

Health and Safety Policy



OWNED BY:		Estates and Environment Manager					
DATE OF LAST REVIEW		March 2023					
PLANNED NEXT REVIEW:		March 2024					
APPROVAL:		Corporation					
APPLIES TO:	Staff	✓	Student	✓	Public	✓	

1. Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 requires an employer to “to prepare, and as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work etc. of their employees and the organisation” “and to bring the statement and any revision of it to the notice of all his employees”.

This policy outlines the steps the College will take to ensure compliance with Health and Safety legislation. The Policy document is a general statement of health and safety and should be read in conjunction with any School Health and Safety policies and risk assessments.

This Policy is supported by other policies and procedures which are listed in section 9.

2. Aims

At Cirencester College the health, safety and welfare of employees, learners and that of others who may be affected by College activities are of vital importance to all our business operations.

As the employer, Cirencester College will adhere to the statutory duties detailed in the Health and Safety at Work Act 1974 and all subsequent and relevant legislation, but this shall be regarded as the minimum standard expected. The College will therefore:

- Accept its health, safety and welfare responsibilities, lead by example and ensure that all activities are planned, organised, monitored and managed with full consideration given to health, safety and welfare.
- Ensure that all statutory duties are met by using a systematic approach for the identification of risks and the allocation of adequate financial and physical resources to control them.
- Ensure that health, safety and welfare arrangements and procedures are developed, communicated, implemented and regularly reviewed.
- Provide and maintain a safe workplace and safe and healthy working conditions.
- Provide and maintain safe plant machinery, equipment and systems of work and ensure safe use, storage, transport, handling and disposal of hazardous articles and substances.
- Recognise the importance of working safely and provide all employees with the training, information and support necessary to enable them to carry out their work activities in a safe manner.
- Engage and consult with employees on health, safety and welfare to ensure it is accepted as being of equal importance to other performance indicators and incorporated as an integral part of all College practices and activities.
- Regularly review the management of health, safety and welfare, set performance standards and objectives and measure performance as part of our commitment to maintain continuous improvement in health, safety and welfare standards.

- To ensure that this policy is up-to-date it will be reviewed at least annually and revised as necessary

3. Who this Policy is for

This Policy is for all our students, staff, governors, partners, stakeholders and members of the community. It applies to all of the educational provision delivered by or on behalf of the College and all supporting services.

The College will ensure that all concerned parties, including governors, staff, students, visitors, agents and educational sub-contractors are aware of the Policy's existence and of their rights and responsibilities.

4. Legal Context

The organisation of Health and Safety within the College complies with:

Health and Safety at Work etc Act, 1974
Management of Health and Safety at Work Regulations, 1999
Safety Representatives & Safety Committees Regulations 1977
Health and Safety (Consultation with Employees) Regulations 1996
Health & Safety (First Aid) Regulations 1981 (3rd edition)
Building Regulations 2010, Document B
The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013
The Lifting Operations and Lifting Equipment Regulations 1998 (as amended)
The Display Screen Equipment Regulations 1992
The Personal Protective Equipment Regulations 1992 (as amended, 2002)
Manual Handling Operations Regulations 1992 (as amended, 2004)
Health & Safety (Miscellaneous Amendments) Regulations 2002
The Control of Substances Hazardous to Health Regulations 2002 (as amended)
Provision and Use of Work Equipment Regulations 1998
The Electricity at Work Regulations 1989
The Institution of Electrical Engineers Wiring Regulations, 17th Edition (plus amendment 1)
The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002)
Work at Height Regulations 2005 (as amended)
Control of Noise at Work Regulations 2005
Control of vibration at work regulations 2005
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
The Health Act 2006
Smoke Free (signs) Regulations 2012
Construction (Design and Management) Regulations 2015.
Waste Electrical and Electronic Regulations (Amendment) (no.2) 2009
Control of Asbestos Regulations 2012
Regulatory Reform (Fire Safety) Order 2005
Dangerous Substances and Explosive Atmospheres Regulations 2002
The control of legionella bacteria in water systems, approved Code of Practice and guidance L8 L93
CLEAPSS Ionising Radiations and Radioactive Substances in Schools and Colleges
2013 Food Safety and Hygiene (England) Regulations 2013
Health and safety offences, corporate manslaughter and food safety and hygiene offences: Definitive guidelines
Corporate Manslaughter and Corporate Homicide Act 2007
The Health and Safety (Safety Signs and Signals) Regulations 1996
Pressure Systems Safety Regulations 2000

5. Responsibilities under this Policy

The Corporation acknowledges that it and its members have corporate and individual responsibility for health, safety and welfare in Cirencester College and recognises that effective health, safety and welfare measures are essential to ensure that learners, staff and visitors are safe.

The Principal has overall executive responsibility for the maintenance and development of safe working practices and conditions for all employees, students and visitors using the College premises.

Day to day responsibility is delegated to an appropriate member of the College Management Team, usually the Estates and Environment Manager.

The Estates and Environment Manager is responsible to the Principal for advising and assisting the College management and staff to meet their statutory duties under current Health and Safety legislation.

Full details of responsibilities, including responsibilities of all staff, can be found in Appendix 1, in section 9 below

6. How the College monitors this policy

This policy is monitored by Corporation on an annual basis.

7. Evidence that we are implementing this policy

Cirencester College have a number of procedures in place to ensure implementation of this policy. These are detailed below. Full procedures are available on The College intranet.

7.1 Fire Prevention

The College will take all reasonably practicable steps to prevent or minimise the probability of all causes of fire. It is accepted that despite these measures it cannot be assumed that fire will not break out. Fire risk assessments and regular audits and tests are carried out to inspect means of escape and maintenance of firefighting equipment and fire warning systems.

7.2 Emergency evacuation

The College have emergency evacuation procedures for both fire and bomb threats to ensure that staff, visitors and contractors can leave the buildings safely in the event of an emergency. It is important that all staff and students are aware of and fully understand the procedure. Fire evacuations are carried out periodically throughout the academic year to cover different days and times of the week and evenings. The fire alarm system is checked every Wednesday at 8am.

7.3 Arrangements for people with disabilities.

Staff with disabilities should discuss their particular needs during emergency evacuation with the Estates and Environment Manager at the start of each academic year and whenever there are significant changes to their work or health. Students with disabilities should discuss their particular needs during emergency evacuation with their tutor or academic support at the start of each academic year or College session or at enrolment and whenever there are significant changes to their class accommodation or their health. Where necessary, a Personal Emergency Evacuation Plan (PEEP) will be put in place.

7.4 First Aid arrangements

A first aid rota is in operation to ensure appropriately trained first aiders are on call during weekday college opening hours. Site management staff are also appropriately trained, and will respond to first aid calls during evening teaching times.

7.5 Duty Head procedures

The College recognises that support must be in place during evening teaching times. The Site Management team take responsibility in the evenings when evening classes are in place.

7.6 Accident/Incident and near miss reporting

An accident is an unplanned event, which causes injury to persons, damage to property or a combination of both, and a near miss is an unplanned event that does not cause injury or damage,

but could do so.

The college has a reporting system for accidents/incidents and near misses. All accidents/incidents, including minor accidents requiring self-administered first aid, accidents requiring first aid treatment from a qualified first aider and/or medical treatment and near misses are reported on the online reporting facility available on CCO. All reports are sent electronically to the College Estates and Environment Manager to investigate. As a minimum, all near misses and RIDDOR reportable accidents are investigated.

7.7 Health and Safety Audits and Risk Assessments

The college will take all reasonable steps to ensure that audits and risk assessments are carried out which will detail the range of hazards associated with working operations and the remedial actions necessary to control any hazards to an acceptable level. A programme of health and safety audits is coordinated by the Estates and Environment Manager.

Specific and detailed risk assessments are carried out in all workshops and Schools by occupationally trained staff to ensure adherence to safe systems of work and good practice.

Risk assessment forms can be downloaded from the College intranet for staff to write their assessments. Training and guidance can be obtained from the Estates and Environment Manager.

Any employee who discovers a hazard during working operations should remove the hazard if safe to do so and report this hazard, and any actions they have taken, to their line manager or the Estates and Environment Manager so that an appropriate risk assessment and necessary remedial action can be carried out.

7.8 The Control of Substances Hazardous to Health (COSHH)

COSHH regulations set out how the risks from hazardous substances are properly controlled.

The college recognise a hazardous substance as any form of solid, liquid, gas, fume or vapour including micro-organisms and allergens that can present a hazard to health through being absorbed, injected, inhaled or ingested and is used in connection with any work activity under the employer's control. This includes single chemical compounds and preparations.

Schools holding hazardous substances must ensure that they are risk assessed, stored correctly and that all appropriate records are clear and up to date.

7.9 Electrical equipment and Electrical safety

All reasonable steps will be taken to ensure the health and safety of employees and others who use, operate or maintain electrical equipment. The College acknowledges that work on electrical equipment can be hazardous and therefore its intention is to reduce the risks as far as is possible.

This requires the total co-operation of all members of management and staff as well as students and contractors hired to carry out work involving electrical equipment.

7.10 Smoking

Cirencester College operates a no smoking and no vaping policy in all of its premises. Smoking is only permitted in the designated smoking area on the College grounds. This policy applies to all staff, students and visitors.

7.11 Staff and student medical assessments

The underlying principle of the College policy is that staff or students who develop medical conditions should be treated with consideration.

The College needs to be aware of medical issues from staff or students that could affect their work

or any coordination with lecturing staff, first aiders or other college staff and medical care plans will be drafted where appropriate. A voluntary scheme will be introduced to identify any staff with a medical condition.

7.12 Lone Workers

The Health and Safety Executive define lone working as ‘those who work by themselves without close or direct supervision.’

Cirencester College recognises that, in addition to the normal workplace and activity risks, working alone can potentially expose an employee to a higher level of risk.

In these cases, the risks to the lone worker will be assessed and control measures will be put in place to reduce the risk to an acceptable level. The risk assessment should be reviewed from time to time to ensure that it is still adequate and that the control measures are effective.

7.13 Work placements

Local companies are used by the College to provide work experience to students as part of their course. The college recognises its duty of care to ensure that the students are carrying out work experience in a healthy and safe environment. A procedure supports this policy to check and monitor health, safety and welfare issues of Work Placement Providers.

The College also provides opportunities for work placement students within the College. In these cases the College will meet its obligations in accordance with legislation relating to young people at work.

7.14 Food Safety

The College acknowledges the hazards associated with food hygiene (such as contamination by harmful bacteria), and will exercise all reasonable precautions and due diligence to maintain the highest standards of catering and vending. Recognised guidelines for the production of food for sale to the public (in the College’s instance, this will include staff, students and visitors) suggest that food should be prepared to the level of the Level 2 Food Hygiene certificate. The College will adhere to these guidelines. A Health and Safety Policy for the Refectory is available if required.

7.15 College drivers

Cirencester College ensures that all drivers who may be transporting students are fully qualified to do so. Successful completion of the Minibus Drivers Awareness Scheme (MIDAS) is essential for all drivers of College minibuses.

There may be occasions when staff wish to drive students in their own cars. This should be discouraged where possible. In these instances staff should refer to the Trips policy and procedures.

7.16 Training

In order to secure the health and safety of employees and students, the college will provide health and safety induction and training to all new employees. Training will also be provided for staff to increase their awareness of health and safety.

Further training will be provided for staff working in areas with specific requirements.

7.17 Educational visits for students.

The College values enrichment opportunities for its students and encourages and supports staff in making visits and other activities available. Where possible such activities should have a strong curriculum link but it is recognised that some enrichment can also play a part in personal and social development, careers, education and marketing. Many educational visits, particularly those involving team work or residential trips, contribute in several ways. The trips and visits safety process includes risk assessments for travel, activity and accommodation. These meet the criteria set in the UCEA

(University and Colleges Employment Association) 'Guidance on Health and Safety in Fieldwork, including offsite visits and travel in the UK and overseas' 2011

7.18 Young Persons

The college has defined a young person as an individual who has not yet reached the age of 18, and a child as an individual under the minimum school leaving age. Risk assessments are carried out and control measures implemented with young persons in mind. Levels of training, supervision and restrictions are set in line with the level of competence and understanding of young persons.

7.19 New and Expectant mothers

The College acknowledges that some of its operations may, unless properly controlled, pose specific risks to the health and safety of pregnant women and new mothers and will take all reasonably practicable measures to eliminate or reduce these risks to an acceptable level.

7.20 Working with display screen equipment

The College is aware of situations where the workstation environment may adversely affect an individual employee. In these instances, the College will assess whether a user is regarded as a DSE (Display Screen Equipment) user, and then offer appropriate advice and guidance.

7.21 Manual handling

Statistics show that manual handling is one of the most common causes of injury in the workplace, and may have long-term effects. The college accepts that some tasks involve lifting and carrying activities, which cannot be avoided, and as such will assess the risks involved. Where practicable, lifting and carrying equipment such as hoists and trolleys will be provided. Where this is not practicable reasonable steps will be taken to minimise the risk of injury to staff and students through manual handling activities.

7.22 Control of contractors

From time to time the College will use contractors for facilities repair, maintenance and development work. To ensure the safety of contractors on site and those around them, a procedure and guidelines have been drawn up. These procedures and guidelines are explained to contractors upon their arrival.

7.23 Asbestos management

The college recognises the responsibility to manage and control asbestos containing materials that may be exposed during buildings maintenance or refurbishment. An Asbestos Register provides guidance to those who may be exposed.

7.24 Working at heights

The college accept that some work requires the use of ladders and scaffold and as such have taken reasonable steps to reduce the risk to the health and safety of employees working from heights. All ladders and scaffold are subject to regular safety checks. Only ladders and scaffold that are displaying a current safety code can be used. Guidance is available to provide a safe system of work for those working at heights and using ladders and scaffold.

7.28 Personal Protective Equipment (PPE)

The college will ensure PPE for staff and students is used when the risks presented by the work activity cannot be adequately controlled by other means. The college will take all reasonable steps to ensure that appropriate PPE is used and maintained as required, however full co-operation is needed from staff and students.

7.29 Bad weather policy

In the event of bad weather the College will make a decision about whether the site is safe to open or closed having consulted with Stagecoach and our own 'snow monitors' and looked at on-site conditions. However, it will make every effort to open (or remain open) depending on the severity of conditions, although some activities and services may be restricted.

7.30 Legionella procedures

Legionnaires' disease is a potentially fatal illness caused by the inhalation of very small water droplets or aerosol which contains Legionella bacteria. In order to comply with its legal obligations the College is required to comply with the Health and Safety Commission Approved Code of Practice and Guidance L8 (4th edition) – Legionnaires' disease: The control of Legionella bacteria in water systems which applies to hot, cold and cooling water systems.

7.31 Management of radiation sources

The College subscribes to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) who provide full information on the management of radiation sources in schools and colleges. The College adheres to L93, Managing ionising radiations and radioactive substances in schools and colleges, produced by CLEAPSS. The College has a competent Radiation Protection Supervisor and has appointed a competent Radiation Protection Officer and Radiation Protection Advisor.

7.32 Unsupervised study procedures

The College has a responsibility for all students when they are carrying out work related to their studies or enrichment at the College. The College actively encourages further study and appreciates that there will be occasions when students will want to study in College outside normal teaching hours. Equally however, the College needs to ensure that students remain safe in the activities they are doing and also in the event of an emergency. The College recognises that students will want to work in study areas, the library or in subject rooms and procedures are in place to allow safe, independent study both during and outside the working day.

7.33 Procedures for use of the car park and associated roads.

The College has a responsibility for the safety of all users of the car park and roads on site. A risk assessment is in place for use of the car park and roads on site, and clear guidance is given in procedures and CCO student and staff notices.

7.34 Procedures during Covid-19 outbreak

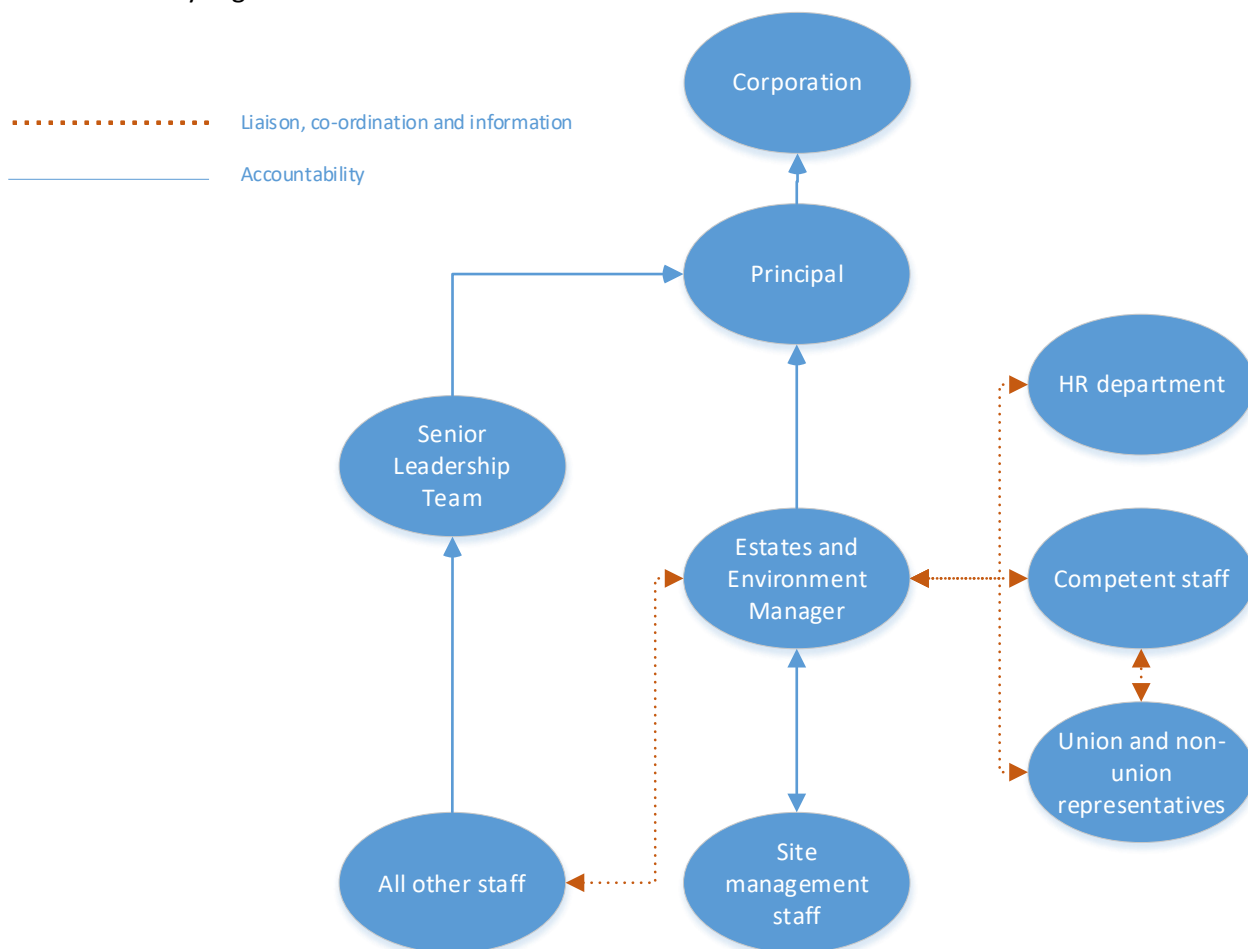
The College has a responsibility to ensure that transmission of the Covid-19 virus is reduced to as low as is reasonably practicable and to ensure that any outbreaks at the College are mitigated rapidly and in line with Government guidance. A full College risk assessment is in place and will remain in place and will be reviewed regularly until such time as Covid-19 is no longer a threat.

8. Training and development linked to this policy

The College will meet the requirements in S3 of the Health and Safety at Work Act 1974 and Regulation 13 of the Management of Health and Safety at Work regulations, to provide induction and specific health and safety training to all staff. The 'Training arrangements' procedure on the College intranet refers.

9. Related documents/policies/procedures

Responsibilities for Health and Safety at Cirencester College:
Health and Safety organisational chart



10.1 Responsibilities of the Corporation

Under the Health and Safety at Work Act 1974, the employer must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. The Corporation has the following role:

The Corporation acknowledges that it and its members have corporate and individual responsibility for health, safety and welfare in Cirencester College and recognises that effective health, safety and welfare measures are essential to ensure that learners, staff and visitors are safe.

The Corporation requires the Principal:

- to maintain an effective management structure for health, safety and welfare; to ensure training is provided so that health and safety principles and practice are communicated to and implemented by all staff;
- to ensure that health and safety risks to learners, staff and other users are identified and controlled;
- to provide adequate resources to establish and maintain effective health, safety and welfare systems for the College.

The Corporation will consider regular reports from the Principal (or the Estates and Environment Manager on his behalf)

- concerning any significant failures or accidents, together with preventative measures including new training;
- concerning legislative or organisational changes which impact on health, safety and welfare, and how management is addressing these impacts;

- concerning staff sickness absence and any other measures of staff welfare.

The Corporation will ensure completion of an annual health and safety review in order to:

- confirm that it has fulfilled its responsibilities;
- consider and approve any proposed changes to the health and safety policy;
- ensure that action has been taken to rectify any shortcomings during the year and that all risks have been identified and are being mitigated;
- audit the effectiveness of risk controls, including the use of external expertise as required;
- determine any further action that may be necessary.

10.2 Responsibilities of the Principal

The Principal, as the effective manager for the College premises, has overall executive responsibility for the maintenance and development of safe working practices and conditions for all employees, students and visitors using the College premises, and will:

- ensure the provision of resources required to enable all areas of the College to comply with the requirements of health and safety.
- appoint competent persons to assist in undertaking the measures necessary to comply with statutory regulations
- make arrangements for the effective planning, organisation, control, monitoring and review of health, safety and welfare.
- ensure that health and safety is a prime consideration in all forward planning

10.3 Responsibilities of the Estates and Environment Manager

The day to day responsibility for Health and Safety is delegated by the Principal to an appropriate officer, in this instance, the Estates and Environment Manager.

The Estates and Environment Manager is accountable to the Principal for the implementation of the College's Safety Policy and will:

- promote and encourage responsible attitudes towards Health and Safety throughout the College in line with the Health and safety policy;
- review the results of annual audits and monitoring exercises;
- agree performance standards and targets for health and safety;
- bring to the attention of the Senior Team the implications for the College of new and changing safety legislation;
- review all accident investigations
- ensure relevant accidents are reported to the HSE;
- establish an organisational structure through which healthy and safe working can be developed, achieved and maintained;
- receive complaints about Health and Safety matters and take appropriate action, or refer them to the Facilities and Health and Safety Lead;
- liaise with Union, Faculty and Service Head Safety Representatives on all matters concerning health, safety and welfare;
- liaise with external bodies, such as the Health and Safety Executive;
- notify the Health and Safety Executive of those incidents that fall under 'Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR)'
- ensure that appropriate arrangements are made to evacuate the College in an emergency, and that regular fire drills are held;
- ensure that appropriate facilities for First Aid are available;
- provide information on Health and Safety matters;
- ensure that the Corporation is kept informed on Health and Safety performance;
- assist Faculty/School/Service Heads to draw up safe working arrangements;
- ensure that suitable information, instruction and training is given to all staff;
- liaise with contractors on safety matters;
- with the support of expert specialists where appropriate, monitor the work of contracts on

- College premises, where this affects the safety of staff, students or visitors;
- ensure that a first aid rota is in place
- ensure that first aid supplies are purchased and distributed
- liaise with Head of Human Resources to ensure adequate staff welfare.

10.4 Responsibilities of staff with line management responsibilities

Sections 7 and 8 of the Health and Safety at Work etc, Act 1974 requires all employees to take reasonable care of themselves and others who may be affected by their acts and omissions at work, and to co-operate with the College to enable the College to comply with the law.

Those with line management responsibility are to develop and implement, so far as is reasonably practicable, health and safety within their areas in accordance with the overall objectives of the College Health and Safety Policy. These responsibilities to include:

- Ensure a safe working environment is provided for staff, students and visitors.
- ensure effective planning, organisation, control, monitoring and review of health, safety and welfare within their area.
- Ensure their faculty, school or support department has in place suitable and sufficient procedures covering the individual health, safety and welfare arrangements applicable to their area and review annually.
- Ensure that suitable and sufficient assessments of risks to health and safety are carried out and that corrective action is undertaken to reduce or eliminate the associated risks so far as is reasonably practicable.
- Ensure that all employees within the team have read and understand the Health and Safety Policy.
- Ensure that machinery is adequately guarded, that all equipment is in good working order and that it is operated following safe working procedures.
- Ensure that toxic, highly flammable and hazardous substances are correctly used, stored and labelled and that COSHH (Control of Substances Hazardous to Health) assessments have been undertaken.
- Be advised of health and safety legislation, amendments, approved codes of practice and other safety requirements relevant to their area, ensuring that relevant information is passed on to the personnel who may be affected.
- Ensure that all necessary personal protective equipment is provided, is readily available and used in accordance with the relevant risk assessment or safe working procedure and that it is stored and cleaned appropriately
- Ensure that all incidents, accidents and near misses are reported to the College Facilities and Health and Safety Lead using the appropriate online form.
- Ensure information and appropriate training, including induction training, is given to staff and students under their jurisdiction in safe and healthy working practices.
- Ensure the safety of students during all College activities on or off site
- Ensure that all student/staff placements/secondments are assessed as suitable environments for work.
- instruct staff and students in emergency evacuation procedures and the procedure to be followed in the event of an accident;
- Co-operate with and seek advice from the College Facilities and Health and Safety Lead or other competent persons and follow recommendations so far as is reasonably practicable.
- Allow a formal discussion on health and safety issues
- Ensure all appropriate statutory Health and Safety notices are displayed
- Set a personal example as regards commitment to health and safety.

10.5 Responsibilities of teaching staff

Teaching staff should:

- Ensure students recognise the fire alarm and are aware of the procedure to follow in the event of an alarm being sounded.

- Be aware of the first aid procedure
- Ensure instruction in safe working practices and specific risks associated with their particular course at the onset of the course. Additional training to be provided at the start of any high risk activity.
- Record in the Scheme of Work and student coursework file all training completed.
- Provide a health and safety induction prior to all work placements
- Ensure risk assessments for any activity arranged by students.
- Ensure familiarisation and compliance with the College trip policy prior to any trip.
- Set a personal example as regards commitment to health and safety.

10.6 Responsibilities of all staff

All employees have a duty to take reasonable care for their own safety and for the safety of others, who may be affected by their acts and omissions at work. They also have a duty to:

- co-operate with the College management in all measures taken to fulfil statutory Health and Safety duties and to protect the safety of staff, students and visitors;
- not intentionally or recklessly interfere with or misuse anything provided for the purposes of Health and Safety.

Whilst recognising management responsibilities regarding Health and Safety at work, the College expects all staff to set an example in safe behaviour by:

- developing safe working habits in new employees and students;
- following safe working procedures and using protective equipment correctly;
- advising their line managers on safe working arrangements within the area of their specialist knowledge;
- bringing to the attention of their line managers any shortcomings in safety arrangements and new or potential hazards;
- reporting all accidents and dangerous occurrences to the Estates and Environment Manager
- informing the Estates and Environment Manager and others who may be affected, of any worksituation which represents a serious or imminent danger;
- ensuring that work areas are kept clean and tidy;
- ensuring that equipment for which they are responsible is maintained in safe working order.

10.7 Responsibilities of students

All students are expected to co-operate with the College management in all measures taken to fulfil statutory Health and Safety duties and to protect the safety of staff, students and visitors, particularly by:

- not intentionally or recklessly interfering with or misusing anything provided for the purposes of Health and Safety;
- adhering to College procedures, rules and safe systems of work;
- correctly using safety devices and personal protective equipment where this is deemed necessary;
- behaving at all times, particularly in workshops and laboratories, in a manner that places neither themselves nor others needlessly at risk;
- completing risk assessments for activities they are organising

A member of the Student Union or a Student Governor can be invited to meet with the Facilities and Health and Safety Lead to discuss and review health and safety training and advice.

Data Protection

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence,

which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of race; sex; disability; age; religion or belief; gender reassignment; marriage or civil partnership; pregnancy or maternity, sexual orientation.

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

If any employee feels that this policy does not meet this aim please contact the College's HR Department.