

## POLICY DOCUMENT

# Health & Safety Policy

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BoM Committee	Finance & General Purposes
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BoM Committee	

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Date of last review	
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## Document Change History

This version of the document replaces all previous versions. Changes to this version are summarised below;

<b>Section</b>	<b>Summary of Change</b>	<b>Page</b>
All	Initial Issue (v1.0) dated 17 Jun 2020	All

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# 1. North Highland College UHI H&S Policy Statement

At NHC our safety goal is: “Everyone home safe, every day”.

**That is why EVERYONE at North Highland College UHI (“NHC”) needs to know what is in this H&S Policy. The Health and Safety at Work Act requires us ALL to take reasonable care for the health and safety of ourselves and all other persons who may be affected by our acts and omissions at work.**

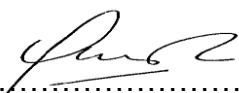
The NHC Board of Management recognises and accepts its duty to protect the health and safety of all staff, students and visitors to the College, as well as any members of the public who might be affected by its operations.

NHC is committed to developing a culture of competence and continuous improvement in H&S management and practice. This will be achieved at all levels through promotion of attitudes and behaviours to instil the expectation that sound H&S practice is the norm.

To achieve this NHC is committed to:

- Engaging positively with staff and students on H&S matters
- Complying with all H&S laws and regulations and relevant standards as the minimum accepted behaviour
- Striving for an incident free work-place by doing all that is reasonably practicable to prevent injury and work-related ill health to all persons under the control of NHC
- Providing and maintaining a secure, safe and healthy working environment, and safe working equipment
- Identifying all hazards and risks associated with its activities; and then providing prioritised and proportionate controls to mitigate risks to as low as reasonably practicable
- Seeking continuous improvement of H&S management systems and performance; and regular review and revising of this policy
- Safe handling, storing & transportation of any substances associated with its activities
- Sufficient and competent information, instruction, training and supervision

Specific arrangements for this Policy’s implementation are detailed in the following pages.

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Donald MacBeath, Principal

17 Jun 2020

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Blair Sandison, Board Chair

17 Jun 2020

## 2. Scope

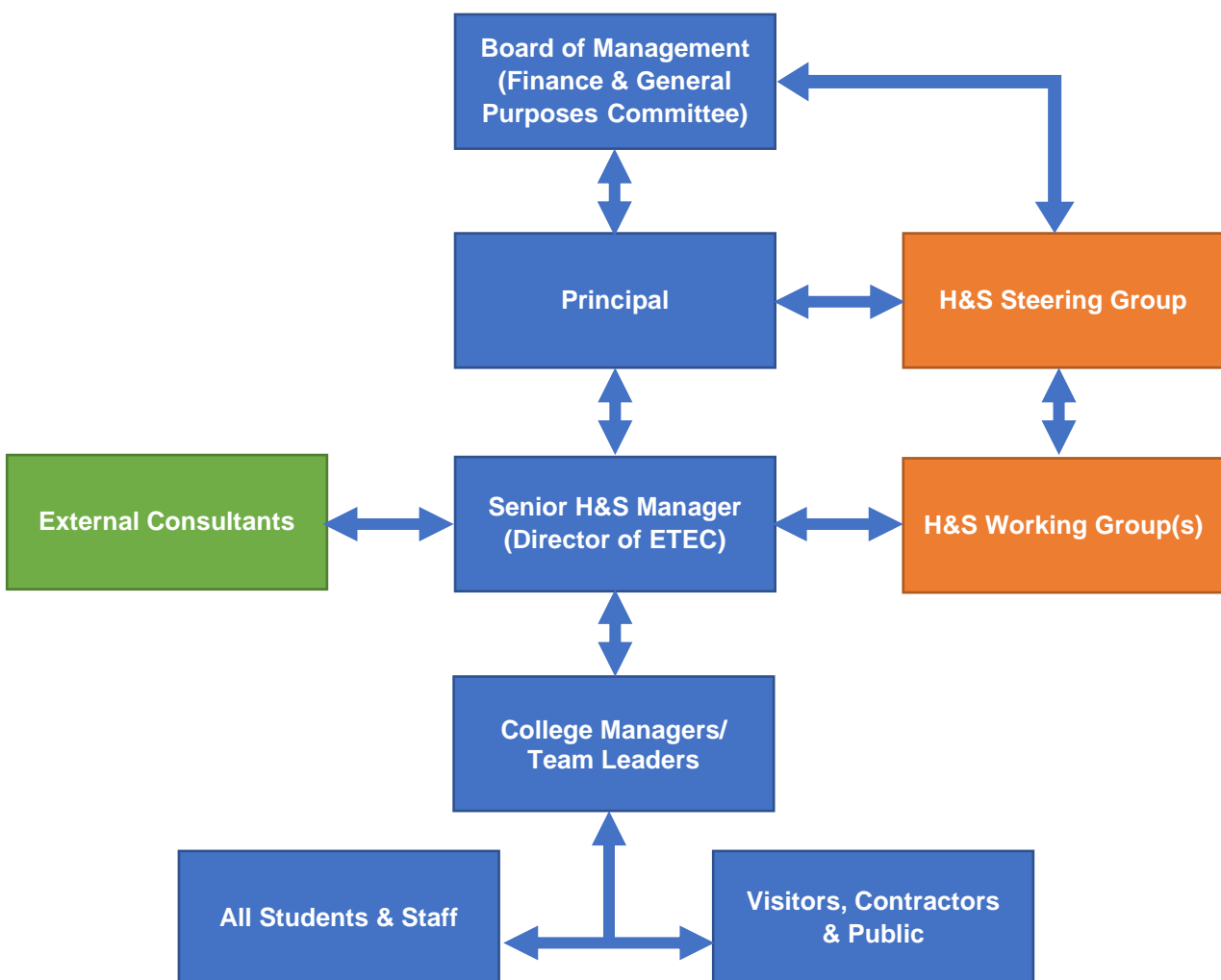
This Health and Safety (H&S) policy applies to all NHC staff, students and visitors. Contractors are covered by this policy with reference to specific NHC contractor management policies.

## 3. Legislative Framework/Related Policies

A list of applicable legislation and regulations is at Appendix 1. Please notify the Senior H&S Manager straight away if you identify any necessary changes to the list.

## 4. Organisation

NHC's H&S organisation is illustrated below and explained overleaf. The organisational responsibility for achieving compliance with this policy will be the same as that for obtaining the normal objectives of the College, namely via the Board of Management, the Principal and College Managers/Team Leaders (defined as comprising all NHC directors, line managers, curriculum leaders and team leaders).



## The Board of Management

Overall and final responsibility for H&S within The North Highland College lies with the Board of Management. To achieve the aims set out within the Statement of Policy, the Board of Management holds primary responsibility for the Health, Safety and Welfare of all College employees whilst at work. This obligation extends to any other individuals who may be affected by activities undertaken by the College.

## The Principal

The Board of Management has delegated authority and responsibility for H&S to the Principal, who, as the principal policy maker, has an obligation to ensure that provision has been made for the development of the H&S Policy, specifying the structure for planning, measuring, reviewing and auditing of H&S and for the implementing strategies to integrate H&S policies and procedures into the college's general activities.

## Senior H&S Manager

The Senior H&S Manager (Director of ETEC) oversees day-to-day H&S management on behalf of the Principal.

## NHC Staff & Students

*H&S is everyone's responsibility.* Full details of specific H&S duties and responsibilities are described in section 5.

## H&S Meetings

NHC H&S meetings shall be used to monitor H&S issues and compliance and to provide a formalised focal point for 2-way communication on H&S matters.

**Note that students & staff can and should raise H&S concerns and recommendations at any time and must not wait until H&S meetings to raise them.**

H&S-related meetings at NHC shall be as follows:

- **Board of Management Finance & General Purposes Committee.** H&S incidents review is a standing agenda item at the F&GP Committee, where the Board is briefed on the topic by the Senior H&S Manager.
- **Planning & Resource Group (PRG).** PRG is a 2-weekly meeting chaired by the Principal and attended by the NHC directors. H&S is standing agenda item led by the Senior H&S Manager.

- **H&S Steering Group (H&S SG).**
  - The purpose of the SG is to oversee, monitor and act on H&S Policy & Plans and occurrence trends; and review, monitor and communicate external updates in H&S regulation, legislation and best practice.
  - Chaired by the Principal, attended by all Directors, AD Corporate Services and Union H&S reps.
  - Meets 6-monthly.
  
- **H&S Working Group (H&S WG).**
  - The purpose of the WG is to review/manage working level and dept-specific H&S occurrences, and to implement H&S Plan actions (Appendix 3 refers).
  - Chaired by the Senior H&S Manager, attended by H&S reps from Estates, Student Support, Union H&S reps and HISA reps; plus additional members co-opted as and when required to address specific topics.
  - Meets quarterly.

In addition, the Senior H&S Manager shall attend the UHI H&S Practitioner Group meetings.

## 5. Responsibilities

**Everyone at NHC must note that the following actions and behaviours contravene not only this Policy but also the Health & Safety at Work Act:**

- Intentional or reckless misuse, tampering, or interference with any firefighting equipment, fire prevention equipment, fire doors, fire detection equipment, fire alarm activation points, fire signs.
- Intentional or reckless misuse of any equipment provided by NHC in the interests of health, safety or welfare in pursuance of the Health and Safety at Work Act or of any relevant statutory provisions relating to health and safety.
- Failure to use appropriate Personal Protective Equipment.

This section of the Policy outlines the specific H&S responsibilities of students and NHC staff and managers. General guidance for staff and students on day-to-day H&S matters is detailed at Appendix 2.

### Students

All students shall:

- Comply with NHC's H&S Policy as published and with any H&S procedures relating to the facilities which the student is using.
- Promptly report to a member of staff all incidents (injuries, work-related ill health, dangerous occurrences and 'near-misses'), and any perceived risks and

shortcomings in H&S arrangements; and also decline to participate in activities they reasonably believe to be dangerous.

- Exercise reasonable care for:
  - Their personal safety.
  - The safety of other persons who may be affected by his or her acts or omissions.
  - The safety of the property of NHC and of its students, staff, officers and visitors.

## **College Staff**

All staff shall:

- Comply with NHC's H&S Policy and with any H&S procedures relating to the facilities they use. The full range of H&S procedures can be found on the NHC Sharepoint's H&S section.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- Promptly report all incidents (injuries, work-related ill health, dangerous occurrences and 'near-misses'), and any perceived risks and shortcomings in H&S arrangements; and also decline to participate in activities they reasonably believe to be dangerous.
- Use the SHE system to report dangerous occurrences, incidents, near misses and First Aid call outs.
- If required to operate machinery, equipment, dangerous substances, transport, safety devices or a means of production - do so in accordance with training or instructions provided by NHC.

## **College Managers/Team Leaders**

All managers/team leaders shall be responsible for the following in their area of responsibility:

- Ensure periodic inspections are conducted to identify unsafe plant, equipment, working conditions or practices. Inspection results should be recorded and any hazards/risks identified should be reported on SHE or risk assessed accordingly.
- Seek advice on the drawing up and implementation of safe systems of work and on the provision and use of appropriate protective equipment.
- Assist in promoting safety consciousness at all levels within the organisation and make arrangement for training of supervisory staff to develop and maintain a safe working environment.
- Ensure all safety occurrences are being recorded on SHE and that appropriate follow-up action to prevent recurrences is identified and implemented.
- Make personal recommendations directly to employees formally and informally on matters concerning their health and safety.
- Review all health and safety recommendations received from individual employees at all levels.



- Assist in the induction and training of new and existing employees.
- Ensure the availability and circulation of adequate information and publicity materials.
- Recommend to staff any necessary additions or modifications to local safety rules after seeking appropriate advice.

## **Union-Appointed H&S Representatives**

Union H&S reps shall:

- Assist with the promotion of safe working practices.
- Familiarise themselves fully with the H&S policy and arrangements.
- Liaise with managers and the Senior H&S Manager in accident investigations and safety audits.
- Attend the H&S SG to represent their members and present to them information gathered from meetings; and attend the H&S WG when required.

## **Senior H&S Manager**

The Senior H&S Manager is responsible for managing and supervising H&S Policy implementation on behalf of the Principal. Responsibilities include:

- Ensuring a regular flow of information and revision of policy documentation with regard to changes in practice of work procedures including the initiation of H&S risk assessments of work practice.
- Ensuring appropriate H&S communication systems are established and maintained in order to enable potential or identified H&S issues to be dealt with expeditiously. This includes:
  - Briefing the Board F&GP Committee and PRG.
  - Assisting the Principal in preparation and running of the H&S SG.
  - Chairing the H&S WG.
  - Monitoring H&S occurrence reporting, trends and ensuring appropriate follow-up actions are prioritised and implemented.
  - Review of Risk Assessment practices.
  - Supervising implementation of the NHC H&S Plan.
- Trend monitoring reported occurrences on SHE and ensuring reporting in accordance with RIDDOR is correctly conducted in all eligible circumstances.
- Ensuring appropriate delegation of responsibilities for H&S matters within the College.
- Liaising, when required, on H&S matters with:
  - UHI, H&S consultants and other relevant departments of local and central government.
  - The Health and Safety Executive (HSE), College insurers, corporate lawyers, and all other relevant agencies.
- Ensuring that the activities of others (particularly contractors) are conducted with due regard to the H&S Safety of third parties.

## 6. Occurrence Investigation & Reporting

All accidents, incidents and potential hazards shall be dealt with promptly and recorded accurately. An accident/incident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment. Effective recording of these occurrences is **vital to enable NHC to deal with H&S proactively reduce the risk of H&S occurrences to As Low As Reasonably Practicable.**

### Investigation

Once the immediate aftermath of an incident has been dealt with, and the details reported, the Manager of the area concerned shall ensure that the root cause of the occurrence is identified and, in turn, the corrective action needed to prevent a recurrence is identified and implemented within appropriate timescales. If assistance is needed the Manager concerned should contact the Senior H&S Manager.

### Reporting

- **SHE.** All accidents/incidents/near misses must be reported, without delay, by accessing the accident/incident report form on the SHE portal<sup>1</sup>. SHE reporting can be carried out by any member of staff. A copy of the completed form will automatically be sent to NHC SHE Manager (Admin, Library & Exec Office Team Leader).
- **RIDDOR.** Certain categories of work-related incident have additional reporting requirements stipulated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (“RIDDOR”). **Types of incident requiring RIDDOR reporting** are detailed in full on the HSE website<sup>2</sup>, along with details of **how to submit the report online**<sup>3</sup>. RIDDOR reports will be submitted by the NHC SHE Manager or, in their absence, the Senior H&S Manager.

## 7. Risk Control

### Risk Assessment

The primary method used to control Risk is the conduct of Risk Assessments. As part of managing the H&S we all need to control the risks in our workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as Risk Assessment and it is something we are required by law to carry out.

When inducting new staff it is essential their Line Manager briefs them on all Risk Assessments relevant to the role, and where to access copies of each.

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<sup>1</sup> Refer to document on “How to Report a First Aid call out, Hazard or Near Miss on SHE” in NHC’s Sharepoint Health & safety section.

<sup>2</sup> <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

<sup>3</sup> <https://www.hse.gov.uk/riddor/report.htm>

College Managers/Team Leaders are responsible for ensuring that all risks under their control have been assessed. A hard copy of up-to-date Risk Assessments are to be immediately accessible in the location for which they have been carried out; and soft copies maintained on the X drive. The Risk Assessments are to:

- Identify any hazards
- Identify who might be harmed by the hazards
- Assess the level of risk
- Evaluate the effectiveness of any existing control measures
- Identify any further control measures considered necessary to make the risk acceptable
- Record the significant findings of the risk assessment
- Bring the significant findings to the attention of all staff (and others) affected by them.
- Ensure staff are trained on procedures or working practices introduced as a consequence of the risk assessment
- Review and update the risk assessment at appropriate intervals – annually or in response to the following, whichever comes sooner:
  - Legislation change
  - Guidance change eg from HSE
  - A reported accident
  - A reported hazard
  - A change in working practice or procedure
  - A significant change in personnel

Contractors who come onto College premises to carry out approved work must provide the Site Services Manager with appropriate risk assessments and safe systems of work prior to commencing any work. The Site Services Manager, once in receipt of the assessments, may then approve the work if satisfied with the content of the risk assessments.

## **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations are intended to protect people from ill health caused by exposure to hazardous substances. The Regulations require employers to:

- Assess the risks to health and safety.
- Decide what precautions are needed to prevent ill health.
- Prevent or control exposure.
- Make sure that the control measures are used and maintained.
- Monitor exposure and carry out health surveillance if appropriate.
- Ensure that all employees are properly informed, trained and supervised.

Substances identified as hazardous should not be used until a COSHH risk assessment has been carried out. College Managers/Team Leaders will be responsible for ensuring that this information is brought to the attention of employees required to use, handle or transport the

substance, and that the recommended safety precautions are followed. (Further information at Appendix 2).

## 8. Communication

The NHC H&S Policy shall be actively communicated throughout the College using a variety of channels. Examples of such channels include but are not limited to:

- Staff inductions
- Student inductions
- College-wide and Department meetings
- NHC Sharepoint Health & Safety section
- Noticeboards
- NHC website – publications page

## 9. Compliance & Monitoring

NHC H&S Policy implementation will be monitored by the Board, Principal and Senior H&S Manager via the H&S Meetings detailed at Sect 4. The Senior H&S Manager shall oversee *proactive* methods of designing, developing and implementing H&S management arrangements; and also *reactive* methods to identify evidence of poor H&S practice, through trend monitoring of SHE reports and the Risk Assessment process.

## 10. H&S Plan

NHC shall implement an annual H&S Plan to prioritise H&S solutions and enhancements across the College. The Plan will be approved by the H&S SG and progress reviewed at each meeting. The actions in the Plan will be defined, refined and implemented by the H&S WG, including co-opting staff from specific departments on an as required basis.

## 11. Review

This policy and supporting arrangements will be reviewed annually to ensure currency of content, arrangements, new legislative requirements and to provide a framework for the setting and reviewing of health and safety improvement objectives.

This policy may also be updated outside of the stated annual timeframe (eg in response to changes to legislation). Revisions will be brought to the attention of staff and students straight away using the channels described in sect 8.

## List of Appendices

Appendix 1 – H&S Legislation

Appendix 2 – General H&S Guidance for Staff & Students

Appendix 3 – H&S Plan

## Appendix 1 – H&S Legislation

Chemicals (Hazard Information and Packaging for Supply) Regulations 2002  
Confined Space Regulations 2009  
Construction (design and Management) Regulations 2015  
Control of Asbestos at Work Regulations 2012  
Control of Substances Hazardous to Health 2002 (as amended)  
Control of Vibration at Work Regulations 2005  
Corporate Manslaughter and Corporate Homicide Act 2007  
Electricity at Work Regulations 1989  
Employer's Liability (Compulsory Insurance) Act 1969  
Fire (Scotland) Act 2005  
Fire Precautions (Workplace) Regulations 1997  
Fire Safety (Scotland) Amended Regulations 2010  
Firearms (Amendments) Act 1997  
Firearms Act 1968 and 1992  
First Aid Regulations 1981 (as amended)  
Health & Safety (Display Screen Equipment) Regulations 1992 (as amended)  
Health & Safety (Information for Employees) Regulations 1989  
Health & Safety at Work etc., Act 1974  
Merchant Shipping and Fishing Vessels (Health & Safety at Work) Regulations 1997  
Health & Safety (Safety Signs & Signals) Regulations 1996  
(Health & Safety at Work) (Amendment) Regulations (MGN 175 (M+F))  
Health and Safety (Miscellaneous Amendments) Regulations 2002  
Ionising Radiations Regulations 2017  
Lifting Operations and Lifting Equipment Regulations 1998  
Management of Health & Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992  
Noise at Work Regulations 2008  
Occupiers Liability (Scotland) Act 1960  
Personal Protective Equipment at Work Regulations 2002  
Pressure Safety System Regulations 2000  
Provision and use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)  
Smoking, Health and Social Care (Scotland) Act 2005  
The Prohibition of Smoking in certain Premises (Scotland) Regulations 2006  
Waste Electrical & Electronic Equipment (WEEE) Regulations 2006  
Working at Height Regulations 2009  
Working Time Regulations 1998  
Workplace (Health Safety & Welfare) 1992  
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## Appendix 2 – General H&S Guidance for Staff & Students

The H&S guidance in the following pages is relevant to all NHC staff & students. The list is not exhaustive and when required supplementary information should also be sought from:

- The procedures in the NHC Sharepoint H&S section
- Via the other H&S communications channels listed at section 8 of this Policy
- From the legislation list in Appendix 1.

### General Guidance

1. All staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All staff shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed to carry out his / her work function.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness will not be allowed carry out his / her work function if this might jeopardise the health and safety of that person or any other person.
6. Staff shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff.
8. No staff member should undertake an activity which appears to be unsafe.
9. No staff member should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries sustained at work must be reported to the H&S Compliance Officer.
11. All staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Section Head who will ensure that work stops until the fault is rectified.
12. Activities shall be well planned and well supervised to avoid injuries in the handling of heavy materials and while using equipment.

13. No staff member should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All staff are expected to attend safety meetings and training sessions.

## **The Working Environment**

1. All workplaces must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All “highly combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be suitably protected when not in use and clearly marked with warning signs when in use.

## **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Where objects are being moved in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
5. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

## **Tools and Maintenance Equipment**

1. College machinery and tools are only to be used on site by qualified and authorised personnel. It is the responsibility of the Section Manager to determine who is authorised to use specific tools and equipment. Use of equipment brought in from offsite must have written authorization prior to use by the relevant College Manager/Team Leader, which includes identifying whether a risk assessment is required prior to use.
2. It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.

4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment (PPE) must be properly used where it has been identified as appropriate.
6. Persons using machine tools must not wear loose clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose or working in any unauthorised areas.

## **COSHH Do's and Don'ts**

1. Do identify all hazardous substances used.
2. Do ensure that the COSHH data sheets are received from the suppliers.
3. Do carry out risk assessment for each activity that uses hazardous substances.
4. Do implement control precautions and check that these are being followed.
5. Do contact Occupational Health if anyone starts to suffer ill health as a result of using a hazardous substance.
6. Do make sure that all people doing the activity are trained on the risk assessments. NB. staff carrying out tasks they don't normally do ie when covering for absence.
7. Do review risk assessments annually or when circumstances change.
8. Don't simply rely on COSHH data sheets provided by suppliers. You should use this information to produce specific risk assessments when necessary.
9. Don't expect people to know that a substance is hazardous - it may not be obvious.
10. Don't ignore health concerns from staff eg rashes, allergies, asthma. Some people may be more affected than others.
11. Don't rely on Personal Protective Equipment as the only means of control. It is the last line of defence.
12. Do make full use of HSE COSHH online resources<sup>4</sup>.

## **Personal Protective Equipment**

1. Staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

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<sup>4</sup> <https://www.hse.gov.uk/coshh/index.htm>



2. Staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Section manager.
3. Students must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
4. Students who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in, any equipment provided to their Course Tutor.

## **Manual Lifting and Moving**

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.
2. The load to be lifted or moved must be inspected for sharp edges, slivers, wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Staff should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object from a low level, bend the knees but do not kneel or over-flex the knees. Feet should not be together but slightly apart with one foot forward ready for moving off. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward over the load if necessary and get a good grip. Keep the shoulders level and facing in the same direction as the hips. Lift smoothly raising the chin as the lift begins, keeping control of the load. These steps should be reversed for lowering an object to the ground.

## **Dealing with Visitors to NHC**

1. The person responsible for receiving visitors to site or the receptionist shall ensure that the visitor enters their details in the visitor's book.
2. The appropriate member of staff or their deputy, where applicable, will escort the visitor(s) from reception to their office or meeting room. Known and approved visitors are permitted unaccompanied access after an appropriate member of staff has received them into the building.

3. Employees are responsible for the health, safety and welfare of their visitor(s) throughout the visit duration. Therefore, they should ensure that their visitor(s) are made aware of:

- The college's emergency evacuation procedures
- The location of fire routes, fire exits and assembly point(s)
- Any hazards they may encounter during their stay
- Any safety rules they must follow if they need to carry out work on site

4. All visitors should be briefed in the respective evacuation processes by the college member of staff responsible for them. In the event of an evacuation from the premises the staff members responsible for visitors must ensure that they are escorted to a fire assembly point, if safe to do so/ appropriate. If the visitor is missing, the incident team manager should be made aware of this.

5. When leaving the premises, where applicable, visitors must be escorted back to reception where the staff member/receptionist should ensure that departure details are entered into the visitor's book.

## Appendix 3 – H&S Plan

The H&S Working Group shall be responsible for creating and implementing the NHC H&S Plan. Development and progression of the NHC H&S below will be monitored and approved by the H&S Steering Group.

The Plan will be created as a living document separate to this Policy document, and it will be predominantly derived from the NHC Safety Risk Register actions and prioritised by criticality.

For 2020 the H&S Plan will include the following as mandatory objectives, plus the actions extracted from the NHC Safety Risk Register.

Subject	Objectives
H&S Awareness	Review extent of H&S awareness across staff & students, identify shortfalls and implement solutions.
Risk Assessments	Conduct a review of Risk Assessment policy, practice and documentation to evaluate: <ul data-bbox="528 927 1431 1084" style="list-style-type: none"><li>• Fitness for purpose</li><li>• Adequacy and efficiency of implementation ie without duplication or overlap.</li><li>• That there is a system in place to assess work premises used for student placements.</li></ul>
Contractor Management	Review the efficacy of current contractor management from a H&S perspective – including Safeguarding aspects - identify improvements and implement changes.