HEALTH AND SAFETY POLICY

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To support our commitment to Sustainable Development Goals, the policy has identified up to three SDG's it is working towards. The full list of SDGs can be found here - THE 17 GOALS | Sustainable Development (un.org). Please identify the goal, a target and current position.

Goal	**Target**	**Current position**
3. Good health and wellbeing	Ensure the health, safety and wellbeing of staff, students and others who visit to the College.	2

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Health and Safety Policy Statement
Leeds College of Building (LCB) is the only specialist further education construction College in the U.K. and is committed to inspiring lives and building futures. LCB operates across its North Street and Southbank Campuses, and its Occupational Health and Safety Management System is maintained in accordance with ISO 45001.

LCB recognises and accepts its legal responsibilities as an employer under the Health and Safety at Work Act 1974, and all other applicable health and safety legislation, regulations, approved codes of practice and other requirements.

In providing a safe and healthy working and learning environment and preventing work-related injury and ill health, LCB commits to:

- Providing safe and healthy working conditions for the prevention of work-related injury and ill-health.
- Eliminating hazards and reducing occupational health and safety (OH&S) risks.
- Protecting the health, safety and welfare if employees, students, contractors, visitors and other who may be affected by college activities.
- Fulfilling all applicable legal and other requirements.
- Ensuring the consultation and participation of employees, employee representatives and students on matters affecting health and safety.
- Continually improving the effectiveness of the OH&S Management System and health and safety performance.
- Providing adequate resources, training, information, instruction and supervision to enable individuals to work and study safely.
- Promoting a positive health and safety culture throughout the college.

Framework for OH&S Objectives
This policy provides the framework for establishing, implementing, monitoring, reviewing and continually improving OH&S objectives throughout the college.

OH&S objectives will be
- Established annually and whenever significant changes occur.
- Be aligned with the college's strategic priorities and this Health and Safety Policy.
- Take account of identified hazards OH&s risks and opportunities.
- Consider legal and other compliance obligations.
- Reflect from audits, inspections, accident and incident investigations, risk assessments and management reviews.
- Consider feedback arising from consultation with employees, employee representatives, students and other interested parties.
- Be measurable wherever practicable and communicated to relevant persons.
- Be assigned clear responsibilities, timescales and performance indicators.
- Be monitored regularly through Health and Safety Committee meetings, performance reporting, inspections, audits and management review process.

Progress against OH&S objectives will be evaluated on a regular basis, where objectives are not achieved, corrective actions will be implemented to drive continual improvement in health and safety performance and the effectiveness of the OH&S management system

Integral to the success of this policy is a partnership approach involving employees, students and other representative bodies to maintain a positive culture that supports health and safety. LCB actively promotes health and safety as an essential and fundamental part of the education, training and working environment.

The College will regularly monitor, review and improve its health and safety arrangements through performance measurement, audits, inspections, consultation and management review activities to ensure the continued suitability, adequacy and effectiveness of the OH&S management system.

This statement reflects the commitment of the Corporation, Principal and Strategic Leadership Team's (SLT) to achieving continual improvement in occupational health and safety performance throughout the College.

This Policy can be made available to other interested parties should they have reasonable cause to require it.

The Principal (person with overall responsibility for health and safety)

Signed: Date: 21/09/2026

Organisational Responsibilities

Leeds College of Building (LCB) sees health and safety as a core element of its overall risk management strategy. The College's objective is to achieve a safe working and learning environments for all persons affected by its activities.

To successfully achieve high standards in health and safety requires a commitment from all College staff, including College leaders and managers, together with the whole-hearted support and co-operation of all employees.

Everyone in the College or on college activities, e.g. staff, students, contractors and visitors, has a legal responsibility to take reasonable care for their own health, safety and welfare and that of others who may be affected by their acts or omissions.

Responsibilities of staff are outlined in this document, but the detailed arrangements for carrying out the policy are included in the separate procedures. Reference should be made to the College Structure organograms, which display a hierarchical diagram of the College Management structure.

Overview of Key Staff for Health and Safety

- The College Principal & CEO is the person with overall accountability for health, safety and welfare within the College.
- The Principal & CEO has delegated the Vice Principal – Finance & Resources to be responsible for ensuring that the objectives of the Health and Safety Policy are achieved in practice.
- The College Health, Safety and Environment (HSE) Advisor is responsible to the Vice Principal – Finance & Resources (via the Head of Estates for providing specialist knowledge and advice on health, safety and welfare matters.
- The Assistant Principals, Heads of Departments, Curriculum Managers and Business Support Managers are responsible to the Principal & CEO for the adoption of the Health and Safety Policy in their area(s) of control and by the staff over whom they have direct control.

The Corporation

As the College's governing body, the Corporation has ultimate responsibility to make sure that all College premises and working practices are safe and, as far as reasonably practicable, without risk to the health, safety and welfare of staff, students, visitors, contractors and members of the public.

The Corporation has a responsibility to ensure that:

- A clear, written policy statement is developed which promotes the correct attitudes / behaviours to support a positive safety culture within the College.
- Responsibilities for health, safety, and welfare are allocated to individuals, and they are informed of these responsibilities.
- Individuals have sufficient experience, knowledge, and training to perform the tasks required of them.
- Procedures are developed which comply with legislative requirements, identify hazards, and assess the risks that staff and students may be exposed to.
- Suitable resources are allocated to develop and implement safe systems of work.
- The Health and Safety Policy and performance of the College is reviewed annually.

In discharging these responsibilities, the Corporation is advised by the Principal & CEO. In any event, the Corporation will:

- Receive regular reports on health and safety, including a summary of annual health and safety performance.

- Be notified of any incident carrying a major risk to health and safety.
- Be notified of any enforcement action taken against the College by the enforcing authorities.

Whilst statutory compliance will be accepted as a baseline standard, the Corporation will ensure that the College is moving compliantly towards best possible health and safety practice.

Strategic Leadership Team (SLT)
The Strategic Leadership Team (SLT) recognises that it has a collective role in providing health and safety leadership for the College. All members of the SLT understand and accept their roles and responsibilities in health and safety leadership and recognise their role in actively managing the participation of employees and students in improving health and safety performance.

The SLT will ensure that it is kept informed of all relevant health and safety management issues. Any SLT decision will reflect its health and safety intention as laid out in this policy and the SLT will make available the necessary resources to ensure the effective implementation of this policy.

The Principal & CEO
The Principal & CEO has a legal responsibility, alongside the Corporation, for ensuring that the College complies with relevant health and safety legislation. These responsibilities are assumed by the Vice Principal – Finance & Resources in the absence of the Principal & CEO. In this regard, the Principal & CEO has overall accountability for health and safety at the College and will:

- Provide clear and visible leadership on health, safety, and welfare.
- Ensure, as far as is reasonably practicable, the health, safety and welfare of all College employees, students and any other person who may be affected by College activities.
- Provide a safe working environment that is without risk to health.
- Promote and implement the Health and Safety Policy.
- Ensure that the Health and Safety Policy is communicated to all relevant persons.
- Ensure that appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensure that appropriate consultation arrangements are in place for staff, students and their Trade Union representatives.
- Provide sufficient resources to ensure that regulatory requirements and College policies and procedures can be complied with.
- Ensure that staff under their control fulfil their health and safety responsibilities and that disciplinary action is taken where necessary.
- Advise the College Board of Governors on health and safety matters as appropriate.

Vice Principal – Finance & Resources
The person with health and safety responsibilities is ultimately responsible for the effective implementation of the College's Health and Safety Policy. The Principal & CEO has nominated the Vice Principal – Finance & Resources as the person with health and safety responsibility for LCB; a position with responsibility for planning and implementing the Health and Safety Policy and chairing the College's Health and Safety Committee. The Vice Principal – Finance & Resources will, in so far as is reasonably practicable:

- Be responsible for the matters set out above in the absence of the Principal & CEO.

- Ensure that adequate resources are devoted to health and safety and that it enjoys equal importance with other management objectives.
- Champion safety issues at the strategic level in the College.
- Ensure that the Principal & CEO is advised of any safety matters that cannot be dealt with satisfactorily at a lower level.
- Ensure that staff under their control fulfil their health and safety responsibilities and that disciplinary action is taken where necessary.
- Hold the final authority for the enforcement of safety issues where there is a need to compel faculties / departments to act.
- Make recommendations to the Principal & CEO and the Corporation on the Health and Safety Policy and oversee the work of the College Health and Safety Committee.
- Chair the College's Health and Safety Committee and ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that the College systems, for health and safety, are communicated effectively to all relevant persons.
- Ensure effective planning, organisation, control, monitoring, review and auditing of the College's health and safety provision.

Assistant Principals (AP) / Heads of Departments (HoD)
The Assistant Principals / Heads of Departments are responsible for supporting the Principal & CEO in the implementation of the Health and Safety Policy and shall be responsible for:

- The effective day-to-day management of all health and safety matters relating to the activities of managed staff in accordance with the College Health and Safety Policy and procedures.
- The allocation of adequate resources to ensure that the work environment is safe and without risk to health.
- Reporting to the Principal & CEO on the health and safety performance of the College.
- Ensure that staff under their control fulfil their health and safety responsibilities and that disciplinary action is taken where necessary.

Head of Estates
Under the general direction of the Vice Principal – Finance & Resources, the Head of Estates is responsible for:

- Ensuring the safety, security and maintenance of the premises occupied by the College.
- Ensuring that all premises-related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that a current fire risk assessment is in place and that adequate evacuation procedures are in place.
- Ensuring compliance with legislation for the management of asbestos containing material at all College premises.
- Ensuring compliance with the management of legionella controls at all College premises.
- Ensuring the management of contractors on site.
- Maintaining and being responsible for all College vehicles.
- Ensuring that adequate information, instruction, training and supervision are provided for persons under their control.

- Ensuring that risk assessments and safe systems of work relevant to Estates activities are in place, communicated to the relevant staff and are complied with.
- Ensuring that accident investigation relevant to Estates activities and spheres of responsibility are completed where required.
- To carry out regular formal and informal safety inspections / audits of their work area and to action any non-conformances.
- To monitor health and safety performance of the department.

HSE Advisor
Reporting directly to the Head of Estates, the HSE Advisor provides advice, guidance and assistance concerning health, safety and welfare at work on a day-to-day basis. The HSE Advisor will advise Management on:

- Statutory requirements affecting health, safety and welfare.
- The development of risk assessments and safe systems of work in relation to College activities and the implementation of such.
- The control of hazards which may cause ill-health.
- The prevention of injury to personnel and students.
- The provision and use of personal protective clothing and equipment which is suitable for the purpose and meets the appropriate regulatory standards.
- The identification of health and safety training needs for all employees within the College and arrange for the implementation of such training and necessary refresher training.
- Developing and issuing effective communication processes.

They will also:

- Manage the health and safety management system accredited to ISO 45001.
- Ensure that the College's Health and Safety Policy and procedures are updated in line with current legislative requirements.
- Assist in the investigation of any accident, dangerous occurrence/ incident to establish the cause and offer recommendations to prevent recurrence whilst ensuring records are maintained.
- Advise the College of the requirements for occupational health surveillance.
- Monitor, manage and develop a safety inspection and audit programme throughout the College.
- Manage the agenda and attend Health and Safety Committee meetings.
- Provide information to the Corporation on the performance of the College in relation to all aspects of occupational health and safety.
- Ensure the maintenance and development of their personal professional standards and training in order to effectively advise the College of changes in legislation.
- Liaise with external consultants and other bodies on safety matters.
- To promote safety awareness throughout the College.

Head of Human Resources
The Head of Human Resources will ensure that:

- Employment practices within the College take adequate account of health and safety requirements.
- Personnel management practices across the College relating to statutory provisions concerned with working hours, employment of young persons and of pregnant employees, together with the arrangements for pre-employment and any necessary in-post medical / occupational health assessments are effectively implemented.
- When appointing managers within the College, due consideration is given to competency and experience in the management of health and safety.

- Management is fully advised on disciplinary matters in relation to breaches of health and safety.
- The Mental Wellbeing policy is implemented, and a positive mental wellbeing culture is promoted across the College.

Managers
All members of the College Management Team (CMT) will assist the Principal & CEO in fulfilling the requirements of this policy. Managers are responsible for health, safety and welfare within the area of their management. They have responsibility for:

- Promoting the implementation of the Health and Safety Policy and procedures within their own department(s), ensuring staff are aware of their health and safety responsibilities.
- Providing a safe working environment that is without risk to health.
- Ensuring that suitable and sufficient risk assessments and safe systems of work are completed, communicated to all relevant staff, monitored for compliance and reviewed at least annually.
- Ensuring that adequate and suitable personal protective equipment is available and used where required.
- Ensuring that equipment under their control is adequately maintained and records are kept.
- Ensuring that regular (formal and informal) inspections are carried out so that equipment, work areas, work activities etc. are safe and without risk to health.
- Making arrangements to act upon health, safety and welfare matters, including those highlighted following audits and inspections. Ensure that health, safety and welfare are fully discussed at team meetings.
- Considering health, safety and welfare in all purchases and ensure that appropriate safety instructions and training are in place before such equipment is used.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensuring that accidents and incidents occurring within their department are reported immediately and are investigated appropriately.
- Promoting a positive health and safety culture.
- Promoting personal responsibility on the part of everyone to avoid and prevent health hazards and injury.
- Allocating sufficient resources for health and safety-related items associated with the Faculty's activities.
- Co-operating on all health, safety and welfare issues so that the College can comply with its duties, requirements and statutory obligations.
- Ensuring that all appropriate information regarding health, safety and welfare is communicated and implemented.
- Monitoring and reviewing the health and safety performance of their faculty.

Curriculum Staff involved in Tutoring, Assessing / Supervising Students
Curriculum staff are responsible to the relevant Curriculum Manager. Their duties are to:

- Ensure that the requirements of risk assessments, safe systems of work and good working practices are adopted at all times. This information must be communicated to the relevant students prior to work commencing.
- Follow the health and safety procedures to be adopted in their own teaching areas and ensure that they are adhered to.
- Ensure the appropriate use of personal protective equipment when required.

- Give clear health and safety instructions to students when necessary.
- Effectively supervise students, ensuring safe working practices are followed.
- Integrate all relevant aspects of health and safety into the teaching process.
- Report all accidents/incidents in accordance with College procedures.
- Ensure that classrooms, workshops and machinery / equipment within their area of work responsibility are safe to use.
- Ensure that any defects / hazards, either noted by themselves or brought to their attention, are reported to their Manager.

Health and Safety Representatives
Health and Safety Representatives have been authorised to have reasonable time off from their normal duties in order to undertake their health and safety role. Their functions include:

- Promoting a positive health and safety working environment throughout the College.
- Undertaking health and safety inspections throughout the College.
- Informing Managers / HSE Advisor about any matter which could affect the health and safety of LCB employees, students or others.
- Investigating accidents and potential hazards.
- Consulting with management on health and safety matters affecting staff.

All Employees
All employees must:

- Comply, support and co-operate with the requirements of the Health and Safety Policy and relevant procedures and undertake any training as required.
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with Managers on health and safety matters.
- Use personal protective equipment when required to do so.
- Not interfere with anything provided to safeguard health, safety and welfare.
- Report any defective plant and equipment, hazard or shortcomings in the existing safety arrangements to their Manager.
- Work in accordance with information and training provided.
- Not undertake any task for which they have not been authorised and for which they have not been adequately trained.
- Report all accidents, near misses, incidents or health and safety concerns.

Failure by any employee to comply with their health and safety responsibilities may be subject to disciplinary action. Serious breaches of health and safety could lead to summary dismissal.

Students
All students are expected to:

- Comply with all College health and safety rules / instructions and work safely at all times.
- Comply with the requirements of this policy.
- Use personal protective equipment when required to do so.
- Exercise personal responsibility for the health and safety of themselves and others.
- Not wilfully misuse, neglect or interfere with anything provided in the interests of health and safety.
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

- Report all accidents, incidents, near misses or health and safety concerns to their tutor.
- Attend training sessions arranged to increase awareness of health and safety issues.

Failure of a student to comply with health and safety requirements may be subject to student disciplinary procedures.

Visitors
All visitors must:

- Comply with all College health, safety and welfare rules and the requirements of this policy.
- Use personal protective equipment when required to do so.
- Exercise personal responsibility for the health and safety of themselves and others.
- Not wilfully misuse, neglect or interfere with anything provided in the interests of health and safety.
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Report all accidents, incidents, near misses or health and safety concerns to a LCB member of staff.
- Not enter any prohibited area without the permission and presence of a member of the College staff.

Contractors
Contractors are required to comply with all statutory and LCB's requirements.
LCB have a documented Control of Contractors Procedure, which must be complied with.

Contractors are required to:

- Adhere to LCB's policies and procedures.
- Follow LCB's site safety rules at all times.
- Ensure that any equipment used on College premises is in safe working condition and is in date of inspection / testing e.g. PAT testing.
- Provide a risk assessment and safe system of work for the activity prior to the work commencing.
- Provide all personnel with protective clothing, PPE, safety equipment, tools, plant and training necessary to carry out their work in a safe manner and in compliance with statutory requirements.
- Provide evidence of adequate insurance.
- Report all accidents, injuries and dangerous occurrences which occur on College premises to the Head of Estates.
- Report defects or health and safety issues occurring on College premises to the Head of Estates.

Arrangements

LCB have an established Health and Safety Management System which complies with the requirements of ISO 45001. The Health and Safety Policy has been developed, not only to comply with statutory responsibilities, but to ensure that mechanisms are in place to influence actions and to assist in improving performance.

This policy is reviewed annually, when any changes or amendments in organisational structure or procedures are required and to meet changes in legislation; thus ensuring

continued compliance with all statutory provisions. The information is amended and audited by the HSE Advisor as part of the College's documented management procedures.

The Health and Safety Management System forms the basis for the College's safe working procedures, assessments and information.

As a learning organisation, the College will actively promote the correct attitude towards health and safety as an essential and integral part of the education and training process.

The College will provide sufficient resources to enable delegated staff and, where appropriate, general staff and students to maintain suitable health and safety standards.

The key areas identified for ensuring health and safety within LCB's workplace are as follows:

- Planning
- Control
- Performance Management (audit and review)

The College uses Smartlog, an online health and safety management system, to track health and safety compliance. Managers and SLT are notified by the following escalation reports if tasks / training are not completed within a given timeframe:

Smartlog Notification	Description of Escalation	LCB Employee
Accident Reporting		
Immediate	When an accident form is submitted	Manager, HoD, AP
Level 1	One week after an accident form has been submitted if it has not been reviewed and completed by the relevant manager	VP
Level 2	Two weeks after an accident form has been submitted	Principal
Training / Checks & Tests		
Level 1	When the task is one week overdue	Manager, HoD
Level 2	When the task is two weeks overdue	AP, VP
Level 3	When the task is three weeks overdue	Principal

Planning

This policy defines the organisation and responsibilities for health and safety within the College. In order to enable all employees to understand their responsibilities and carry out their tasks in a safe and efficient manner, LCB has developed a training matrix. The matrix allows the HSE Advisor to be able to identify employees' training needs, budget for training and to provide refresher training as required.

Smartlog is utilised to deliver various online health and safety awareness training courses to employees. Specialist training will be given for the operation of specific tasks, examples include: First Aid at Work, Forklift Truck etc.

Employees' training requirements are reviewed regularly and all personnel are encouraged to develop their skills and training.

On recruitment, all employees will receive an induction, which provides an introduction to the Health and Safety Policy and arrangements for implementation, as well as basic information on the potential risks, emergencies and health and safety procedures of the College.

Control

The procedures encompass all of the variable elements which exist when carrying out the College's activities, namely:

- People (and their capabilities)
- Equipment
- Materials
- Working environment

The procedures are continuously monitored and are formally reviewed every three years as a minimum. Any significant procedural changes are communicated to the HSE Committee.

These procedures define the management of statutory and/or good practice requirements relating to the health, safety and welfare of employees, students, visitors and contractors.

A brief summary of these procedures is stated below:

Accident Reporting and Investigation

It is College policy to report all accidents, near-misses and dangerous occurrences, carry out investigations to identify the cause, offer remedial action to minimise the likelihood of recurrence and to communicate findings throughout the organisation.

Asbestos

LCB understands the need to protect its employees from exposure to asbestos whilst at work. An Asbestos Management Plan is available and is monitored / reviewed regularly.

Audit and Inspection

A programme of audits and inspections is in place in order to identify health and safety non-conformities and implement corrective action to prevent a recurrence.

Control of Contractors

Contractors will be selected on the basis of competency, training, health and safety systems and price and must comply with LCB's codes of practice.

Display Screen Equipment

All display screen equipment must be installed and used in accordance with the Display Screen Equipment Regulations. Online training and workstation self-assessments will be carried out by all DSE Users to ensure compliance.

Driving and Vehicles

LCB will ensure that all College vehicles are roadworthy, taxed and insured. Drivers must ensure that they drive in a safe manner in order to prevent accident or injury. Employees who use their own vehicles for business travel are required to provide driving licence checks on an annual basis (or when modified) and a copy of their insurance on renewal.

Drugs and Alcohol

Employees must not present themselves for work whilst their performance is in any way impaired by the influence of alcohol / drugs. If an individual has been prescribed medication which could affect their ability to work safely, their Manager must be notified so that any risk to the employee or others can be assessed.

Educational Visits

College staff engaged in the co-ordination of students' educational visits (including enrichment activities) are required to appropriately plan them and log them on the online system.

Electricity at Work
All electrical installations must comply with the Electricity at Work Regulations. Portable tools should be 110 Volt / battery-powered. Portable electrical equipment must be tested as per the PAT test schedule.

Employee Consultation and Communication
LCB recognises the importance of employee contribution in matters regarding health and safety. Managers will communicate to their employees any new health and safety information, and employees are encouraged to raise any health and safety concerns with their Manager. The HSE Committee will meet once a term to discuss health and safety matters and to resolve any problem that may arise.

Fire and Emergency Response
In all operational areas it is the responsibility of the relevant Manager to implement procedures to minimise the risk of fire. This procedure contains information regarding the actions to take in the event of discovering a fire.

First Aid
First Aid facilities are located in all College buildings and in all College-operating vehicles. Trained First Aiders are available in strategic locations around the College.

Hazardous Equipment Training
This procedure demonstrates how to control the use, information, instruction and training on equipment or machinery considered to be hazardous for staff / students.

Hazardous Substances
In order to comply with the Control of Substances Hazardous to Health Regulations and the Dangerous Substances and Explosive Atmosphere Regulations all hazardous substances to which employees/students may be exposed will be assessed and the appropriate controls applied to minimise their exposure.

Health Surveillance
Health surveillance will be provided as appropriate where employees are exposed to specific hazardous materials and processes.

Legionella
The College is required to ensure that employees, students etc. are not exposed to the legionella bacteria. The College must implement water system monitoring / treatment in order to prevent the growth of the bacteria.

Lifting Equipment
The College understands that the use of lifting equipment is essential to certain tasks and will comply with the Lifting Operations and Lifting Equipment Regulations. Lifting equipment must only be used by competent operatives who must check that the relevant inspection certificates are in date.

Lone Working
LCB understands that lone working is inevitable at certain times. A safe system of work / risk assessment must be agreed with the lone worker and their Manager prior to lone working taking place.

Manual Handling

LCB recognises that many of its activities involve the lifting and moving of articles and equipment. Where possible, mechanical means will be used to move such items or other controls will be implemented as required to move the load in a safe manner.

Mental Wellbeing
LCB is committed to promoting mental wellbeing across the College. The HR Department manage and implement the Mental Wellbeing Policy.

New and Expectant Mothers
LCB has a duty to protect the health and safety of females of child-bearing age, new and expectant mothers and females who are breastfeeding. LCB will assess the risks to new and expectant mothers at work/ studying at College and will eliminate / reduce such risks as part of the normal risk assessment process.

Noise
Certain activities may lead to exposure to a noisy working environment. Where it is deemed necessary, by measurement or by risk assessment, hearing protection is provided and is compulsory when daily noise exposure levels exceed the Upper Exposure Action Value 85dB(A) and advisory when noise levels exceed the Lower Action Value 80dB(A).

Permit to Work
Permits to work must be completed for specified hazardous work taking place on College premises. The intention is to control activities on College premises which are considered potentially hazardous.

Personal Protective Equipment
All protective clothing required for safe working will be provided, without charge, for all employees as determined by the risk assessment. The protective equipment appropriate to any of the activities must be worn by all persons specified within the safe systems of work.

Risk Assessment
All activities which pose a significant risk will have a written risk assessment carried out on them by a competent person. The information within the assessment will be conveyed to the employees/students who may be exposed to the hazards identified. This ensures compliance with the Management of Health and Safety at Work Regulations.

Smoking
The College operates a policy of no smoking within its buildings / grounds and vehicles; this includes tobacco products and electronic cigarettes.

Vibration
LCB recognises that vibration from using certain hand tools and practices can cause serious health issues, such as hand-arm vibration syndrome, and therefore strives to put in place measures which will reduce employees' / students' exposure to vibration.

Visitors
LCB recognises its duty to protect all visitors to the College. On arrival and departure visitors must sign in / out. Visitors will be made aware of any relevant health and safety information on their arrival and they must abide by these rules during their visit.

Work Equipment
All work equipment must be suitable for purpose and must comply with the Provision and Use of Work Equipment Regulations and current EC standards. All work equipment shall be adequately maintained and subject to periodic inspections.

Working at Height
LCB recognises that working at height is a potential hazard associated with its activities for employees and students. It strives to ensure compliance with the Work at Height Regulations. If work is required where there is a foreseeable risk of falling from height, a suitable assessment must be completed by a competent person to reduce the risk so far as is reasonably practicable.

Performance Management
Within LCB the HSE Committee is the controlling body for health and safety. The Committee meets once a term in order to discuss, monitor, review and develop health and safety performance. The current membership of the Committee includes Union and staff representation.

1. Measuring Performance
As part of the review process, the College's health and safety performance is measured against pre-determined standards, in the form of the following key performance indicators:

- RIDDOR reportable accidents
- Accident reports
- First Aid incidents
- Near Miss reports
- Risk assessments
- Internal and external audit reports
- Inspection reports

2. Reviewing Performance
Whilst health and safety performance is monitored daily by the HSE Advisor, the HSE Committee reviews the detailed statistical trend analysis of the KPI data; the primary aim being to prevent any accidents and/or incidents, whilst achieving the ultimate aim by continuing to develop and improve health and safety performance. This is done by:

- Reviewing all major accidents, reportable accidents and incidents as well as any actions taken in order to avoid a recurrence.
- Promoting near miss reporting so as to reduce the occurrence of further near miss incidents.
- Investigating and discussing health and safety issues, which are raised by employees and from safety inspections/audits, in order to develop improvement measures.
- Actively promoting and encouraging the communication of health and safety matters and issues and co-operation between both employer and employees.
- Reviewing training needs and making recommendations to implement appropriate training.
- Reviewing and updating the Health and Safety Policy.
- Reviewing systems and procedures which monitor and reduce occupational health incidents within the College.

LCB has also developed a rigorous audit/inspection process:

- It is applied to all activities and work areas within the College and covers all processes, systems and working practices.
- Audits/inspections are carried out on a programmed basis as per the internal audit schedule.
- The audit/inspection programme is designed to monitor the implementation and use of the health and safety management system and documentation.