bulletins	All Employees	<ul style="list-style-type: none"> • Email to employees dependent on the level of information from either Head of Health and Safety/Principal/HS Champion. • Recorded in G drive Health and Safety information folder • E-mail to specific or relevant teams
Health and Safety advice and guidance (general and specific)	All Employees (and students as appropriate)	<ul style="list-style-type: none"> • Face to Face individual and meetings • Email • Telephone • Health and Safety guidance/procedure documents
Health and Safety Training	Heads of Departments, Health and Safety Champions, Line Managers, all employees	<ul style="list-style-type: none"> • Email to CATS Colleges Senior management distribution list • Email to all persons requiring training
Accident Investigations	Person/s responsible for injury/incident/near-miss person / work activity	<ul style="list-style-type: none"> • Face to Face meetings • Email • Telephone

6. Training and Competence

To support the development of health and safety competence our employees the Group has a Health and Safety Training Programme/Matrix.

The Health and Safety Training Programme and Matrix identifies training which is both statutory and mandatory for employees to attend. Statutory training is classified as training which is a legal requirement under health and safety law. Mandatory training is defined as training which is a requirement of the Group.

The Organisation's Health and Safety Training Programme and Matrix will ensure that:

- The training needs analysis of employees groups has been identified and is targeted accordingly – clearly identifying those to which mandatory attendance is required.
- The identification of the frequency for refresher training, and the method of delivery e.g. face to face, e-Learning, cascade training etc.
- All training courses are supported by course descriptors to provide sufficient information to delegates in terms of course aim and objectives.
- All courses are evaluated to continually improve and identify health and safety training need, value, and effectiveness.

- It is regularly updated as and when further training is identified as required to further develop the system.

7. Monitoring of Health and Safety Performance

Group compliance with legislation and Group health and safety policy will be undertaken and monitored. This is required to ensure a consistent approach and promote continual improvement throughout the Group.

Workplace Inspection – scheduled inspections of workplaces/areas carried out by Principals and Health and Safety Champions.

Safety Sampling – Head of Health and Safety visits a CATS Colleges on a random basis to check that the expected health and safety standards are being met.

Audit (Assurance Review) – Conducted by the Head of Health and Safety, utilising standard audit protocols. Subsequent Reports are issued to the Site and Executive team reviewing their performance, along with an Action Plan to ensure implementation of any identified improvements. A programme of monitoring completion of actions is implemented and agreed.

Health and Safety Review – Principals, Department Heads and Line Managers annually review their health and safety position.

Statistics – Trend analysis and sector benchmarking of workplace accidents, near misses, incidents and work-related ill health to define, measure and compare patterns and progress in health and safety practice.

8. Reporting of Health and Safety Performance

There is a need for the Group to ensure that the objectives of its Health and Safety Policy are met and furthermore that there is sufficient data/information to enable informed decisions in its efforts to continually improve health and safety performance.

An annual health and safety report will be produced for presentation to the Group Executive board, this report will cover:

- Health and Safety Management
- Training and Development
- Key Health and Safety Activities
- Group Health and Safety performance including accident, near miss and incident reporting
- Future Plans and Goals

The Annual Report will include the requirement for the CEO to review and sign the Group's Health and Safety Policy Statement if there are any changes to the policy or it is due for its biennial review.

9. Near-Miss, Accident and Incident Reporting and Monitoring

The Group requires all its employees, students and third parties, to report accidents, near misses and incidents that occur when at any CATS Colleges location or otherwise involved in its activities.

To ensure the reporting and investigation of accidents, near misses and incidents the Group has accident and near miss/incident reporting forms and a supporting Accident, Near Miss and Incident Reporting Policy.

Reporting, Investigation and Monitoring ensures that:

- All accidents, however small, which happen to the employees or student whilst on CATS Colleges premises, or when carrying/participating in Group activities.
- Prompt action is taken to control risks appropriately in the aftermath of an accident, near miss or incident
- Person(s) injured following an accident receive treatment from first-aider etc. if/as appropriate.
- Where ill health is attributed to work/work activities that these are reported to the HR team and Head

of Health and Safety.

- Reporting Forms are readily accessible through electronic reporting; where this is not practicable the form is readily downloadable and is located on the G drive health and safety, accident, near miss and incident folder.

Any event will be investigated by the appropriate health and safety responsible person/s initially, supported wherever needed by the Head of Health and Safety. For more serious events, the Head of Health and Safety will co-investigate and produce a detailed investigation report.

10.Version History

Revision number	Page numbers/section	Revised by/Date	Authorised by/Date
0.1	First draft new document	Head of Health and Safety – Emma Achilles 15/09/18	David Johnston COO/Chair of HS steering Committee/Board HS Champion -
0.2	Drafting of document for CATS Colleges	Head of Health and Safety – Emma Achilles 17/04/19	David Johnston COO/Chair of HS steering Committee/Board HS Champion – 24/04/19
1.0	Approved policy HS Steering Committee	Emma Achilles – Head of Health and Safety 29/04/19	David Johnston COO/Chair of HS steering Committee/Board HS Champion – 29/04/19