

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE**

**FINANCE, ASSETS & GENERAL PURPOSES COMMITTEE**

Minutes of the Finance, Assets & General Purposes Committee held on  
Tuesday 15 March 2011 at 2.00 pm in the Board Room

<b>Present</b>	Mr B H Whitfield	Chairman	College Governor
	Mr R Brady		College Governor
	Mrs M Britton		College Governor
	Mr A Hanif	<i>(Items 1 – 7.2 only)</i>	College Governor
	Mrs A V Haskins		College Governor
	Mr M Hopkins		Principal / Chief Executive
	Mr G Rogers		Staff Governor (Business Support)
	Mr D Whitaker		College Governor
<b>Officers</b>	Mr R Atkinson	Assistant Principal - Marketing, Communication, Registry, and Admissions (Clerk to the Corporation)	
	Ms M Bulman	Assistant Principal - Finance	
	Mrs Z Lewis	Deputy Principal - Corporate Services	

Prior to the meeting commencing, the Vice Chairman of Governors, on behalf of the Finance, Assets & General Purposes Committee, congratulated the staff on the excellent OfSTED and Skills Funding Agency Inspection results.

11/001 **ITEM 1 APOLOGIES**

Miss A McLaren                      College Governor

11/002 **ITEM 2 MINUTES - 9 DECEMBER 2010**

These were approved as a true record and duly signed by the Chairman.

11/003 **ITEM 3 MATTERS ARISING**

None.

11/004    **ITEM 4    BUDGET MATTERS 2010 / 2011**

**4.1    Management Accounts (*January 2011*)**

The Assistant Principal - Finance presented the January 2011 management accounts and it was noted that the College is forecasting to outturn an overall operating surplus of £473,000 against a budgeted operating surplus of £640,000 for the year to 31 July 2011. This figure of £473,000 included one off and non recurring costs and credits, including FRS17 pension entries, restructuring costs and final costs associated with the disposal of the College's former campuses.

To the end of January 2011, there is an operating surplus of £354,000 against a budgeted surplus of £507,000 and the management accounts referred to a number of variances including income, payroll and non pay costs, which were summarised on pages 2 to 8 and were discussed and noted by the Finance, Assets & General Purposes Committee.

Discussion also ensued on the College's reliance on public funds (83%) and it was noted that there are a number of strategies being investigated to grow College income sources some of which would reduce this reliance and some of which would increase it e.g. Apprenticeships. The primary goal is to grow new income sources of any type and this action was **endorsed** by the Finance, Assets & General Purposes Committee. A further update is scheduled for the Governing Body Strategic Planning Day on the 19 March 2011.

The Deputy Principal - Corporate Services then explained that the College is under-delivering by £722,000 against its YPLA 16-18 allocation (*i.e. it is receiving £722,000 for work that it is not actually delivering*), but is over-delivering by £189,000 against its Adult budget allocations, giving a net under delivery of £533,000.

The overall forecast operating surplus in the accounts of £1.195 million should therefore be viewed in the context of this net under delivery - i.e. the College would normally expect an average contribution of 50% of turnover i.e. 50% of £533,000 is £266,000. Therefore the surplus in the accounts should be reduced by £266,000 to give a truer picture of the on-going operating surplus position.

Explanation of how the College was using the departmental contribution rates was also discussed with Employer Engagement and Distance Learning being noted as areas of concern.

Cash balances are forecasted to be £6.96 million by the end of the year.

The January 2011 management accounts were considered and received.

## **4.2 Recruitment & Progress against Target 2010 / 2011**

The Recruitment & Progress against Target 2010 / 2011 Report as at the 7 March 2011 was considered and received for information with the Finance, Assets & General Purposes Committee noting the financial risks on page 6 of the report.

During discussion, it was reported that the College had recently received additional income in 2010 / 2011 for adult apprenticeships totalling £250,000 and that further growth in this area was being targeted by the Principalship.

## **4.3 European Social Fund (ESF) and Other European Funded Projects**

The Schedule of European Social Fund and Other European Funding Report was considered and received for information, noting that the only European funded contract was for ESF / Skills Funding Agency (SFA) Co-financed projects.

It was also noted that there are three co-financed contracts:

- 1) Delivery of Enhanced Train to Gain programmes.
- 2) Provision of training for individuals who have been unemployed for more than six months.
- 3) Care First Careers.

A brief overview on progress was noted.

The report was considered and received.

## 11/005 **ITEM 5 FINANCIAL UP-DATES**

### **5.1 Contracts Update**

The Assistant Principal - Finance presented an up-date in relation to the progress being made with the Procurement Team, notably on areas such as collaborative procurement, annual capital budget IT tenders, laundry, vehicle hire, stationery and catering supplies.

An up-date in relation to the Student Transport was also received with the rationale to extend the existing contract by a further year. Some negotiation is to take place due to the possibility of increasing routes, increasing frequency and some increased costs.

After some discussion, it was **agreed** that:

- the current contract with Compass Royston is to be extended for a period of one further year subject to favourable terms being negotiated by the College Leadership Team.

It was also noted that tendering for the contract cleaning is to get underway along with work on reviewing vending machine contracts, book purchases and benchmarking copier paper costs. Work also continues with the FE+ Procurement project, which is hoped, will bring substantial savings through greater purchasing power of six Colleges, as opposed to one.

Mr Hanif requested that the College's Procurement Team should use local suppliers wherever possible.

The Finance, Assets & General Purposes Committee welcomed the savings totalling £144,491 for the first six months of the 2010 / 2011 Academic Year.

## **5.2 Tribal Benchmarking Report**

The Principal / Chief Executive and Deputy Principal - Corporate Services reported that a Financial Benchmarking exercise had been commissioned by the Principalship to ascertain independent feedback on the College's efficiency and effectiveness.

The total cost had been subsidised by the Learning Skills Improvement Services (LSIS) Credits System and therefore the overall cost to the College was less than £8,000. The Finance, Assets & General Purposes Committee thought this was excellent value for money.

It was then reported that the following issues (noted below) had arisen from the exercise and that Governors would receive a detailed presentation at its Strategic Planning Day on Saturday 19 March 2011.

- Overall, the College is performing more efficiently than the 'very low cost Colleges'.

- There remain some areas for further investigation:
  - Teaching productivity.
  - ICT costs.
  - Further efficiencies following the relocation.

The Finance, Assets & General Purposes Committee also noted key aspects on pages 9 (core income), 10 (core activities summary) and page 11 (total college staff numbers) and the overall picture was very positive with the College being benchmarked as being a **very low cost** College.

The report was considered and received.

### **5.3 Financial Health 2009 / 2010**

*(Letter from the Skills Funding Agency)*

The Assistant Principal - Finance reported that the College has recently received the Skills Funding Agency's final agreement of the College's achievement of 'Outstanding' Financial Health for 2009 / 2010, as noted in the appendix of the report.

It was reported that the 'Outstanding' Financial Health Grade is based on the achievement of high scores in a number of key indicators of financial strength, including:

- High levels of reserves (£26.5 million).
- Cash balances of £7.3 million.
- Insignificant levels of long term debt.
- Healthy current ratio of 2.2.
- Generation of an operating surplus for 2009 / 2010 of £1.5 million.

The Finance, Assets & General Purposes Committee welcomed the news and congratulated the College Leadership Team in delivering financial stability for the College.

The report was considered and received.

11/006    **ITEM 6    BUDGET SETTING 2011 / 2012**  
*(Indicative Timetable)*

The Assistant Principal - Finance reported on the Budget Setting exercise for 2011 / 2012, with the time-table of events being **endorsed**, as detailed in **Appendix 1** of the minutes.

The Finance, Assets & General Purposes Committee noted the current position of the Funding Allocations for 2011 / 2012, which have been recently received by the Skills Funding Agency and Young Persons Learning Agency, the detail of which was in appendix 1 of the report.

This identified that the College's allocations are £1.5 million less than in 2010 / 2011 but is £574,000 better than the position estimated in the Shaping the Future Strategy Document, discussed by the Governing Body on the 14 December 2010

It was then reported that a Special Governing Body meeting is to be planned for the 16 June 2011 (*not the 13 June 2011 as detailed in the report*) to approve the Sixth Form Business Case.

The report was considered and received.

11/007    **ITEM 7    DEVELOPMENTS / INVESTMENTS UPDATE**

**7.1    Investment Up-date**

The Deputy Principal - Corporate Services verbally up-dated the Finance, Assets & General Purposes Committee on the progress being made with regards to a number of investment options. As these would be debated in depth at the Strategic Planning Day on Saturday 19 March 2011 only a brief discussion took place.

**7.2    Environmental (Green) Issues Up-date**

The Environmental (Green) Issues report was considered and received for information with updates on the raising awareness / encouraging involvement, Climates Change Action Plan, renewable energy technologies, Travel Plan, water management, Community Partnerships and One Planet Living.

It was noted that responsibility of these initiatives would be transferred to Peter Bland, Assistant Principal - Information Services & Estates following the recent restructure of the Senior Management Team (*now called the College Leadership Team*).

The report was considered and received.

*(Mr Hanif left at the end of this item.)*

## 11/008 **ITEM 8 HEALTH & SAFETY**

### **8.1 Health & Safety Periodic Report**

The Health & Safety Periodic Report for 2010 / 2011 was considered and received for information.

### **8.2 Health & Safety Strategic Committee Minutes (19 November 2010)**

The Health & Safety Committee minutes of the 19 November 2010 were received for information with no issues raised.

### **8.3 Health, Safety & Welfare Policy**

The Deputy Principal - Corporate Services presented the revised Health, Safety & Welfare Policy following changes in the Senior Management Team and a change of responsibilities.

After discussion, it was **agreed to recommend** that:

- the Governing Body approves the Health, Safety & Welfare Policy, as detailed in **Appendix 2** of the Finance, Assets & General Purposes Committee minutes.

## 11/009 **ITEM 9 DATE OF NEXT MEETING**

The Finance, Assets & General Purposes Committee will meet as follows in 2010 / 2011.

- Thursday 7 July 2011 at 2.00 pm.

11/010 **ITEM 10 ANY OTHER URGENT BUSINESS**

None.

The meeting closed at 3.30 p.m.

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**Committee Circulation**

Mr B H Whitfield	College Governor
Mr R Brady	College Governor
Mrs M Britton	College Governor
Mr A Hanif	College Governor
Mrs A V Haskins	College Governor
Mr M Hopkins	Principal & Chief Executive
Miss A McLaren	College Governor
Mr G Rogers	Staff Governor (Business Support)
Mr D Whitaker	College Governor
Mrs Z Lewis	Deputy Principal - Corporate Resources



## **Appendix 1**

### **Budget Setting 2011 / 2012**

## Budget & Curriculum Planning Timetable 2011 / 2012

Date(s)	Key Action	Responsibility
31/01/2011	Receipt of provisional allocation for YPLA 16-18 Learner numbers and SFA ALR allocations	SFA / YPLA
07/03/2011	January (half year) management accounts ready for preparation to CLT	MB / NB
07/03/2011	Issue requests for capital bids	CT
08/03/2011	Training for DOPs and Deputy DOPs on '4 CAST'	DOPs / DDOPs
07 - 09/03/2011	Trish Swift training for DOPs on curriculum efficiency	AW / DOPs
11/03/2011	Mid year update 3 year financial forecast to SFA	MB
15/03/2011	Budget setting report to FAG&P detailing the indicative budget timetable	MB
18/03/2011	1st return of curriculum plan from DOPs	DOPs
21/03/2011	Deadline for returning capital bids and forward to PB / Mhsett	CLT / MH
25/03/2011	MIU merge & validate and return curriculum plans	AW / DOPs
31/03/2011	Receipt of confirmation of final SFA and YPLA allocations and allocations for 16-18 ALS, LLDD (programme and high level ALS) and 16-18 Learner Support Funds	SFA / YPLA
31/03/2011	Part-time and Full-time prospectus covers approved by CLT	RA

<b>Date(s)</b>	<b>Key Action</b>	<b>Responsibility</b>
01/04/2011	DOPs final amendments of curriculum plan	DOPs
04/04/2011	Present budget timetable and allocations & 3 year SFA plan update to GB	DOPs / FG / AW
04/04/2011	Returned capital bids from PB	PB
08/04/2011	Curriculum planning and course files finalised and targets set	AW / FG
April	Meet with all Budget Holders to review budget issues	NB
30/04/2011	Format and wrap around of both prospectus complete and approved by CLT	RA
02/05/2011	Present capital bids to CLT	ZL
03/05/2011	Present HLBS to CLT	ZL / MB
06/05/2011	DOPs to finalise part time marketing information	SM / DOPs
23/05/2011	Finalise 10 year plan (to prepare business case)	MB
27/05/2011	DOPs to finalise full time marketing information	SM / DOPs
27/05/2011	Distribute Employers Guide	RA
06/06/2011	Present 6th form business case and 10 year plan to CLT	ZL
10/06/2011	Part time prospectus final sign off	RA
16/06/2011	Present 6th form business case and 10 year plan completed for investment decision making to FAGP then special GB	ZL
17/06/2011	Send approved business case to SFA & YPLA for approval	ZL
24/06/2011	Finalise draft revenue budget ready for FAGP	NB

<b>Date(s)</b>	<b>Key Action</b>	<b>Responsibility</b>
01/07/2011	On-line enrolment commences and part time prospectus is published	RA
01/07/2011	Distribute part time prospectus	RA
07/07/2011	Present final budget & 10 Year Plan incorporating investment decisions to FAGP	MB / ZL / FA&GP
09/07/2011	School Leaver Guide final sign off	RA
11/07/2011	Present final budget & 10 Year Plan incorporating investment decisions to Governors	MB / ZL / GOVERNORS
30/07/2011	Final, approved 10 year plan submitted to SFA	MB
30/07/2011	Budgets loaded onto financial system and distributed to budget holders	NB
30/07/2011	Approval of business case from SFA and YPLA	TT
01/08/2011	Commence enabling works on site	TT
12/09/2011	Distribute School Leaver Guide 2012 / 2013	RA
September	Distribute HE Prospectus	RA

	Key Finance dates
	Key Curriculum dates
	Key Marketing dates
	Key allocation dates

<b>Key</b>		
MH	Mike Hopkins	Principal
ZL	Zoe Lewis	Deputy Principal, Corporate Services
SM	Sandra Morton	VP, Curriculum & Quality
DOP's	Directors of Programme	
CLT	College Leadership Team	
FG	Fiona Gray	Planning & Funding Manager
MS	Management Spine Staff	
MB	Melinda Bulman	AP, Finance
NB	Neil Blenkinsopp	Head of Financial Operations
AW	Adrian Wintle	College Information Manager
RA	Richard Atkinson	AP, Marketing, Communication, Registry and Admissions & Clerk
TT	Turner and Townsend	Project Managers
YPLA	Young Peoples Learning Agency	
SFA	Skills Funding Agency	



## **Appendix 2**

# **Health, Safety & Welfare Policy**



## Health, Safety & Welfare Policy

<b>Policy / Procedure</b>	Health, Safety & Welfare Policy
<b>Responsibility</b>	Malcolm Honeysett Health & Safety Officer
<b>Who is affected</b>	All staff, learners and visitors
<b>Number of Pages</b>	20

<b>Impact Assessed</b>	28 February 2011	<ol style="list-style-type: none"> <li>1. Age</li> <li>2. Disability</li> <li>3. Gender Reassignment</li> <li>4. Marriage and civil partnership</li> <li>5. Pregnancy and maternity</li> <li>6. Race</li> <li>7. Religion or belief</li> <li>8. Sex and sexual orientation</li> </ol>
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<b>Approved by the College Leadership Team</b>	7 March 2011.
<b>Approved by the Finance, Assets &amp; General Purposes Committee</b>	15 March 2011.
<b>Approved by the Governing Body</b>	To be approved 4 April 2011.
<b>Posted on the Staff Intranet / Blackboard</b>	<b>This document is available in large print, Braille or alternative formats upon request.</b>
<b>Review Date</b>	12 months.



## Health, Safety and Welfare Policy

<b>Contents</b>	Section A	General Intent.
	Section B	Objectives.
	Section C	Organisation and responsibilities.
	Section D	Arrangements.

Appendix 1 - Names of staff in post referred in the policy  
Appendix 2 - Managed sections with reference to the arrangements in Section D)  
Appendix 3 - Associated Policies and Procedures  
Appendix 4 - Health and Safety Committee members

### Section A General Intent

The Further Education Corporation of Middlesbrough College, in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant related legislation acknowledges its responsibility to provide, and maintain as far as is reasonably practicable, a working environment which is conducive to the health and safety and welfare of its employees, learners and anyone else who may be affected by its undertaking. In addition, and according to the Children Act 1989 and section 175 of the Education Act 2002, the College acknowledges its responsibility to safeguard and promote the welfare of its learners.

### Section B Objectives

1. To form a positive Health and Safety culture within all College business undertakings.
2. To be proactive by strategies of management to prevent injury or decay of health as a result of the business of the college.
3. To introduce control measures to minimise or eliminate risks to health.
4. To ensure a healthy and safe working environment and one that protects an individual's mental, physical and emotional wellbeing.

5. To comply with legislation.
6. To provide arrangements for safety of persons in situations of imminent danger and provide First Aid arrangements.
7. To involve and consult staff on health and safety matters.
8. Where health is affected to provide prompt corrective measures to remedy and control re-occurrences.
9. To inform, train and educate staff in health, safety and welfare matters.
10. To maximise the opportunity of education to instill an understanding of risk management and health and safety into learners for benefit of present and future working lives, involving learners in college Health & Safety matters when appropriate.
11. To maximise the opportunity of education to instill an understanding of how the learner may keep themselves safe from emotional, physical and mental neglect or abuse and adopt healthy lifestyles.
12. To accommodate as far as reasonably practical those with special requirements to ensure equality in an approach to health, safety and welfare for all persons.

## **Section C Organisation and Responsibilities**

### **Governors**

1. Responsible for Health, Safety and Welfare in accordance with the scope of this policy
2. Approve and monitor effectiveness of the Health, Safety & Welfare Policy.

### **Principal / Chief Executive**

3. To oversee a system for risk management as applied to Health and Safety of all persons affected by the business of the College.
4. To report to Governors matters of Health, Safety and Welfare and the effectiveness of the systems of management which serve the same.
5. To define the responsibilities of staff for the system of management.

6. To ensure allocation of resources for the measures necessary to control risk.
7. To be available or ensure availability of designated staff to be responsible for decisions and co-ordination in times of emergency.

### **Health and Safety Strategic Committee**

8. To advise on the development and review of the Health, Safety and Welfare Policy and to report and advise on its implementation.

### **Deputy Principal - Corporate Services**

9. To ensure due diligence in regards to the integration of the Health, Safety and Welfare Policy objectives in the delegated responsibilities of Assistant Principals and adequate resources for the same.

### **Vice Principal - Curriculum & Quality**

10. To ensure due diligence in regards to the integration of the Health, Safety and Welfare policy objectives in the delegated responsibilities of Assistant Principals, adequate control measures, and the promotion of all aspects of Health and Safety, in the learner community .
11. To lead in the review and development of the Health, Safety and Welfare Policy
12. Chair of the Health and Safety Strategic Committee.

### **Assistant Principal - Student Services, Teaching and Learning**

13. To be the Designated Senior Person for the College as referred in Safeguarding Procedures for the purpose of investigating and reporting any suspected cases of abuse.
14. To provide advice for safeguarding children and vulnerable adults in accordance with the legislation and propose the procedures necessary.
15. To review the procedures in the context of changes to guidance and the effectiveness of the procedures
16. To ensure the curriculum development and delivery refers to Health, Safety and Welfare matters including the instilling of safe practice amongst the learning community of the college.

### **Assistant Principal - Quality, Standards & Excellence**

17. The provision of disseminated information from quality surveys and monitoring which provide indications of the success of plans to improve safety and wellbeing awareness and learning.
18. Chair of the Health and Safety Operational Committee.
19. To ensure systems of Health and Safety management are implemented.
20. To ensure adequate Incident Manager arrangements are in place.

### **Assistant Principal - Finance**

21. The provision of insurance arrangements, and financial provision for remedial actions or compensating claims, in event of an accident.

### **Assistant Principal - Marketing, Communication, Registry & Admissions & Clerk**

22. Preparation of the risk management plan for the college including risks associated with injury to individuals.

### **Assistant Principal - Information Services and Estates**

23. Develop and maintain College Security systems according to a policy which safeguards staff and learners.
24. Cleanliness of the college.
25. Waste management.
26. Ensuring a safe environment as applicable to college buildings, grounds, building services, equipment, furniture and fittings and the monitoring of any delegated responsibilities for the same.
27. Ensuring effective fire safety systems through inspection, testing and repair.
28. The control of all maintenance work, employees and contractors to ensure the Health and Safety of themselves, and others and the wellbeing of children and vulnerable adults.

### **Assistant Principal - Human Resources**

29. Recruitment of staff in accordance with current legislation and Independent Safeguarding Authority guidelines.
30. Provision of job descriptions which define Health and Safety and Safeguarding responsibilities.
31. Provision of Health, Safety and Welfare training, staff induction, and the monitoring of its effectiveness.
32. Health Surveillance and medicals as required.
33. To promote staff welfare and respond to early onset reports of work related health issues and to be proactive, by surveys, when required.
34. Monitoring of absences from work resulting from work related health issues including work related stress.

### **Health and Safety Officer**

35. Advising at all levels in all matters of risk management as applicable to health and safety.
36. To undertake the role of Fire Safety Manager as defined in the Fire Safety Management Strategy.
37. Organizing First Aid provision.
38. Devising emergency procedures, and training, informing and testing of such.
39. To co-ordinate training for Health and Safety in conjunction with the Workforce Development Manager.
40. Devise and monitor the effectiveness of systems of Health and Safety management and report to the Principal / Chief Executive.
41. Investigation of accidents.
42. Central co-ordination and review of risk assessment activity and consideration of incident data.
43. Preparation of reports and general communication to the college community regarding Health and Safety matters.

44. To lead in the review and development of the Fire Safety Management Strategy.
45. Providing information to Health and Safety Executive as required by legislation (RIDDOR).

### **Health and Safety Operational Committee**

46. To provide a forum for department and union safety representatives to be consulted on Health, Safety and Welfare matters in general and highlight operational issues which reflect the effectiveness of the strategy for managing health and safety and welfare. This information is considered at the Health and Safety Strategic Committee

### **Heads of Managed Sections**

47. Develop plans for Health and Safety within the areas under their control, implementing the plans, monitoring their effectiveness and reviewing and modifying plans accordingly.
48. Reporting on the status of implementation through Delivery Plans to the Principalship.
49. Investigation of accidents.

### **Line Managers or Supervisors**

50. Accountable for Health and Safety of those placed in their charge within the system of management.

### **All employees**

51. Are responsible for carrying out their work in accordance with safe procedures, thereby ensuring the safety and wellbeing of themselves, other employees, learners and other persons.
52. Reporting accidents, those which cause injury and those with the potential to do so, as soon as practicable and in accordance with the Accident Investigation procedure. All accidents involving injury should be recorded on an approved Accident Recording Form, available from each Reception office.
53. Reporting matters of concern in accordance with the College Safeguarding procedures

54. Reporting significant changes in their own health, including diseases and pregnancy, in writing to the Assistant Principal - Human Resources.
55. Reporting matters which are of Health and Safety concern to line managers and to the relevant college service.

## **Section D Arrangements**

The arrangements for delivering each objective are set out below:

Objectives, 1, 2, & 3. A positive Health and Safety Culture may be described as consistent beliefs and attitudes supported by a system of management which produce safe behaviour and that which does not cause a degrading of health due to work. This is achieved through a comprehensive and thorough system of management, and understanding through training, instruction and involvement.

The college has adopted the Health and Safety Executive model for the management of Health and Safety of 'Successful Health and Safety Management', HSG65. To this objective:

1. Each managed section of the college has the responsibility and duties to document their Planning and Implementation of Health and Safety in an agreed format.

This requires

- 1.1 Assessments and related development actions to be noted.
- 1.2 Staff organisation and responsibilities (including those arrangements to ensure learners' safety during off-site activities and work based learning and experience).
- 1.3 Organisation of the risk assessment process, safe systems of work and procedures.
- 1.4 Information regarding the safety controls for the areas in which staff work.
- 1.5 Equipment information and arrangements for repair, maintenance and inspections according to designated responsibilities from the Principal / Chief Executive.
- 1.6 Plans and targets for increased learner awareness and instruction in Health and Safety.
- 1.7 Means by which staff are informed and involved.
- 1.8 Acquisition of information used to review effectiveness of the plans.

The managed sections are as listed in **Appendix 2**.

2. Regular audit and advice is provided to these managers by the Health and Safety Officer.
3. Termly monitoring reports are provided to the College Leadership Team (CLT) as to the status of management of health and safety and within managed areas.
4. Annual reports are undertaken to review the effectiveness of the strategy. The Health, Safety and Welfare Policy is reviewed annually.
5. Internal audits are undertaken by external agencies at a minimum of three year intervals to verify the processes.
6. The Health and Safety Committees monitor implementation of the arrangements, wellbeing and strategic effectiveness.
7. Safety inspections and surveys are carried out.
8. Training needs are identified.

**Objective 4** - A Healthy and Safe working environment and one that protects an individual's mental, physical and emotional wellbeing is achieved through:

The Estates Department by:

9. Preventative maintenance.
10. Responsive maintenance.
11. Investment in equipment, major and minor works.
12. Prioritising of available resources in accordance with risk.
13. Cleanliness and good management of areas.
14. Security personnel, policy and systems.
15. Fire safety systems.

The Human Resources Department by:

16. Recruitment policies and procedures
17. Policies on work related stress
18. Promotion of wellbeing
19. The training of staff on safeguarding requirements.

The Student Services Department by:

20. Promotion of wellbeing.
21. Assessments of students who may put themselves or others at risk.
22. Clear student disciplinary procedures
23. Creation and review of cross college safeguarding policies and procedures
24. Provision of advisory services for safeguarding

**Objective 5** - Compliance with legislation is achieved by:

25. Employment of competent staff (includes designated Health and Safety Officer) to advise and ensure implementation of the policy.
26. Identification of training needs in respect of the above.

**Objective 6** - Arrangements to protect against harm for situations of imminent danger is achieved by:

27. Procedures and arrangements defined by the Health and Safety Officer and which are available in the Staff Handbook on the College intranet and include procedures:
  - In the case of fire and building evacuation
  - In the case of a bomb threat
  - For administering first aid.
28. Appointment of a group of managers trained as Incident Managers to ensure procedures are carried out and that there is efficient coordination of resources in the event of emergencies and major incidents.

**Objective 7** - Staff are involved and consulted on Health, Safety and Welfare matters by:

29. Union and departmental safety representation on Health and Safety Committees.
30. Via managed sections, as planned and documented, for consultation, information and involvement.

**Objective 8** - Remedial corrective measures when accidents occur, or when health is affected, are carried out as a result of

31. Accident report forms.
32. Accident investigation procedures.
33. Incident reports.
34. Reports to and from Personnel.
35. Investigations carried out in accordance with Safeguarding Learners Policies and Procedures, ref Appendix 3. (These are in the Staff Handbook within the Documents section on the staff intranet.)

**Objective 9** - Staff are informed, trained and educated in Health, Safety and Welfare matters  
By:

36. Staff performance reviews
37. Staff Induction
38. Training needs analysis.
39. Internal training schemes to share and cascade knowledge and training.
40. Identification of training needs by monitoring actions of the Health and Safety Officer.
41. Training effectiveness monitoring procedures.
42. College information bulletins.
43. Notice boards for Health and Safety information.
44. Availability of network based information.

45. Signage throughout the college on emergency procedures.
46. Staff Handbook.

**Objective10** - The opportunity of education to instill an understanding of risk management and health and safety into learners for benefit of present and future working lives is achieved by:

47. Ensuring that health and safety culture is embedded in the curriculum
48. A comprehensive learner induction programme.
49. Ensuring that tutorials include health and safety subject matter when it does not form part of their curriculum.
50. Ensuring that the standards presented in theory are re-enforced in practical areas
51. Maintaining a high and visible profile for health and safety as appropriate.
52. Involving learners in practical risk assessment activity
53. The provision of information to learners which explains the risk controls for the environment they work and study in.

**Objective 11** - The opportunity of education to instill an understanding of how the learner may keep themselves safe from emotional, physical and mental neglect or abuse and adopt healthy lifestyles is achieved by:

54. The provision of a range of services by Student Services and information on the Student Services section of the electronic media 'Blackboard'.
55. Links with external agencies.
56. First aider links with student services.
57. Policies and information presented at student induction and within tutorial programs.

**Objective 12** - Accommodation of those with special requirements to ensure equality in an approach to health and safety for all persons is achieved by:

- 58. Assessments by the Personnel Department.
- 59. Assessments by Student Support Coordinator
- 60. Surveys and action plans to comply with the Disability Discrimination Act.

Further information in regards to this policy is available  
from the Health and Safety Officer.



## Appendix 1

### Names of Staff in post referred in the policy

Principal / Chief Executive	Mike Hopkins
Deputy Principal - Corporate Services	Zoe Lewis
Vice Principal - Curriculum and Quality	Sandra Morton
Assistant Principal - Student Services, Teaching & Learning	Steve Brady
Assistant Principal - Quality, Standards & Excellence	Carol Bromyard
Assistant Principal - Information Services and Estates	Peter Bland
Assistant Principal - Finance	Melinda Bulman
Assistant Principal - Marketing, Communication, Registry, Admissions & Clerk	Richard Atkinson
Assistant Principal - Human Resources	Val Howey
Health and Safety Officer	Malcolm Honeysett
Student Support Co-coordinator	Jenny Cairns

#### **Union Safety Representatives:**

David Branson	(UCU)
Lynn Taylor	(UCU)



## Appendix 2

### Managed sections and managers with assigned duties for Planning and Implementation with reference to section D – ‘Arrangements’

Assistant Principal - Information Services and Estates	Peter Bland
Assistant Principal - Student Services, Teaching and Learning	Steve Brady
Assistant Principal - Marketing, Communication, Registry, Admissions & Clerk	Richard Atkinson
Director of Programme - A Level	Richard Ronksley
Director of Programme - Catering, Hospitality, Travel and Tourism	Carole Bennett
Director of Programme - Construction	Martin Humphreys
Director of Programme - Engineering and Computing	Dave Marley
Director of Programme - Hairdressing, Beauty & Comp Therapies	Lynne Alderson
Director of Programme - Health and Social Care	Sue Duffield
Director of Programme - Business Commerce and Training	Jackie Gardner
Director of Programme - Sport and Recreation	John Chance
Director of Programme - Visual & Performing Arts	Trevor Brewis
Director of Programme - HE and Business	Paul Stone
Health and Safety Officer - Miscellaneous Admin, Managerial and Service Depts.	Malcolm Honeysett



## **Appendix 3**

### **Associated policies and procedures**

Staff Wellbeing Policy

Staff Recruitment Policies and Procedures

Guidance for Safe Working Practice for the Protection of Children, Young People, Vulnerable Adults and Staff in Education

Safeguarding Learners Policy

Every Child Matters (ECM) Policy Statement

Learner Wellbeing and Counselling Service

Mental Health Policy

Bullying and Harassment Policy

First aid procedures

Learner Visits Policy

Substance Misuse Policy

Powers to Search, Control, and Restrain Policy

ICT Acceptable Use Policy (incorporates e-safety)



## **Appendix 4**

### **Health and Safety Committee Strategic Representatives**

<b>Name</b>	<b>Title</b>	<b>Role</b>	<b>Present</b>
College Staff			
Sandra Morton	Vice Principal - Curriculum and Quality	Chairman	
Carol Bromyard	Assistant Principal - Quality, Standards & Excellence	Chairman of Operational H & S Committee and College Leadership Team Representative	
Malcolm Honeysett	Health & Safety Officer	Health & Safety management	
Alison Stephenson	Personnel Manager	Human Resources and Staff Wellbeing	
Steve Brady	Assistant Principal - Student Services, Teaching and Learning	Learner Safeguarding and Welfare	
Peter Bland	Assistant Principal - Information Services and Estates	Estates and IT	
Union Safety Representatives			
David Branson	Coordinator Health and Safety ILEX and related courses	UCU And JCNC	
Governor Representatives			
John Autherson	Governor	Governing Body	
In Attendance By Standing Invitation			
David Thomson	Health & Safety Advisor	External Adviser	
Carolyn Moore	Administrator	Minute Taker	

## Appendix 4 (continued)

### Health and Safety Committee Operational and Wellbeing Representatives

Name	Title	Role	Present
Ex Officio			
Carol Bromyard	Assistant Principal - Quality, Standards & Excellence	Chairman	
Malcolm Honeysett	Health & Safety Officer	Health & Safety management	
Alison Stephenson	Personnel Manager	Operational stress Management and staff wellbeing	
Union Safety Representatives			
David Branson	Coordinator Health & Safety ILEX and related courses	UCU and JCNC	
Kay Stallard	Lecturer	Unison	
Vacancy	Student Sabbatical Officer	Students Union	
Service Representatives			
Craig Burton	Gymworld Manager	Gymworld (SMA)	
Alister Wrigley	Catering Manager	Commercial catering (SMA)	
Gary Rogers	Estates Manager	Estates (SBA)	
Carol Kettlewell	Senior Sales Ledger Clerk	Finance (SAA)	
Alan Moore	Systems & Support Manager	Information Services (SDA)	
Claire Donlan	Head of Learning Resources	Learning Resources Centre (AJA)	

<b>Name</b>	<b>Title</b>	<b>Role</b>	<b>Present</b>
Stephen Routledge	Work Based Learning Quality Coordinator	Business Commerce and Training (AKA)	
Mike Bulmer	Student Services Manager	Student Services	
Curriculum Representatives			
John Earland	Teaching & Learning Mentor	Curriculum Representative for HE and Business (ABB)	
Paul Bayntun	Senior Coordinator Employer Responsiveness & Related Programmes	Curriculum Representative for Catering and Hospitality, within CHaTT Directorate (ANA)	
June Craven	Course Team Leader Travel and Tourism	Curriculum Representative for Travel and Tourism within CHaTT Directorate (ANA)	
Lynn Taylor	Health and Safety Coordinator – Construction	Curriculum Representative for Construction (AHA) and Union rep. for UCU	
Barry Corkin	Curriculum Technician - Mechanical Engineering, Fabrication & Welding	Curriculum Representative for Engineering & Computing (AIA)	

<b>Name</b>	<b>Title</b>	<b>Role</b>	<b>Present</b>
Jane Nolan	Course Team Leader Hairdressing	Curriculum Representative for Hair within H & B Directorate (APA)	
Beverley Williamson	Course Team Leader Beauty	Curriculum Representative for Beauty and Complementary Therapies within H & B Directorate (APA)	
Matthew Hopton	Course Team Leader Health and Social Care / 14 - 16	Curriculum Representative for Health and Care (AEA)	
Eric Leach	Co-coordinator Sport Development	Curriculum Representative for Sport and Recreation (ASA)	
Mike Ford	Senior Science Technician	Curriculum Representative for A Level	
Stephen Hoggart	Lecturer Music and Technology	Curriculum Representative for Visual and Performing Arts (AUA)	
In Attendance By Standing Invitation			
Kevin Morris	Member of IOSH	By Invitation	
David Thomson	Health & Safety Advisor	External Adviser	
Carolyn Moore	Administrator	Minute Taker	