



Organisational Health & Safety Arrangements

Introduction

DART is committed to continually improving its health and safety systems and procedures and developing 'best practice' following the United Kingdom's Health and Safety Executive guidance HS(G) 65, Managing for Health and Safety.

A Plan - Do - Check - Act approach will be adopted to ensure the Organisational Health & Safety Management System (OHSMS) is being proactively implemented and monitored by the Reaseheath Group. The OHSMS is a mandatory document and is utilised by Reaseheath Group across all academic/delivery and support operations within the Group. This document sets out the minimum health and safety standards which all of these academic and support areas must follow.

Overall responsibility for health and safety for DART rests with the Chair of Board of Management, but for day-to-day responsibility rests with Principal who also signs the DART Health and Safety Policy Statement. The OHSMS is made available on DART's intranet site and within learner literature.

Implementation, operation, and performance of safety, health and welfare within DART requires commitment and leadership within all levels of management, staff and learners in discharging the OHSMS.

To ensure that DART meets its policy commitment, health and safety performance will be regularly reviewed and discussed, and actions addressed.

Organisational Structure for the Management of Occupational Health & Safety

The DART Board delegates the day-to-day overall responsibility for Health and Safety to the Principal, who will primarily perform a monitoring role by delegating annual audits to senior managers.

Reaseheath College's Chief Financial Officer, on behalf of the Principal acts as line manager to the Health and Safety Manager who assumes front line responsibility for co-ordinating health & safety across the business. This is achieved by consultation and liaison with senior managers.

The College Health and Safety Manager receives information regarding new regulations, Codes of Practice and other issues, this is disseminated and distributed by him and he will also give advice on any Health and Safety matters.

Executive members, Senior Managers, and Team Leaders have responsibility for ensuring that safe systems are in operation in their areas of work, and to perform a monitoring role.

The Reaseheath College Vice-Principal has particular responsibility for DART. Specific responsibility for DART (work-based learning) is delegated to the Operations Director, who delegates day-to-day responsibility to the Operations Manager. The Operations Manager will work in conjunction with the Senior Management team, subcontractors, the landlord, the team of tutor assessors, placement visitors and the Health and Safety Manager to ensure the safety of work-based learners.

General Responsibilities

The responsibilities detailed within this section are general and should be implemented by all within DART. The Chair of the Board is responsible for ensuring that operational responsibilities are developed and issued to those within positions at DART.

Safety Organisational Responsibilities

DART Board

The Board is a strategic body made up of various stakeholders from the Reaseheath Group.

The Chair of the Board has ultimate responsibility for health and safety within DART. The Board of Management takes its responsibilities seriously. It is committed to:

- Actively promoting safety, health and welfare and setting a good example to staff and learners.
- Ensuring that the OHSMS has been formulated communicated and implemented.
- Approving the Health and Safety Policy on behalf of DART.
- Ensuring that material and financial resources are available to meet the requirements of the Health and Safety Policy and OHSMS.
- Ensuring that the management team discharges their duties for health and safety through provision of the OHSMS.
- Regularly reviewing the OHSMS implementation via a set of key performance metrics to drive up health and safety performance, continually improve and meet legal compliance.
- Taking a lead in establishing the management of the business risk profile.
- Taking an active role in steering and risk committees.

Principal

It is the responsibility of the Principal to:

- Take a proactive role and lead health and safety.
- Actively promote safety, health and welfare and set a good example to staff and learners.
- Ensure that managers and all staff are charged with the duties imposed on them through accountability and responsibility systems.
- Ensure that material and financial resources are available to meet the requirements of the Health and Safety Policy and its OHSMS.
- Appoint a Health and Safety Manager to provide specialism on health and safety responsibilities and provide a health and safety management system pertaining to DART activities.
- Be conversant with the requirements of the main statutory provisions and ensure their observance through the OHSMS advising both the board and functional management.
- Assign health and safety Key Performance Indicators (KPIs) to the departments making up DART.
- Ensure that regular reviews of the Health, Safety & Environmental Policy are administered.
- Review overall Group performance as part of a management review.
- Chair the Steering/Risk Committee on a quarterly basis.
- Take a lead in establishing the management of the Group risk profile.
- Fully review serious incidents.
- Provide termly reporting to the Board

Senior Management Team (SMT)

It is the responsibility of Executive to:

- Actively promote safety, health and welfare and set a good example to staff and learners.
- Ensuring that the OHSMS has been formulated, communicated and implemented.
- Ensure that all levels of staff and learners receive adequate safety information, instruction and training as is necessary to discharge their duties in accordance with the Health and Safety at Work Act 1974 and related regulations.
- Co-operate fully with any requirement or advice given by the Health and Safety Manager.
- Ensure that all equipment sent to the learning environment/workplace is safe, efficient and maintained to a standard which complies with health and safety statutory legislation.
- Maintain and promote 'best safety practice' within the business.
- Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel.
- Participate within the management review of health and safety performance.
- Carry out periodic inspections/audits to reinforce visible leadership across their sphere of operations.
- Ensure accidents are being reported and to review all accidents and incidents within their sphere of operations.
- Ensure that health and safety systems are being monitored at regular intervals.
- Maintain a system of proactive hazard spotting and defect reporting using established systems.
- Maintain an "active hands on" role in emergency planning and emergency response.

Operations Director

It is the responsibility of the Operations Director to:

- Ensure that financial resources are available to meet the requirements of the Health and Safety Policy and OHSMS.
- Oversee the running and Chair the DART Health & Safety Committee meetings.
- Consider health, safety & environmental issues when developing strategies for internal growth
- Take an active role in establishing the management of the business risk profile

Operational Management Team

It is the responsibility of the Operational Management team to:

- Actively promote safety, health and welfare and set a good example to staff and learners.
- Develop and maintain risk assessments pertinent to the work activities in the business in their sphere of operations.
- Familiarise themselves with the Health and Safety Policy and the OHSMS requirements.
- Co-operate fully with any requirement or advice given by the Health and Safety Manager.
- Ensure before commencement of any work activities that safe methods of work are in place and Point of Work risk assessments are undertaken.
- Ensure that all work carried out at DART using machinery and equipment conforms to the requirements of health and safety law and all other relevant statutory legislation.
- Ensure all operational personnel and learners obtain suitable induction training on tasks that have a health and safety bearing on their activities.
- Ensure that, when required, all equipment is tested and carries the necessary statutory documentation. Also that inspections, maintenance and periodic examinations are carried out and the results are recorded.
- Ensure fire precautions and procedures are maintained in their immediate work area.

- Ensure that all staff are only employed on equipment for which they have been trained, and that they are in possession of the appropriate qualifications/training certificates/records.
- Ensure that any event (accident, incident, near miss etc.) is recorded and fully investigated and communicated to the Health & Safety Manager and Operations Manager.
- Ensure that when contracting staff are brought onto site under their direct control that they are managed whilst on site and that the business H&S requirements regarding contractors are upheld.
- Risk assesses learner work placements where applicable.
- To act as the Safety Coordinator for the area.
 - Being a focal point for health and safety issues within their respective workplaces.
 - Monitoring that risk assessments have been completed and that agreed safe systems of work are being applied.
 - Monitoring that inspections are undertaken at regular intervals to ensure health and safety performance standards are being maintained.
 - Ensuring that area training needs are identified and training is being delivered including induction, on the job and refresher training.
 - Inspecting any area brought to their attention as having health and or safety concerns, and if necessary escalating issues to management for resolution.
 - Being part of the safety committee structure.

Operations Manager and the Group Estates Manager

It is the responsibility of the manager/s to:

- Maintain the buildings and infrastructure in accordance with planned preventative maintenance requirements.
- Manage a reactive maintenance system.
- Ensure effective controls are put in place to manage the fixed electrical wiring system, including controls over the water system and the management of asbestos.
- Agree work in accordance with risk assessments and method statements, particularly those provided by external contractors.
- Ensure that planned work takes into account staff and learner movements and the hazards associated with the proposed works.
- Maintain documents to support compliance to health and safety legislation (health and safety files, statutory inspections, L8 water management, LEV and periodic inspection reports etc.)
- Play a key role in emergency management command and control in accordance with Group emergency management protocols.

Health and Safety Manager

It is the responsibility of the Health and Safety Manager to:

- Maintain the OHSMS, writing new procedures where necessary.
- Advise on the minimum requirements for health and safety training requirements within DART for staff and learners. For learners this will be based upon learning activities and delivery needs.
- Liaise with other professional health and safety organisations to maintain the progressive health and safety standards and requirements.
- Provide a health and safety information base and advice for all within DART.
- Collect and review the health and safety performance data on a regular basis.
- Report to the Group senior management teams on all matters relating to safety, health, welfare and security issues that affect the Group.
- Be conversant with the requirements of the relevant statutory provisions and ensure their observance by all personnel.
- Where required, investigate and report on any fatalities, major injuries and dangerous occurrences.
- Audit and inspect work locations within DART as deemed necessary.

- Regularly monitor the Health Safety & Environmental Policy to ensure identified weaknesses are eliminated.
- Conduct health and safety inspections and audits of DART activities as required.
- Inform senior management of any serious breach of statutory regulations.
- Promote and advise on best practice and innovations throughout DART.
- Support and review the investigation and reporting process on all major injuries, reportable accidents and incidents and dangerous occurrences.
- Inform senior management as soon as possible of any 'major' health and safety incident on site.
- Develop in consultation with DART line management safe systems of work that may be required.
- Assist management teams across the Group in the development of health safety related documents.
- Participate in health and safety committee meetings.
- Ensure that a schedule for statutory inspections is maintained and reviewed for completion.

Employees

All employees have a responsibility to:

- Actively promote health and safety in the business.
- Exercise reasonable care for the health and wellbeing of themselves and others who may be affected by their acts and omissions.
- Co-operate with DART in all matters relating to safety, health and welfare.
- Co-operate fully with any requirement or advice given by management and or the Health and Safety Manager.
- Work within any method statement or risk assessment which applies to their work operations.
- Report any accidents, incident, near misses or dangerous occurrence to their line manager.
- Wear items of personal protection equipment when required or when instructed.
- Report any defective plant or equipment to their line manager.
- Refrain from horseplay, disorderly behaviour, alcohol and or drug abuse or any other activity which could cause personal injury or injury to others.
- Advise line management of any unsafe condition or work practice.
- Advise line management such as supervisory personnel if they feel the need for additional health and safety training.
- Advise line management or supervisory personnel if they require any further information with regard to carrying out their duties safely.
- Maintain personal protective equipment (PPE) that has been issued to them in a suitable manner and request replacement when necessary.

Learners

All Learners will:

- Be required to take responsibility for their own personal safety and for the safety of others.
- Co-operate with DART in all matters concerning health and safety by following instructions and adopting sensible behaviour whilst on programme.
- Observe proper dress codes for certain activities including the use of personal protective equipment (referred to as PPE).
- Never intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in accordance with health and safety legal requirements.
- Ensure that any vehicle brought onto DART grounds is properly parked to avoid hindrance to delivery/emergency vehicles. Vehicles are parked within DART grounds at the owner's risk.
- Report any incident of aggression or abuse.

Fire Warden

- The role of the Fire Warden is to assist in an orderly evacuation of the building and to sweep areas in line with agreed sweep parameters.
- Training will be provided for the roll of Fire Warden.
- Agree with the landlord regular emergency drills both planned and unscheduled to test preparedness.

First Aid

- The roll of the First Aider is to provide first aid to prevent injuries becoming worse until such time as the emergency services arrive (subject to the incident).

DART Health and Safety Committees

This Health and Safety Committee provides the wider DART governance with oversight of health and safety matters and annual performance review information, and gives a focus on key DART trends and issues. Membership includes Vice Principal, Operations Director, Operational Management Team and Reaseheath College Health & Safety Manager, the committee sits at quarterly intervals. This is a top led senior management health and safety committee that focuses its time on the management of DART's risk profile, top level action plans and a full review of health and safety performance across sections. The committee function is outlined in detailed arrangements within the OHSMS.

OHS Arrangements

The arrangements for managing occupational health and safety are detailed within the OHSMS. The structure of the arrangements section could be established around the following themes:

- Arrangements based upon an A-Z listing
- Document control and retention
- Planning for health and safety
- Performance Monitoring
- Key Performance Indicators

Arrangements

These arrangements indicate how DART will manage and control health and safety systems and procedures at all their academic/work locations to comply so far as is reasonably practicable with current UK legislation.

DART operates a documented safety procedures system comprising:

- Health and Safety Policy and Procedures and Safe Systems of Work
- Health and Safety Plans
- Health and Safety Monitoring Systems
- Health and Safety Forms
- Health and Safety Guidance
- Sub-Contractors Safety Requirements
- Safety Representatives and Safety Committees

The OHSMS has been split into a number of folders on the Reaseheath Group intranet site arranged in an A-Z list of health and safety topics. These folders contain the key information and control strategies to make the Group as safe as is reasonably practicable and a healthy learning environment for learners.

The Health, Safety & Environmental Policy is delivered through the DART health and safety organisation (its people) who then act upon and deliver the health and safety arrangements (using OHSMS system forms).

The arrangements and safe systems of work are designed to inform and provide a practical method of control. Several documents are designed to gather information about the management system to establish controls and verify compliance. These are very much working documents and will be subject to amendment over time.

The health and safety arrangements are closely monitored and controlled and will be used throughout the Group. These arrangements are sectionalised into topic folders and cover the undertakings of DART and its selected contractors. Whilst contractors will have their own standard arrangements, the Reaseheath Group expects its contractors to adhere to theirs.

A-Z lists of arrangements have been developed to make it easier to navigate the health and safety management system within the Group. The list of arrangements is detailed below. Each arrangement is hyperlinked, making navigation simple on the intranet pages.

Arrangements within the OHSMS:

<ul style="list-style-type: none"> • Accident and Incident Reporting & Investigation • Asbestos • Audit Checklist • Classroom Safety • Computer Users • Consultation and Communication • Contractors • CoSHH • Drinking Water • Drugs and Alcohol • Electrical Equipment • Electrical Systems and Equipment Policy • Emergency Planning • Expectant Mothers • Fire • Fire Policy • First Aid • Health and Safety Action Plan • Health and Safety Policy • Home Working • OHSMS List of Abbreviations • Induction • Inspection Checklists • Kitchens and Food Safety • Legionella • Legislation Guidance Sheets 	<ul style="list-style-type: none"> • Lone Working • Manual Handling Monitoring and Review Policy • New and Expectant Mothers • Noise • Office Work • Occupational Health • Plant and Boiler Rooms • Personal Protection Equipment (PPE) • Premises Security and Safety • Reporting Health and Safety Issues • Risk Assessment • Risk Assessment Policy • Safety Committees • Slips Trips and Falls • Smoking Policy • Trade Workshops • Traffic Management • Training • Training Information Sheets • Vehicle and Driving Policy • Violence and Bullying • Vulnerable Persons • Welding and Cutting • Work Equipment • Work Experience • Work Experience Policy • Working at Height
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The above identifies the key requirements of the OHSMS but by its very nature will be subject to review and amendments as the system matures and grows.

Document Control and Retention

Document control sets out the key documents needed for retention to validate the effective implementation of the health and safety systems in use across academic, delivery and support areas of the Reaseheath Group. Documentation and information control will be subject to internal audit for verification and can be seen in extract within the table below.

Document Ref	Document Usage	Owner	Updates	Retention Period
Health and Safety Policy Statement	OHSMS	Board	Annual Review	2 Years
Accident Records	DART accident recording form	Operations Manager	Annual Review	3 Years (or until the IP is 21 if under 16 at the time of the accident)
Health Records	OH Records	Operations Manager	Annual Review	40 Years
OHSMS Document	OHSMS	H&SE Manager	Annual Review	1 Year
COSHH Assessments	OHSMS	Operations Manager	2 year review	3 years
Risk Assessments	OHSMS		As detailed on assessment / Annually	3 Years
Completed Audit Reports	OHSMS	Operations Manager and H&SE Manager	N/A	5 Years
Statutory Compliance Audits (Allianz etc.)	OHSMS	H&SE Manager	As specified	5 Years
Internal Health & Safety Audits	OHSMS	H&SE Manger	Annual	5 Years

Planning for Health and Safety

DART is committed to developing 'best practice' for health and safety to ensure the health, safety and welfare of all employees, learners, subcontractors and those who may be affected by its activities. DART senior management and Reaseheath Group staff shall plan work activities in order to achieve 'best practice'.

There is a planned and systematic approach to implementing the Health and Safety Policy through an effective health and safety management system. The aim is to eliminate, reduce, inform and control all of the risks within DART.

Risk assessment methods are used to decide upon priorities and to set objectives for eliminating hazards and reducing the risks. Wherever possible, risks are eliminated through selection and design of facilities, equipment and work processes.

If the risks cannot be eliminated, such risks will be reduced in so far, as is reasonably practicable. Procedures within DART will stipulate on how and where control methods are utilised by DART management.

Performance Monitoring

Measuring DART's performance with regard to health and safety is achieved by many different methods, from section/area inspections to annual health and safety management audits.

Each team will be set targets known as Key Performance Indicators (KPIs) for health and safety year on year, ensuring that the business maintains and improves its health and safety performance.

Reviewing and auditing both the work activity and safe systems of work enable management to identify weaknesses within the system, which form the basis of independent scrutiny and self-monitoring.

Key Performance Indicators

The OHSMS establishes arrangements for managing health and safety across all areas of the Group. Key performance indicators are intended to be a tool for achieving continuous improvement and for measuring positive action (leading safety indicators) taken to manage health safety rather than only failures (lagging safety indicators).

These key performance indicators measure and target performance improvement and will assist DART in identifying priorities for action and will be useful for bringing about improvement. They will be set annually by DART management and reviewed on a quarterly basis at management health and safety committee meetings. Periodic audits will determine the effectiveness of DART performance across a number of areas.

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