

Board Meeting

Date of Meeting	Monday 18 December 2017
Paper Title	Health and Safety Policy
Agenda Item	12
Paper Number	BM3-Q
Responsible Officer	Jim Godfrey, Interim Finance and Resources Director
Status	Disclosable
Action	For Decision

1. Report Purpose

- 1.1. To consider the Health and Safety Policy.

2. Recommendations

- 2.1. The Board is recommended to **approve** the Health and Safety Policy for GCRB.

3. Background

- 3.1. The Nominations and Remuneration Committee received an update paper on the duties of an employer at its meeting on 30 November 2017. One action identified in this paper was the development of a Health and Safety Policy for GCRB.
- 3.2. A policy has been developed (copy attached as an Annex), which is based upon a template for small organisations provided by the Health and Safety Executive.

4. Risk Analysis

- 4.1. This is a positive development, which mitigates the risks that the Board's approach to people issues is unsatisfactory (Risk 0010) and there is a breach of legislation/guidance/code of practice (Risk 0012).

5. Legal Implications

- 5.1. The implementation of a Health and Safety Policy by GCRB ensures compliance with the Health and Safety at Work etc. Act 1974.

6. Resource Implications

- 6.1. There are no direct financial implications associated with the approval of this policy. However, there will be a need for some staff time, and potentially some costs, to fully implement all aspects of a Health and Safety Policy.

7. Strategic Plan implications

- 7.1.** This is a positive development, which contributes to the effective working environment of GCRB and the governance arrangements.

Health and safety policy

This is the statement of general policy and arrangements for:		Glasgow Colleges' Regional Board
Robin Ashton, Executive Director		has overall and final responsibility for health and safety
Jim Godfrey, Interim Director of Finance and Resources		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Jim Godfrey, Interim Director of Finance and Resources	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments will be reviewed when working patterns or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chair, GCRB and Robin Ashton, Executive Director	Effective objective setting through regular meetings and performance appraisal processes. Resources for training and development of staff/board members are allocated within the GCRB Budget.
Engage and consult with employees on day-to-day health and safety conditions	Robin Ashton, Executive Director	Staff routinely consulted on health and safety matters as they arise but also on a regular basis at Executive team meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Jim Godfrey, Interim Director of Finance and Resources	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time by City of Glasgow College. GCRB staff are responsible for the safe evacuation of visitors within the GCRB offices at the time of an evacuation.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Jim Godfrey, Interim Director of Finance and Resources	Toilets, washing facilities and drinking water provided. City of Glasgow College has systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	18 December 2017
----------------------	--	-------	------------------

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	GCRB Office
First-aid box is located:	Held by nominated First Aider contactable via reception at City of Glasgow College
Accident book is located:	GCRB Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>