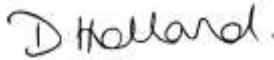


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# Health and Safety Policy

Approval:	Title:	Signed:	Date:
Issued:	Head of Health & Safety		17.04.2025
Approved:	Chief Operating Officer		23.09.2025

Revision Status:					
DCN:	HS-MM	HS-MM	HS-MM	HS-MM	
Revision:	09	10	11	12	

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<b>Health &amp; Safety Management System</b>	<b>Legal Register</b>
<b>Occupational H&amp;S Management System Manual</b>	<b>Legionella Control Policy</b>
<b>Boston College Occupational H&amp;S Policy</b>	<b>Manual Handling Policy</b>
<b>H&amp;S Organisational Responsibilities</b>	<b>Mobile Work Equipment Policy</b>
<b>Equality Impact Assessment</b>	<b>New or Expectant Mothers Policy</b>
<b>Accident Incident Reporting &amp; Investigating</b>	<b>Noise at Work Policy</b>
<b>Asbestos Policy</b>	<b>Office Safety Policy</b>
<b>Blood Borne Virus Policy</b>	<b>Off Site Working Policy</b>
<b>Catering Policy</b>	<b>Out of Hours and Lone Working Policy</b>
<b>Contractors Selection &amp; On-Site Control Policy</b>	<b>Pandemic Illness Procedure</b>
<b>Corrective &amp; Preventive Action Policy</b>	<b>Permit to Work Policy</b>
<b>Control of Substances Hazardous to Health</b>	<b>Personal Protective Equipment Policy</b>
<b>Display Screen Equipment Policy</b>	<b>Personal Safety Policy</b>
<b>Document Control Policy</b>	<b>Risk Assessment Policy</b>
<b>Document Retention Schedule</b>	<b>Risk Assessment Sample Form</b>
<b>Driving Policy</b>	<b>Safety Monitoring and Inspections</b>
<b>Educational Visits Policy</b>	<b>Smoking Policy</b>
<b>Electricity at Work Policy</b>	<b>Substance Abuse Policy</b>
<b>Fire Safety Policy</b>	<b>Stress at Work Policy</b>
<b>First Aid Policy</b>	<b>Training Policy</b>
<b>Health &amp; Safety Audit Policy</b>	<b>Visitors Policy</b>
<b>Health &amp; Safety Committee</b>	<b>Working Environment Policy</b>
<b>H &amp; S Management Objectives &amp; Targets</b>	<b>Work Equipment Policy</b>
<b>Health &amp; Safety Management Review</b>	

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## Scope

The scope of the health and safety management system applies to the premises and activities of Boston College and all persons on the premises including contractors and students.

## Purpose

The purpose of this document is to ensure Boston College document their commitments and approach to managing health and safety by detailing their health and safety arrangements and indication how the management system is to be implemented.

## References

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (First Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
- The Safety Representatives and Safety Committees Regulations 1977
- The Food Safety Act 1990

## Policy Statement

Boston College has expressed their commitment to provide a safe place of work and to strive to continually improve through the publication of the health and safety Policy Statement which is approved by the principal responsible for health and safety and reviewed on a regular basis.

This Policy Statement is made by the Principal of the College, on behalf of the Corporation to define, endorse and demonstrate commitment to Health and Safety. The operation of this policy and associated procedures will be monitored and reviewed annually or where changes occur in relevant legislation, College procedures or in the event of a reportable incident.

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that Health and Safety issues are given adequate consideration in the planning and day-to-day supervision of all work.

**Date 17/04/2025**

**Lynette Leith - Principal**

**Signed on behalf of Boston College by then Principal Claire Foster**

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## **Introduction**

The College has adopted an Occupational Health and Safety Management System to ensure that our legal and moral obligations to ensure the health, safety and welfare of all those affected by the College's activities are fulfilled.

We are committed to achieving and maintaining compliance with ISO 45001:2018, the recognised standard of health and safety management and striving for continuous improvement always.

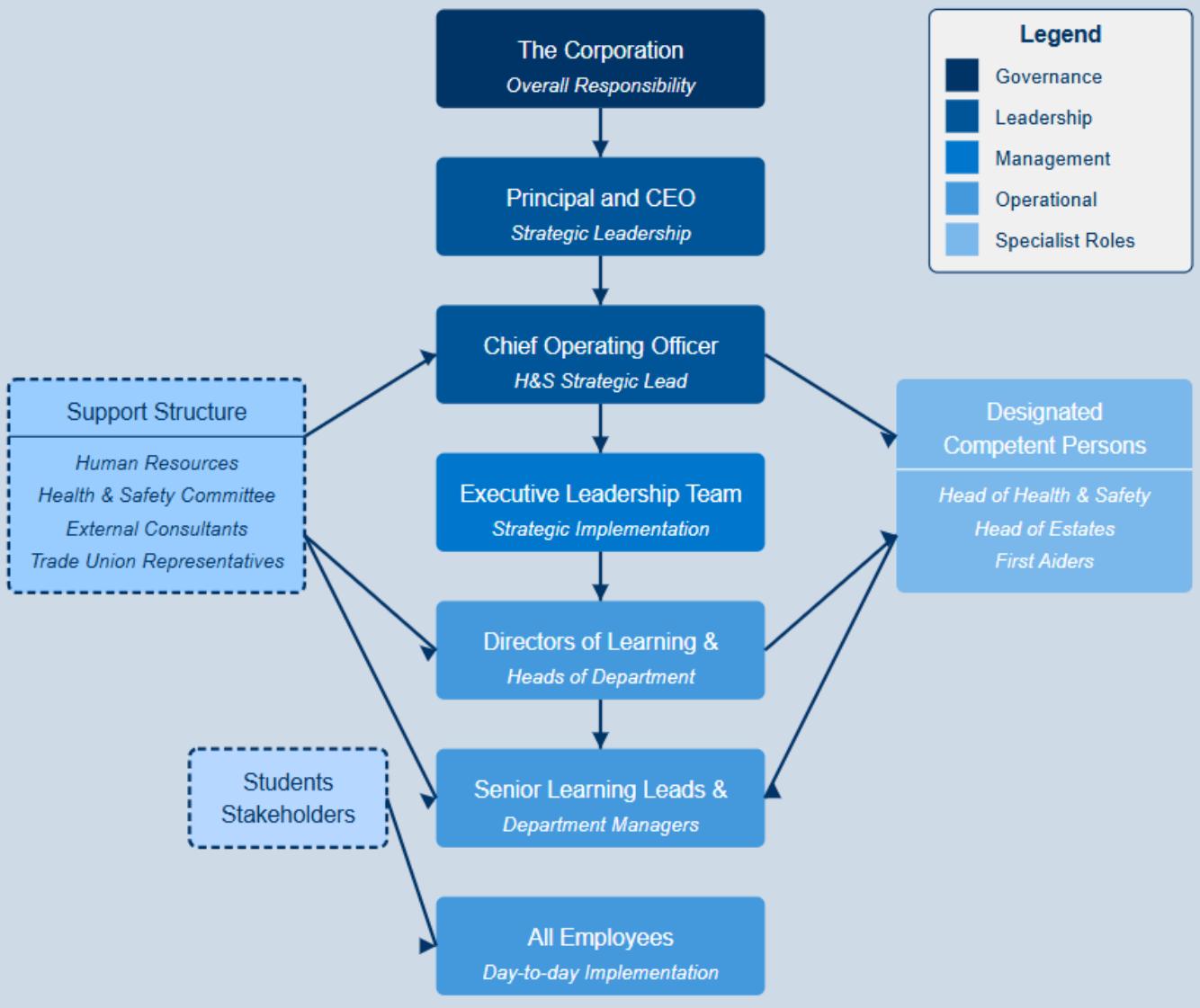
The Executive Leadership Team will demonstrate leadership and commitment to all persons in the College, as well as to other interested parties such as contractors and customers.

The following sets out the detail of the College health and safety management arrangements which will enable us to meet our objectives. It is unique to our activities and can only be achieved with the full cooperation of our staff and students.

Debbie Holland  
Chief Operating Officer

## Health and Safety Organisational Responsibilities

### Boston College Health & Safety Accountability Chain



### The Corporation

The Corporation have overall responsibility for health and safety and in particular for:

- ensuring that adequate resources are available to implement the health and safety policy.
- ensuring health and safety performance is regularly reviewed at board level.

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## **The Principal and CEO**

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The Principal has responsibility for health and safety and for:

- Ensuring the implementation of this Health and Safety Policy is effected within the college and is the officer responsible for keeping the Board informed about significant health and safety issues.
- Providing the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.
- assigning a member of the executive leadership team to lead on health and safety issues (Chief Operating Officer)

## **Chief Operating Officer**

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Assigned by the Principal and CEO as strategic lead for health and safety issues, the Chief Operating Officer has responsibility for:

- supporting the Principal and CEO in meeting statutory obligations by ensuring provision of adequate financial and other resources to meet health and safety requirements.
- Ensuring that the Principal and Health and Safety committee are kept informed of all health and safety issues.
- The COO will undertake direct line management responsibility for the Head of Estates and Head of Health and Safety.
- Ensuring that the college is provided with adequate insurance to meet its employee, third party and property liabilities and the necessary procedures are in place to ensure the Partners and Contractors carry appropriate and adequate cover.
- Ensuring the Statutory Notices, the Health and Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed or available as required throughout the college.
- Ensuring that Fire Risk Assessments are carried out by competent persons, that the fire precautions and provisions remain adequate and robust and is the name Responsible Person appointed under the Regulatory Reform (Fire Safety) Order 2005.
- Determining health and safety objectives and assign clear responsibilities for meeting them.
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.

## **Executive Leadership Team**

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The Executive Leadership Team of Boston College is responsible for:

- Ensuring that health and safety responsibilities are clearly communicated to staff.
- Ensuring that all departments within their areas of responsibility have in place a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of the Health and Safety Policy within their sphere of operation.
- Ensuring the Health and Safety Committee is kept informed of all health and safety issues.
- Ensuring the Health and Safety Policy is effectively disseminated and implemented within their areas and that all staff are aware and carry out their duties and responsibilities.

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- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the College's health and safety policy and strategy.

### **Directors of Learning and Heads of Department**

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The Directors of Learning and Heads of Department are responsible for:

- Providing the primary link between staff and its students, ensuring that health and safety information forms part of student induction and that students are aware of their health and safety responsibilities.
- Ensuring that the student voice is valued and recognised, ensuring that student feedback on health and safety matters is considered and acted upon as appropriate.
- supporting the implementation of the College's health and safety policy.
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance.
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training.
- ensure that effective risk assessments are completed, and appropriate measures taken to eliminate, reduce or otherwise control risks to an acceptable level.
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.
- ensuring that areas of particular concern, which cannot be solved at their level, are communicated effectively to the executive leadership team.
- supporting and participation in the established system of communication in respect of health and safety within the College.
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees.
- investigating all accidents that occur in their areas of responsibility.

### **Senior Learning Leads and Department Managers**

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Each Senior Learning Lead and Department Manager is responsible for the effective management of health and safety within their own area or function. This includes:

- carrying out regular documented safety inspections that highlight unsafe conditions and acts.
- ensuring that safe systems of work are implemented.
- Conduct and approve Risk Assessments, including those required for the use of hazardous substances under the COSHH Regulations, on activities within their department ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Prepare and maintain a scheme which identifies work equipment requiring statutory inspection by competent persons and ensuring that the equipment is easily identifiable and available for inspection on the date required.
- ensuring that the arrangements for fire evacuation and first aid provision are effectively implemented in their areas of work.
- enforcing personal protective equipment requirements.
- ensuring that staff are adequately trained for the tasks they perform.
- identifying and reporting health and safety related problems.
- identifying training needs.

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- investigating and reporting on accidents and incidents.
- participating in the risk assessment programme.
- setting a good example on health and safety matters.
- consult with and allow participation of staff in Health & Safety decisions.

## All Employees

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All employees have responsibilities in respect of health and safety. They will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures.
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
- report all health and safety concerns to line managers.
- assist with the completion of the risk assessment programme.
- participate in discussions as required freely.

## Designated Competent Persons

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### Head of Health & Safety

The Head of Health & Safety is responsibility for advising on health and safety management within the College. These responsibilities specifically include:

- Assisting Executive Leadership in the development and implementation of the health and safety strategy.
- Providing advice and guidance on health and safety matters, be the College's competent person.
- Chairing the college's Health and Safety Committee. The Committee is a statutory body consisting of management and staff representatives. It has the function of assisting and advising the principal on the measures taken to ensure the Health and Safety at work of staff, students and visitors, and keeping these under review.
- Ensuring that effective arrangements exist for consultation with staff on matters relating to their health and safety:
- Monitoring the performance of health and safety management arrangements and providing information to the Executive Leadership Team.
- Assisting with the investigation of serious accidents, incidents and complaints regarding health and safety matters.
- liaising with the Health and Safety Executive, Boston College's insurers and other external bodies.
- identifying the implications of changes in legislation or HSE guidance.
- preparing and submitting progress reports on an annual health and safety action programme.
- sourcing additional specialist health and safety assistance when necessary.
- Co-ordinate arrangements for First Aid.
- Carry out Fire Risk assessments every two years with review annually.
- Carry out staff training as required.
- Conduct Health & Safety audits as required.

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## Head of Estates

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The Head of Estates is responsible for the provision and maintenance of College premises and facilities. These responsibilities specifically include:

- Ensuring that the safety aspects of all buildings, grounds, plant and machinery under their control are maintained, inspected and tested in accordance with legislation and college procedures maintaining appropriate records.
- Ensuring that all construction work under their control complies with all relevant legislation.
- Coordinating the arrangements for Fire Safety.
- Maintaining and providing information on matters relating to the health and safety of College premises

## Human Resources

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- Ensuring that employees are made aware of their health and safety responsibilities as part of the Corporate Induction process.
- Will agree a frame for staff training and development on health and safety.
- Maintain health and safety records, e.g. staff development and training, etc.

## First Aiders

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First Aiders are responsible for aiding any members of staff, learners, visitors or contractors who may be injured or become unwell while on College premises, specifically they shall

- Assess and treat casualties to the level of the training and competence
- Plan for casualties to be transferred to hospital or home where necessary
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

## Health and Safety Committee

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The Health and Safety Committee will provide an opportunity for appointed and other representatives to confer with College leadership on health and safety issues. Typically, the topics covered by the Committee are:

- identify and prioritise safety issues.
- identify training requirements for employees.
- review safety records including accidents and incidents.
- agree changes in working practices, if required.
- review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a wide cross-section of Boston College's operations and therefore have a wide practical knowledge of the processes and activities undertaken within Boston College.

## Planning

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## **Hazard Identification, Risk Assessment and Determining Controls**

The Occupational Health and Safety Risk Assessment Policy Procedure is implemented for the ongoing identification of hazards, assessment of risk and determination of suitable and sufficient controls by the application of the following ethos:

- Elimination
- Substitution
- Engineering Controls
- Signage, Warnings and or Administration Controls
- Personal Protective Equipment

## **Legal and Other Requirements**

The College will adhere to Occupational Health and Safety legal and other requirements that are applicable to our operations, activities and the aspects resulting from our operations.

The Legal Register will also identify other legal requirements that Boston College may subscribe if imposed on us by customers, local authority, parent organisation and public authorities etc.

The legal register shall be maintained and updated as required and as a minimum twice yearly. Management Review meetings will also review and update the Legal Register. The College will communicate relevant information on legal and other requirements to persons working under our control and other interested parties.

## **Objectives and Targets**

The College has established formal Occupational Health and Safety objectives at Executive Leadership Team level that applies to the College's future growth. These objectives will change as the system matures. Objectives set by Executive Leadership Team are measurable and include the commitment to the prevention of accidents and ill health and the compliance with applicable legislation requirements.

The College has established a programme to implement and maintain the set objectives, as a minimum the programme includes:

- Designation of responsibility and authority for archiving objectives at relevant functions and levels of the College, and
- A time frame by which the objectives set are to be achieved.

## **Implementation and Operation**

Resources, Roles, Responsibilities, Accountability and Authority

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The roles, responsibilities and authorities of personnel who manage, perform and verify activities influencing the Occupational Health and Safety risks of the College's activities, facilities and processes have been defined, documented and communicated in order to facilitate Occupational Health and Safety Management.

Executive Leadership Team shall take ultimate responsibility for the Occupational Health and Safety and the Occupational Health and Safety Management System.

### **Training, Awareness and Competence**

Health and Safety training shall be undertaken to ensure all staff are competent to carry out their roles. Records of training are retained and maintained. The training considers differing levels of, responsibility, ability, language skills and literacy and risk

### **Communication Participation and Consultation**

#### **Communication**

The College will communicate with our students, employees and other interested parties as described within our communication procedure. The Procedure establishes implements and maintains for:

- Internal communication
- Communication with contractors and other visitors to the workplace
- Receiving and responding to relevant communications from external parties

#### **Participation and Consultation**

The College has established a procedure to encourage employee participation by empowerment of the workforce in Occupational Health and Safety matters by involvement in hazard identification and the determination of controls.

This procedure includes communication with contractors and other interested parties.

#### **Documentation**

The Occupational Health and Safety Management System is designed with integration of our other Management Systems in relation to the College's operations providing guidance on where to locate the relevant detailed information.

#### **Control of Documents**

The College will maintain and control Management System documentation and data to ensure that documentation is controlled, reviewed and approved documents are issued for use in accordance with the procedure.

Document control also ensures that all obsolete documents are removed from the system to safeguard against unintended use.

#### **Operational Control**

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Operational control focuses on areas of the College's activities associated with the identified hazard where the implementation of controls is necessary to manage Occupational Health and Safety risks.

A documented procedure exists controlling operations and activities relevant to the College's undertaking.

## **Emergency Preparedness and Response**

The College has prepared emergency response procedures specific to our activities. This procedure details guidance, how to respond to and manage Occupational Health and Safety emergency situations that may arise as a result of the College's activities. Foreseeable emergencies shall be identified within the risk assessment process.

## **Checking and Corrective Action**

### **Performance Measurement and Monitoring**

Procedures have been established outlining the methodology to be utilised to monitor and measure Occupational Health and Safety against set objectives, targets on a regular basis. The monitoring process shall be both proactive and reactive:

- Proactive – measure of performance with the Occupational Health and Safety Management System, controls and Operational Criteria.
- Reactive – measuring performance of Ill Health, Incidents (including Near Misses and Accidents) and other Safety Performance.

### **Evaluation of Compliance**

Audits and inspections shall be undertaken to demonstrate our evaluation of compliance to current legal requirements, records of these audits and inspections shall be maintained.

## **Incident Investigation, Nonconformity Corrective and Preventive Action**

### **Incident Investigation**

The College has a procedure for the investigation and analysis of accidents and incidents in order to identify deficiencies within the Management System, Identify the need for corrective actions and Preventative Action. Investigations shall be performed.

### **Nonconformity, Corrective Action and Preventive Action**

The procedure maintained at corporate (strategic) level identifies actual and potential nonconformities and facilitates corrective actions and preventative actions.

### **Identification, Control & Archiving of Records**

All records shall be archived in a manner that will allow ready access to them for retrieval. These records shall be indexed and legible.

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### **Internal Audits**

Audits of the Health and Safety Management System are conducted internally and externally, by persons considered to be competent by the College. Audit results are documented and brought to the attention of the executive leadership team, who has the responsibility for implementing corrective action in case of noncompliant activities being identified.

### **4.6 Management Review**

Executive Leadership Team will review the Occupational Health and Safety Management System, objectives, targets and overall Occupational Health and Safety performance of the College.

Findings from the Management Review Meetings shall be distributed to relevant parties for their action and information.

1. <b>What is the</b>	<b>Boston College</b>	<b>Health and Safety Policy</b>	Section:	Health & Safety	
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**name of the policy?**

Health and Safety Policy.

**2. What is the aim of the policy?**

Policy statement and organisational responsibilities.

**3. Who does the policy impact on? (Staff, learners, partners etc.)**

Staff, learners, partners, visitors and contractors.

**4. Who implements the policy?**

Head of Health & safety All users working or visiting the College.

**5. What information is currently available on the impact of this policy?**

(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).

H&S Committee meetings, accident reports, incident report, risk assessments, Induction for staff and learners, meetings with consultants and Board of Governor reports.

**6. Do you need more information before you can make an assessment about this policy?**

(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)

\*Look at accidents by gender, age, disability and protected characteristics.

7. Do you have any policy is having of the equality Table.1?

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examples that show this a positive impact on any characteristics shown in

Raising awareness of bespoke issues re H&S ie, new and expectant mothers policy.

**8. Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?**

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**Table. 1**

Category	No	Yes	Please supply any additional comments
Race			
Disability			
Gender			
Gender re-assignment			
Age			
Sexual orientation			
Religion/belief			
Pregnancy/maternity			
Marriage/Civil Partnership			

Socio-economic				
Rurality				
<b>Actions are to be taken as a result of the Equality Impact Assessment</b>				
<i>Action Required (clearly state where within existing management structures these actions will be performance monitored)</i>	Person responsible	Comp date	Review details - impact and outcome	
<b>Consider process to raise awareness to meet the diverse needs of students and staff</b>	Pete Davy	May 2012	<b>COMPLETED</b>	
<b>Create student focus group to help review</b>	Pete Davy / Yanna Lawson	May 2012	<b>NO LONGER REQUIRED</b>	
<b>*Monitored at termly H&amp;S Committee meetings</b>	Pete Davy	Ongoing	<b>COMPLETED –</b>	
<b>Signed:</b> 	<b>Position: Head of Health &amp; safety</b>			<b>Date 17/04/2025</b>

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