



# Group Health & Safety Policy & Responsibilities

**Responsible for Implementation:** *Director of Estates & Resources*

**Latest Review Date:** December 2021

**Next Review Date:** December 2022

**Authorised By:** *Chief Finance Officer*

## About Us

Access to Music Limited ('The College') has subsidiary companies, trading names and trading partnerships through which it operates. The trading names and partnerships might have their own names or brands, but the legal entity for the purpose of this policy is Access to Music Limited. Trading subsidiaries, trading names and trading partnerships include Access Creative College ('ACC'), National



College for Creative Industries ('NCCI') and Coaching Connexions.

# About us

The Group has an ethical and statutory obligation towards the safety, welfare and wellbeing of its staff, students, apprentices. For the purposes of this policy, the word 'student' and/or 'learner' covers all those engaged in learning or funded activity within the group including centre based learners (Further and Higher Education), apprentices, trainees, T-Level learners and work experience learners.

Access to Music Limited (and any other company operating within the group) recognise that risks to the health, safety and welfare of our employees and students are present in our day-to-day working environment.

There can be many obstacles in achieving good health and safety standards. These include the pressures of day-to-day workloads, performance targets, financial constraints and the complexity of the organisation. However, moral and legal obligations should always take priority.

The potential for a serious accident will always exist but good management and the implementation of safe systems of work can eliminate and/or control the hazards. By carrying out risk assessments we can measure potential risk of hazards and thereby take appropriate action. If any action or process is deemed dangerous or unsafe, we recognise that it must be dealt with immediately.

By implementing the Health and Safety at Work Act 1974, the Health & Safety at Work (Northern Ireland) Order 1978 and in particular to Article 4 "General Duties to Employers to their Employees" and associated regulations, we seek to provide and maintain, as far as reasonably practicable, a safe and healthy working environment. We recognise that failure to comply with legislation could result in prosecution and penalties.

Section 2(3) of the Health and Safety at Work Act, (Section 4(3) of the Health & Safety at Work (Northern Ireland) Order 1978) states 'it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements, for the time being in force for carrying out that policy, and to bring that statement and any revision of it to the notice of all his employees'. This document is therefore available to all employees and third parties and covers all aspects of the Group's operations.

This policy outlines who is responsible for key issues. It is recognised that in order to achieve the objectives outlined below, the active support of all employees, students, clients, contractors and members of the public is essential.



Access Creative College, is a leading organisation in its field, is committed to health and safety 'good practice' and is constantly striving to improve. Where, as part of Company contracting arrangements as a sub contract partner, a health and safety issue arises which relates to the conduct of that contract or clients, learners or staff participating in the activity, the Company will provide such appropriate details and reports to the lead/prime Partner as necessary for the effective management of the issue/contract.

This is a declaration of the individual company's intent to provide and maintain, so far as reasonably practicable, a safe and healthy working and teaching environment and to enlist the support of employees towards achieving these ends. It is our policy to develop a positive health and safety culture throughout the organisation because we believe that high health and safety standards are a prerequisite in the pursuit of company efficiency and competitiveness.

To achieve this we will, where reasonably practicable, progressively identify hazards and take appropriate measures to eliminate or control risks to employees and others affected by our operations by applying positive control standards and provision of information, training and supervision as needed.

Employees, students and others are reminded that they have a duty to ensure that the company's Health and Safety Policy is observed and in particular they are required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions, or by their omissions.
- To cooperate with the college to ensure that any duty, or requirement, for health and safety imposed upon their employer by law is performed or complied with.
- Not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to supervisory staff, or the safety coordinator/manager, hazardous conditions or defects in the company safety arrangements.

The company recognises that it has the ultimate legal responsibility for health and safety policy formulation and implementation. Accordingly, the undersigned director accepts overall responsibility. In turn, all levels of management and all supervisors are responsible for carrying out health and safety systems prescribed in this policy. The Chief Executive will ensure that the safety plan includes sufficient resources for the successful implementation of the health and safety policy and management systems.

Where appropriate, the appointed employee(s) responsible for the health and safety management systems within the company, as appointed from time to time by the Board of Directors will carry out the monitoring and review of the company's health and safety management policy. Development of the health and safety policy and management systems will be continuous. In addition to this, normal business meetings will give health and safety equal standing on the agenda.



The companies will appoint competent persons to assist the company directors to implement this policy. These persons are to provide independent and authoritative advice to managers with individual responsibilities for health and safety.

Duly signed by a Statutory Director

## The Board of Directors and Executive Leadership Team will:

- Recognise and accept their overall responsibility for health and safety and ensure that all arrangements outlined in the policy are in place to satisfy the applicable Health and Safety Regulations and approved Codes of Practice.
- Delegate specific responsibilities to the management team and other personnel as appropriate.
- Regularly monitor health and safety performance with the Director of Estates and Resources and support the implementation of measures for improvements where appropriate.
- Individually and collectively provide health and safety leadership and ensure that all of their decisions and actions reflect the health and safety intentions of the organisation as outlined in the policy.
- Ensure that resources are made available (staff, funds etc) to meet the health and safety requirements of the organisation.
- Request and receive regular reporting on health and safety activity including analysis of accidents, incidents, compliance activity and actions taken and which will incorporate recommendations for amendment or update of the policy and associated procedures.
- Ensure that all arrangements outlined in this policy are implemented and updated as necessary.
- Ensure that the policy, procedures and arrangements for management of health and safety are updated in line with company growth and development.



# The director of Estates and Resources:

- Is the person with delegated overall responsibility for health and safety and is the appointed person in accordance with the Management of Health and safety at Work Regulations and other relevant legislation and as such has responsibility for ensuring that all sites are safe and healthy environments for employees, pupils and visitors.
- Will monitor and evaluate the health and safety policy, procedures and practices on at least an annual basis to evaluate their effectiveness in achieving the required standards; will make changes to them where required and will ensure that these are implemented effectively.
- Will advise the Board of Directors and Executive Leadership Team on safety matters, changes to legislation and best practice that will impact on the organisation operations.
- Will collate appropriate statistical information regarding health and safety (including accident levels) on a regular basis and:
  - Provide reports on this information to the Board of Directors and utilise the information to measure performance and drive improvement.
  - Where figures indicate the standards are falling below the required standard will implement measures for improvement.
  
- Shall oversee the company's risk assessment program and will continuously monitor and review its effectiveness and make changes for improvement if required.
- Shall investigate and determine the cause of reportable accidents and dangerous occurrences and will advise and oversee the implementation of actions to reduce the risk of recurrence as far as is reasonably practicable.
- Shall devise and implement the employee health and safety training program to ensure that all staff are trained appropriately to fulfil the requirements of their H&S related duties.
- Shall consult with the HSE and other professional bodies as required • Shall ensure that every site has a health and safety audit at least annually and will manage the outcomes of these efficiently and effectively.
- Is responsible for directing and co-coordinating the relevant duties and activities of the Central Estates Team and Resource Managers and other nominated health and safety representatives and ensuring that they receive



regular information, advice and guidance to equip them to meet the needs of their roles.

- Will oversee the company's repair and maintenance program to ensure that all sites meet safety standards and are compliant with all relevant H&S/ premises related legislation.

## The director of Estates (supported by the Estates Coordinators) will:

- Assist with the management and development of the individual company's premises in conjunction with appropriate Managers, Landlords or agents.
- Ensure as far as is reasonably practicable that the groups business locations and delivery sites are maintained in good order.
- Advise and support the development and implementation of the Group's Health, Safety and Welfare policies, procedures and management systems.
- Act as point of contact for Health and Safety matters regarding facilities and premises.
- Provide independent advice and support to staff at all levels of staff with or without individual responsibilities for health and safety as required.
- Coordinate and maintain local and national health and safety records.
- Carry out site health and safety audits and assist the Resource Managers and Centre Managers with the implementation of their local risk assessment program and implementation or resultant control measures.
- Provide, inspect, monitor and review health & safety documentation at each site i.e. site health & safety management records including safety checks, fire drills, risk assessments, service/maintenance documentation etc. Oversee the supply of suitable H & S resources including fire precautions and prevention equipment, PPE and first aid kits.
- Maintain national records of accidents and near misses and assist the Head of Estates in analysis of this information.
- Liaise with external authorities and organisations regarding health and safety matters as required.
- Provide oversight, support and guidance to employees responsible for off site provision to ensure that health and safety standards are maintained for students undertaking off site activities, work placements and apprenticeships.
- Any other duties commensurate with the grading of this post, as agreed with the Director of Estates & Resources.



# Centre Leads, Centre Managers, Pathway Managers, Heads of Departments and all other senior managers will:

- Be familiar and wholly supportive of the company health and safety policy.
- Ensure that their site or area of responsibility is managed in line with the company's health and safety procedures and premises management procedures.
- Ensure that the company health and safety policy statement is displayed within their site.
- Promote the health, safety and welfare of all persons whether or not they report directly to them.
- Promote open levels of communication for H&S matters within their team of delegated employees.
- Ensure that persons reporting directly to them are adequately informed and trained in relation to their health and safety duties. • Ensure that all users of their premises are suitably informed of the action to take in the event of an emergency situation.
- Ensure that employees within their direct line of management who are nominated in health and safety roles are provided with the time and resources required to undertake their duties effectively.
- Ensure that premises within their management responsibilities are maintained in a safe manner in line with company standards and procedures and that any issues that are not immediately resolvable are reported to the Estates Department promptly.
- Report Health and safety concerns to the Estates Department as soon as possible.
- Ensure that all accidents on sites within their management remit are recorded and reported to the Estates Department in line with the company accident reporting procedure.
- Ensure that risk assessments are carried out and control measures observed and periodically reviewed in line with the company Risk Assessment Procedure.
- Ensure that a sufficient number of people are nominated in health and safety roles (fire wardens, first aiders etc) on the sites within their managerial remit and are suitably trained to undertake their duties effectively.



- Ensure that a record of all persons (including staff & visitors) on site is accurately maintained via a robust signing in/out procedure.
- Ensure that all visitors are suitably supervised when on site and that contractors comply with company safety arrangements and best practice at all times.
- Ensure that all persons under their control, including visitors, wear appropriate personal protective equipment (PPE).
- Ensure that good housekeeping standards are maintained at all times.
- Ensure that all equipment, including portable appliances, are maintained and kept in good condition.
- Ensure that first aid supplies are monitored and replenished.
- Lead by example by always working in a safe manner and by wearing the safety equipment (PPE) provided where appropriate and ensuring that their staff team and pupils do likewise.

## Resource Managers, Technicians and other Nominated Health and Safety Representatives will:

- Be the nominated responsible person within their site with regard to health and safety, estates and associated legislation. Act as point of contact in this regard and encourage open discussion and good communication within their site around health and safety issues.
- Support their Managers, and provide assistance to them as required in meeting their responsibilities with regard to health and safety. • Undertake additional duties as required to meet the company health and safety requirements as instructed by the Head of Estates.
- Take a leadership role, lead by example and promote health and safety rules, procedures and good practice to employees and pupils within areas of their control.
- Provide leadership and guidance to employees nominated in health and safety roles (i.e. fire wardens, first aiders) and work with their Managers and the Head of Estates to ensure that there are a sufficient number of appropriately trained people in these roles.
- Work closely with their Manager and the Head of Estates Estates Department to ensure that safety standards are maintained and that all health and safety procedures are followed.





- Complete risk assessments and take responsibility, along with their Managers ensuring that control measures are implemented and monitored for effectiveness in line with the company Risk Assessment Procedure.
- Attend regular meetings, CPD events and training courses as directed by the Head of Estates to equip themselves with the tools and knowledge required to undertake their duties.
- Disseminate information regarding changes to legislation, procedures and policies to their local staff team and pupils as informed by the Director of Estates and Resources or Head of Estates .
- Manage contractors on site to ensure that they are working in a safe manner, are compliant with company procedures, relevant legislation and best practice and are not creating risks to employees, pupils or visitors.
- Ensure that all accidents, incidents and near misses on site are reported in line with the company Accident Procedure.
- Ensure that the premises within their control are maintained in a safe condition and in line with the company Repairs and Maintenance Procedure and Premises Management Guidance.
- Ensure that suitable and sufficient safety signage, information and notices (including site evacuation plans) are present, current, fit for purpose and in good condition
- Take a leadership role in the event of an emergency, assist the Manager with actions required in line with the Premises Management Guidance and work with the Estates Department to implement business continuity processes as required.

## All Employees will:

- Ensure their own safety and the safety of others (colleagues, students, visitors, contractors and the general public).
- Be familiar with the company Health and Safety Policy.
- Co-operate in the implementation of this Health and Safety Policy.
- Comply with safe systems of work and safe working practice.
- Ensure that routine visual inspections are carried on all work equipment.
- Ensure that work equipment, including portable appliances, is only used for operations for which, and under condition for which, it is suitable.
- Report any fault or deficiency in the equipment to their line manager or supervisor immediately.
- Report all accidents and dangerous occurrences to their line manager or supervisor immediately.
- Maintain good housekeeping standards.
- Ensure that adequate and clear access and egress is maintained at all times.
- Show a personal example by always working in a safe manner and by wearing any safety equipment (PPE) provided where appropriate.
- Not misuse anything provided in the interest of health and safety.