

# Health and Safety Policy 2020/21

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## 1. Statement of intent and Policy Objectives

- 1.1 NMITE is committed to creating an outstanding environment for learning. Being ultimately responsible, the Board of Trustees believes that ensuring health, safety and welfare of staff, students and visitors is integral to achieving this. NMITE standards should be exemplar and the Board of Trustees fully support the Health and Safety Policy and associated Operational Arrangements.
- 1.2 This Statement sets out the commitment of both the Board of Trustees and the Senior Leadership Team to ensure that adequate support and resources are provided. The organisation and arrangement advising this Policy are set out in the Health and Safety Policy.
- 1.3 As a minimum, NMITE will take all steps necessary, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all our employees, students and visitors. Sufficient resources and effort will be allocated to properly ensure that these duties are fulfilled.



## **2. Statement of Roles and Responsibilities for Health and Safety**

The Health and Safety at Work etc. Act 1974 places a legal duty on both employers and employees to look after themselves and others. This responsibility applies to all NMITE activities irrespective of where they take place, for example at NMITE premises, on placements or field trips overseas. NMITE believes in the underlying principle that those who create risks should be responsible for managing them.

NMITE will retain corporate responsibility for any health and safety at work related formal action; for example, service of health and safety improvement or prohibition notices and/or prosecution. It is important to also acknowledge that, under certain circumstances, employees of NMITE may also be held individually responsible should criminal proceedings be commenced by health and safety regulators e.g. HSE. This document sets out the key roles and responsibilities of all staff involved in supporting the NMITE Safety Management System.

### **2.1 The Board of Trustees**

The Board of Trustees will:

- i. have ultimate responsibility for the health, safety and welfare of anyone who could be affected by the activities of NMITE. This applies to activities both on and off occupied premises
- ii. have overall responsibility for ensuring NMITE has in place an effective Health and Safety Policy document which is reviewed as appropriate
- iii. ensure that the necessary resources are made available within NMITE to ensure the effective implementation of the Health and Safety Policy
- iv. receive reports from the NMITE Health and Safety Lead
- v. be notified of any significant incidents resulting in serious injury, significant risk to property or individuals, and any action taken by enforcing authorities
- vi. demonstrate ownership of the Health and Safety Policy and to communicate its values across NMITE

The Board of Trustees shall receive assurance of the effectiveness of the policy through the internal audit process.

### **2.2 The Chief Executive Officer**

The Board of Trustees delegates the day-to-day responsibility for ensuring compliance with the Health and Safety at Work etc. Act 1974 and all relevant legislation to the Chief Executive Officer (CEO). The CEO is accountable to the Board of Trustees for the implementation of the Health and Safety Policy and will:



- i. ensure that NMITE has a Health and Safety Policy which is effectively communicated, followed, monitored and reviewed
- ii. ensure that suitable and sufficient arrangements are in place for the effective planning, organisation, control, measurement and review of all health and safety measures
- iii. ensure that adequate resources, management arrangements, and safe systems of work are in place to ensure effective implementation of the Health and Safety Policy
- iv. appoint one or more competent persons to assist the organisation in compliance with all relevant legislation and standards
- v. provide clear and visible leadership on health, safety and welfare
- vi. review health and safety arrangements and performance at least yearly or following any significant event

In the absence of the CEO, the COO will have delegated authority in these matters.

### **2.3 Members of the Senior Leadership Team**

The Senior Leadership Team are accountable and responsible for implementing the Health and Safety Policy in their areas of responsibility and to:

- i. provide clear and visible leadership on health, safety and welfare
- ii. ensure health, safety and welfare is given the necessary consideration in all aspects of their 'departments' activities, use of facilities and provision and use of equipment
- iii. set out the safety management structure in their area to support the implementation of the Health and Safety Policy
- iv. ensure the necessary health and safety information, instruction, training, and supervision is provided to staff and where appropriate, students, within their area of responsibility
- v. ensure that suitable and sufficient risk assessments are in place and effective control measures are followed and reviewed
- vi. produce an annual return for monitoring health and safety
- vii. formally address any significant breaches of this Policy and associated Codes of Practice and procedures
- viii. ensure compliance with the NMITE incident and near miss procedure
- ix. ensure mechanisms are in place for effective individual or collective consultation and cooperation with staff, students and trades union appointed health and safety representatives, including a local health, safety and wellbeing committee
- x. appoint adequately trained Fire Wardens and ensuring adequate levels of first aid cover is maintained



- xi. ensure a copy of the Health and Safety Policy is brought to the attention of all staff

- xii. ensure that a health and safety inspection of all areas of the business is carried out at least annually

## **2.4 Heads of Department (including academic, administrative and technical areas)**

Heads of Department have responsibility for health and safety management within their local areas. They also have a specific responsibility for ensuring the health and safety of themselves and those that they either manage or supervise. In practical terms, their authority and actions can be delegated, but not their responsibilities. Authority and actions can only be delegated to those persons with the necessary skills, knowledge and experience.

Heads of Department have responsibility for:

- i. implementing the Health and Safety Policy within their areas of responsibility
- ii. ensuring the necessary health and safety documentation in relation to the department's activities is in place and subject to regular review as necessary
- iii. ensuring the necessary risk assessments are carried out for activities and areas under the department's control, and the implementation of the risk prevention or protection measures identified by these assessments
- iv. ensuring all incidents and near misses are recorded and reported as necessary
- v. ensuring all investigations concerning their area of responsibility are conducted within a reasonable time and any remedial measures identified by any investigation are implemented
- vi. investigating any significant breaches of the Health and Safety Policy and associated Codes of Practice and guidance and ensuring any recommendations are implemented
- vii. ensuring that staff receive adequate training in matters concerning health and safety
- viii. ensuring arrangements are in place to effectively communicate any health and safety concerns and performance issues to their immediate line manager

## **2.5 Academic Staff**

Academic staff, (permanent, part-time and visiting), have a specific responsibility for ensuring the health and safety of themselves and the students who work and study under their direction and supervision. This includes:

- i. complying with the Health and Safety Policies, Codes of Practice, guidance and procedures



- ii. ensuring that the risks to health and safety arising from activities undertaken and equipment, materials, facilities etc. used by students, have been assessed, approved and all necessary control measures implemented
- iii. ensuring that students within their remit receive induction, training, resource (including time), advice and support to enable them to work safely both on and off campus
- iv. ensuring that all activities, particularly those occurring outside the classroom, off campus and overseas are properly planned and managed to ensure, so far as is reasonably practicable, the health, safety and welfare of all those attending

## **2.6 Employees Duties and Student Responsibilities**

Besides the specific duties set out above, ALL employees must be aware of their own duties under the Health and Safety at Work etc. Act 1974. Although not employees, students also play their part in ensuring the health, safety and welfare for all persons affected by NMITE activities. All employees and students shall:

- i. take reasonable care for their health and safety and that of other persons who may be affected by their actions or omissions whilst at work
- ii. cooperate with NMITE on matters of health and safety to assist NMITE in fulfilling its statutory and common law duties of care
- iii. use / wear and look after PPE associated with the workplace or task.
- iv. not intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare
- v. ensure they report any situation they believe to be a significant risk through the appropriate mechanisms
- vi. ensure they undertake activities and use equipment and facilities in accordance with any health and safety information, instruction or training that has been provided

## **2.7 Health, Safety & Facilities Manager**

The Health, Safety and Facilities Manager is responsible for advising on safety matters to NMITE at all levels. Reports jointly to the HR Manager and the CEO. The Health, Safety and Facilities Manager:

- i. will promote, develop and establish a positive safety culture within the organisation to ensure we meet our legal requirements in terms of Health and Safety
- ii. will develop and maintain all Health and Safety policies, arrangements and procedures for all NMITE properties and operations
- iii. will manage policy development, risk assessment, inspections/audits, investigations, health and safety training and emergency drills



- iv. will provide advice and support to staff to help ensure compliance with the Health and Safety Policy, Codes of Practice, procedures, guidance and legislation
- v. has the right to attend any meetings held on health and safety matters
- vi. will maintain an up to date knowledge of relevant Health & Safety legislation and best practice and provide updates on relevant new or amended H&S legislation
- vii. monitor NMITE's compliance with the H&S policy and procedures and formally advise Managers on non-compliance
- viii. develop and maintain NMITE's Asbestos Management Plan and advise on procedures required to ensure we operate within the Control of Asbestos at Work Regulations
- ix. develop, implement and maintain NMITE's Health & Safety Management System, including but not limited to overseeing the establishment and review of risk assessments, monitoring records of actions taken and implementing overarching arrangements, contractors and tenants
- x. establish, develop and maintain records of site induction of contractors, consultants etc
- xi. liaise with Head of HR and maintain records of any health-related issues associated with employees
- xii. co-ordinate allocated resources for the Management of H&S. This includes the appointment of H&S representatives, Display Screen Equipment Assessors, Fire Wardens, First Aiders and other H&S post holders if necessary, to assist in H&S matters
- xiii. establish, audit, monitor and maintain arrangements and guidance to ensure the business complies with the legal requirements under the Construction Design and Management Regulations, including contractor competency
- xiv. ensure that all accidents and near misses are reported and investigated in accordance with NMITE's policies
- xv. identify opportunities for continuous safety improvement within NMITE and assist the Senior Leadership Team in the implementation
- xvi. liaise with external bodies such as local authorities and specialist groups on Health & Safety issues
- xvii. responsible for the programme of internal monitoring and audit of all Health, Safety and Compliance obligations within NMITE, providing associated compliance reports
- xviii. responsible for the appointment of Authorised Persons in accordance with the Permit to Work system
- xix. ensure procedures are in place associated with fire safety, building, structures, building accessibility, mechanical and electrical building engineering services, legionella etc



- xx. liaise with HSE and other external organisations where required
- xi. will act as Chair for appropriate advisory / working groups within the business
- xxii. will act as the representative during any investigations into safety matters under investigation by external agencies
- xxiii. will draft an annual report for the Board of Trustees

## **2.8 Safety Advisors**

Safety Advisors are nominated by their Heads of Department and perform a voluntary role within each work area. They are provided with nationally recognized training to assist them in their role working on behalf of the Heads of Department. Primarily, their work will involve:

- i. conducting process audits and workplace inspections
- ii. providing support to colleagues on matters concerning workplace safety
- iii. attending the Safety Advisors Working Group and providing a quarterly update on workplace safety related matters
- iv. sharing knowledge and best practice with colleagues
- v. working closely with the Health and Safety Lead on NMITE wide safety related initiatives
- vi. monitor workplace safety issues and raise any concerns to duty holders, responsible people and managers

## **2.9 Safety, Health and Wellbeing Committee**

The Safety, Health and Wellbeing Committee is an advisory and consultative body which reports to the CEO in all matters of health, safety, welfare and wellbeing.

## **2.10 Contractors**

2.10.1 Contractors play a significant role in the daily activities of NMITE.

2.10.2 Contractors will have a primary legal duty to ensure the health and safety of themselves, their employees and persons who may be affected by their acts or omissions. NMITE has a duty to ensure that contractors are not exposed to a risk to their health and safety and this will be achieved by working collaboratively, exchange of information and use of safety management tools e.g. permits to work, adequate training etc.

2.10.3 Contractors shall retain primary responsibility for themselves, their employees and others whilst on site and be subject to NMITE policies and procedures.

## **3. Arrangements for measuring performance, monitoring and reviewing the Health and Safety Policy**

- i. Minutes from appropriate meetings and decision records shall be kept



- ii. Records of drills and exercises will be documented and retained
- iii. An internal and external audit programme will be instigated and managed. The records of which will be documented and retained
- iv. Staff with health and safety responsibilities will be trained. The records of which will be documented and retained
- v. Incidents and near misses will be reported, documented and discussed in appropriate forums. The records of which will be documented and retained
- vi. Liaison with external agencies and regulatory authorities will be documented and managed

Signed by:

Date: 12th November 2020

A handwritten signature in blue ink, appearing to read 'Elena Rodriguez-Falcon'.

Professor Elena Rodriguez-Falcon  
President & Chief Executive