Health and Safety Organisational Requirements and Responsibilities

In order to develop the strategy for implementing the Health & Safety Policy of intent it is necessary to delegate responsibilities for health and safety issues throughout the organisation.

Overall and final responsibility for health and safety is that of Mr Iain Macmillan, Principal and Chief Executive.

Day to day responsibility for ensuring the policy is implemented is delegated to Ms Catherine Barron, Head of Quality and Regulation Services.

The responsibility for ensuring that a Risk Assessment Register is completed and that suitable and sufficient risk assessments are carried out is that of each of the Assistant Principals.

- Frank Rennie  Assistant Principal (Research, Enterprise and Development)
- Ann Murray  Assistant Principal (Business and Technology)
- Sheila Maclennan  Assistant Principal (Health and Humanities)

Thereafter, the responsibility is delegated to the respective Heads of Department and College Managers.

- Donald Macdonald  Head of Department - Health
- Mary Mackay  Head of Department - Humanities
- Derek Maclean  Head of Department - Business
- Roddy Ferguson  Head of Department - Technology
- Fiona Hamilton  Student Records Manager
- Angus Macleod  Head Janitor
- Alasdair Macleod  Finance, ICT and Estates Manager
- Erica Gearty  Nursery Manager
- Kate Mawby  Student Services Manager
- Ann Macdonald  Refectory Manager
- Arne Vogler  Marine Related Research
- Archina Maclellan  LCC Benbecula – Point of Contact
- Irene Donnelly  LCC Barra - Point of Contact
- Ann Mackenzie  Taigh Chearsabhagh - Point of Contact

Employees Responsibilities

All employees have a legal responsibility to take care of themselves and others, and to co-operate with the management team of Lews Castle College to comply with the law.
All Employees are required to:

- Co-operate with the above named managers on health and safety matters;
- Not to interfere with any systems provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person, particularly the above named Assistant Principals and members of the College Management Team.

Students Responsibilities

All students and school pupils have a legal responsibility to co-operate with Lews Castle College in health and safety matters by complying with all College health and safety matters by complying with all College health and safety arrangements and policies which they will be made aware of on an on-going basis.

They must ensure that they take reasonable care for their own health and safety and that of others who may be affected by what they do or not do.
Health & Safety Risks Arising from our Work Activities

The Principal has overall responsibility for ensuring that suitable and sufficient assessments of risk are conducted and recorded in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Risk Assessment Will Be Conducted and Recorded By:

Designated competent persons within each Department appointed by the respective Heads of Department or Line Manager.

The Findings of the Risk Assessment will be Reported to:

- Head of Department or Line Manager;
- Health and Safety Advisor;
- All those who may be affected by the findings of the risk assessment.

The findings of all risk assessments must be recorded using the Lews Castle College form “RISK ASSESSMENT” available on the S Drive.

Record Keeping

A copy of the completed RISK ASSESSMENT forms should be filed at the following locations:

- Head of Department or Line Manager;
- Health and Safety Advisor;
- Health and Safety File, Administration Office, LCC Benbecula, LCC Barra or Taigh Chearsabhagh.

All Actions Required to Remove/Control Risks will be Approved by:

- Head of Department;
- Health and Safety Advisor.

The designated competent person and Head of Department or Line Manager will be responsible for ensuring that the implemented actions have been removed and risks reduced prior to commencement of the work activity or process.

All risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Competent Health and Safety Advice

The College is required under the Management of Health and Safety at Work Regulations 1999 to have access to competent health and safety advice. The Health and Safety Advisor is Norman Macleod.
HEALTH & SAFETY POLICY STATEMENT

Health & Safety at Work etc Act (1974)

This is the Health & Safety Policy Statement of Lews Castle College

Lews Castle College recognises and accepts its responsibilities and duties under the Health and Safety at Work etc Act (1974) and other statutory provisions, as well as its moral and ethical duties of care.

These responsibilities include the safety and welfare of its employees, students and other persons who may be affected by the college’s business activities.

The statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees and students;
- To ensure that all employees are competent to do their tasks and to provide them with adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy work conditions;
- To review and revise this policy as necessary at regular intervals.

Commitment

The Health and Safety at Work etc Act 1974 requires full co-operation and commitment from every staff member.

The Board Management of Lews Castle College are fully committed and recognise their role in ensuring that all work activities are conducted in a safe manner.

Signed: Principal Date: 22 September 2016