



Health and Safety Policy August 2024

Owner: Health & Safety Officer

Impact Assessment Date: August 2024

Date: August 2024

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History of Changes

Version	Description of Change	Authorised by	Date
1.1	Removal of 4.7 Centre service leaders and minor grammar corrections	Emily Purdie	20/6/19
1.2	Minor amendments to reflect new Management structure		25/8/20
1.3	Minor changes to reflect changes to committee and H &S remit		June 2023
1.4	Addition of mental health volunteers & addition of list of Risk assessments to be carried out		August 2024

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation. All college policies and procedures can be provided in an accessible format.

OCCUPATIONAL HEALTH AND SAFETY POLICY: WEST LOTHIAN COLLEGE

General Statement of Policy

The policy of this college is to:

- Promote a positive safety culture that will encourage staff to set high standards of health and safety by personal example, in order that learners leaving the college should take with them an attitude of mind which accepts good health and safety practice as normal;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees', learners, visitors and college sub-contractors;
- formally monitor the effectiveness of health and safety provisions within the college, in consultation with the appointed Trade Union Safety Representatives; and
- keep the college Health and Safety Policy under regular review and to publish any amendments designed to complement and secure the General Statement on health, safety and welfare at work.

As the Principal and Chief Executive of this college, I have a delegated responsibility for the health, safety and welfare of the college community i.e. its employees', visitors, college sub-contractors and learners who make use of the college facilities.

As Employer, the college Board of Governors has overall responsibility for the health and safety of staff, learners and others affected by the college's activities.

The college Health and Safety Policy has been prepared to give you guidance, understanding and instructions to govern your conduct in all circumstances. I would urge you to read it thoroughly and make sure you understand the part you have to play in making the policy work in practice.

West Lothian College has an excellent record for health and safety and I want this to be continued. It is my expectation that each member of the college community complies with these requirements and acts as a personal example of good, safe practice.

Signed:



Jackie Galbraith
Date: August 2024

Principal & Chief Executive

1 Introduction

West Lothian College recognises that the achievement of high standards of health and safety reduces the risk of harm and losses due to accidents and ill health and contributes to the overall success of the college.

This policy has been developed jointly with the college Executive Leadership Team and the college Board of Governors. It has been fully supported and endorsed by the Trade Unions.

2 Terms

Throughout the general and individual policy statements the Board of Governors of West Lothian College will be referred to as the "EMPLOYER". The employer's principle duties to employees under Section 2 of the 1974 Act are shown in Appendix 1.

Throughout the general and individual policy statements the term "EMPLOYEE" should be taken to include all staff, learners, visitors and college sub-contractors. Employee's duties as described in Section 7 of the Health and Safety at Work etc., Act 1974, are shown in Appendix 2.

3 General Policy Statement

The Employer recognises and accepts its responsibility in ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees' and any person affected by its undertaking.

The statement applies to all employees' and those not in its employment but who may be affected by its undertaking. The Employer expects all to have read the above statement and to take all reasonable steps to achieve them. The General Policy Statement will be placed on Health and Safety notice boards located throughout the college, the Staff Zone section of Sharepoint (Strategies, Policies & Procedures) and the college website.

The policy will be reviewed annually or sooner if there are changes in the college such as the introduction of new procedures, work processes or products which may impact on its relevance. Its effectiveness will be assessed during audits and reviews.

4 Organisation

4.1 General

The organisation (Appendix 3) of health and safety at work is the same as the general management structure of the college i.e. each level of management is responsible for those below, and accountable to those above; to the extent that one has control, one has responsibility. This is so that responsibility for ensuring high standards of safety performance remains with those who design, arrange or direct the work of the college, and to foster a proactive and thriving safety culture throughout the college community.

4.2 Employer (Board of Governors)

As Employer, the Board of Governors has overall responsibility for the health and safety of staff, learners and others affected by the college's activities, and for the administration and implementation of the college's general statement of safety policy. The Employer wishes all employees', learners, visitors and sub-contractors of the college to exhibit the highest standards of health and safety behaviour themselves, and demand these same high standards from colleagues.

4.3 Audit Committee

The Audit Committee's role is to provide assurances to the Board that the college has in place appropriate policies and procedures to promote and safeguard the health and safety of staff, students and all stakeholders and satisfies current legislation.

4.4 Executive Responsibility

The Employer delegates responsibility to the Principal and Chief Executive. The Vice Principals and other managers have delegated executive responsibility for operational decisions on a day-to-day basis within their functional areas.

4.5 Health and Safety Committee

The Health & Safety Committee (HSC) is the central consultative forum for the discussion of health and safety matters. The Employer entrusts the HSC with the provision of management oversight for health and safety. The remit and composition of the HSC is shown in Appendix 4. All members of the HSC will undertake a recognised and certificated programme of training in health and safety.

4.6 Health and Safety Officer

The college will appoint a Health and Safety Officer. The responsibilities of the post are identified in a formal remit (Appendix 5).

4.7 Faculty director or service head

Each faculty director or service head has corporate responsibility (Appendix 6) for the management of health and safety matters within their area of control. In giving stewardship of resources to managers, the Employer thereby also delegates a responsibility to consider the health and safety implications of decisions taken about its disposition. In particular, they are expected to exercise sufficient managerial oversight to satisfy themselves, that due regard is taken of the requirements of college's Health and Safety Policy within the parts of the college that operate under their control.

Employee Responsibilities

All employees' have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the college's disciplinary procedures. In particular, employees at all levels are required to:

- take reasonable care for the health and safety of themselves and others;
- co-operate with managers and supervisors on health and safety matters;
- not interfere with or misuse anything provided in the interest of health and safety;
- make full and proper use of any personal protective equipment (PPE) and clothing provided to them in accordance with instructions or training received;
- use any machinery, equipment, safety device, etc. in accordance with instructions or training received;
- report to their manager or supervisor any work situation that would reasonably represent a serious or immediate danger to health and safety;
- report immediately to their manager/supervisor any incidence of violence or accident they have.
- Completion of mandatory training within the college's specified timeframe

Employee's duties as described in Section 7 of the Health and Safety at Work etc., Act 1974, are shown in Appendix 2.

4.8 Emergency Evacuation

College procedures regarding emergency evacuation have been approved. A copy of the document is available on Sharepoint following the path: Staff Zone (Strategies, Policies & Procedures) PRO004 Emergency Evacuation procedure. [Emergency Evacuation Procedures.doc](#)

4.9 First Aid Team

College procedures regarding first aid provision have been approved. A copy is available on Sharepoint following the path: Staff Zone (Strategies, Policies & Procedures) PRO008 First Aid. [First Aid Procedures.docx](#)

Mental Health

A Staff Experience and Employee Recognition Team channels is available promoting information relating to Mental Health Support Volunteers, Employee Assist and Counselling services, as well as dedicated Mental Health Support Volunteers coordinated by HR and People & Development to provide support to any members of staff who are struggling, or would benefit from support, with their mental health. There are also counselling services for students, a safeguarding team and further support available from Student Support A Health and Wellbeing tile is also available Sharepoint staff zone.

4.10 Implementation

The Chair of the Health and Safety Committee has been nominated by the Employer to administer the implementation of the policy and to prepare regular performance reports on the extent to which the objectives of the policy are being achieved. To enable this reporting to be carried out, the Health and Safety Committee shall be responsible for the development and operation of arrangements covering all functional areas of the college.

5 Arrangements

5.1 General

The Employer accepts ultimate responsibility throughout its organisations and at all places of work under its control, to provide and maintain the standards required by the Health and Safety at Work etc. Act 1974 and other relevant acts and statutory provisions and will provide reasonable resources and services for this purpose.

5.2 Technical Advice

The Employer will provide access to competent technical advice on safety, health and welfare matters to assist college management in the implementation and development of the policy.

5.3 Health and Safety Procedures

The Health and Safety Officer shall be responsible for preparing procedures to secure the Employer's Health & Safety Policy. Such procedures shall be approved by the Executive Leadership Team and shall be consistent with the general statement and shall incorporate sufficient detail in respect of the nature of the work performed and the appropriate actions to control risk.

Procedures available are available by following the link to [Staff Zone - Strategies, Policies & Procedures - All Documents \(sharepoint.com\)](#) Faculty directors/service heads are responsible for ensuring procedures are implemented in their area of control and for developing procedures to deal with specific areas of risk in their area of control.

In implementing the procedures, faculty directors/service heads should:

- (i) Ensure detailed arrangements for safe working are drawn up, implemented and maintained.
- (ii) Ensure a safe place of work including the procedures for maintenance and repair of such places and equipment.
- (iii) Ensure any special risks relating to particular work locations and work activities have been assessed and control measures implemented, including the provision and use of such personal protection as is necessary.
- (iv) Achieve safe systems and methods of work especially during maintenance activities, and the cleaning of plant and machinery.
- (v) Achieve a safe working environment with procedures for monitoring control measures commensurate with the risks involved.
- (vi) New machinery, substances or processes are recorded appropriately within the college systems.
- (vii) Ensure emergency procedures are implemented as necessary.
- (viii) Working with the estates team to ensure compliance with all statutory requirements for testing, examination and inspection of equipment including record keeping.
- (vii) Working with the Health and Safety Officer and Learning and Development Officer to ensure the provision, maintenance and revision of training complies with the needs of employees. This should be identified at Induction stage and throughout employment when new equipment or changes to role confirm their competency to carry out their individual tasks safely and without risk to health.

5.4 Accidents & Incidents: Reporting, Recording, Investigating and Analysis

Arrangements are in place for accident/incident reporting, recording, investigating and analysis. These arrangements comply with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013.

All accidents/incidents/near misses involving employees or those affected by the organisations undertaking shall be recorded and where required, investigated.

All incidents involving the police must be reported to the Estates help desk and recorded for inclusion into the incident statistics report.

A report that includes information relating to accidents, incidents and near misses shall be presented at Health and Safety Committee meetings for discussion.

The Health and Safety Officer shall follow up any actions arising from the report.

The Principal, or in the Principal's absence the Designated Senior Manager, shall be informed as soon as is practically possible, of any major/fatal accident or dangerous occurrence.

5.5 Performance Monitoring and Review

The primary aim of monitoring and review is to ensure that the workplace standards conform to the objectives of the safety policy.

The Employer recognises that accident and incident statistics, whilst undoubtedly of value, are alone not a suitable criteria for measuring safety performance. Some correlation of working conditions, injury potential, the incidence of minor and severe injury accidents as well as the incidence of damage to plant and property must be considered when making an evaluation.

The main areas of evaluation therefore will be:

- (i) Accident /incidence/near miss statistics;**
- (ii) Workplace inspection reports;**
- (iii) Regular evaluation of the effect of the Health and Safety Policy;**
- (iv) Identification of long-term objectives; (v) Health and Safety compliance audits and**
- (vi) Prosecutions, prohibitions and enforcement.**

The Employer shall continuously monitor its performance in the above areas clearly defining its arrangements for collecting and evaluating accident statistics and also stating the frequency and style of safety inspection.

5.6 Prosecutions, Prohibition and Enforcement

The Principal and Chief Executive shall notify the Board of Governors of any prosecutions, prohibition orders and improvement notices at the next meeting of the Board of Governors.

5.7 Annual Review

The Health and Safety officer will produce a quarterly and annual report of the Colleges Health and Safety performance, these will be reviewed by the Audit committee.

Accordingly, the review should contain numerical and narrative information about:

- accident and near miss statistics; accident investigation and lessons learned. Trends analysis and changes to working procedures;
- a summary of reports of on-site inspections and audits;
- the effectiveness of the health and safety management system;
- details of safety training needs and training plans; and
- identification of long-term objectives together with an indication of the extent to which they are being met.

The Chair is responsible for the co-ordination and evaluation of all reviews on behalf of the Employer. The report will be submitted to the Executive Leadership Team and Board of Governors.

5.8 Joint Consultation and Employee Involvement

The Employer recognises the importance of employee involvement at all levels. This involvement takes the forms of consultation and positive employee involvement.

To secure employee and trade union participation, the Employer requires the Principal and Chief Executive to set up formal joint consultative machinery. The Principal and Chief Executive shall also be required to establish, introduce and maintain a range of safety procedures and arrangements, which embody the principles of joint consultation and participation. These safety procedures and arrangements shall be made available to all staff.

5.9 Issue and Review

A copy of this policy shall be brought to the attention of all employees by email, on notice boards and on Sharepoint. The policy will be reviewed annually or sooner if there are changes in the college such as the introduction of new procedures, work processes or products which may impact its relevance. Its effectiveness will be assessed during audits and will be reviewed by the Health and Safety Committee.

6 Appendices

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Signed on behalf of West Lothian College


_____ Date: 4/12/24

Jackie Galbraith, Principal & Chief Executive

Signed on behalf of the Board of Governors


_____ Date: 4th Dec 2024

Sue Cook, Chair of the Board

Appendix 1 – Employer’s Duties

The employer's principal duties to employees under Section 2 of the Health and Safety at Work Act 1974 are as follows and are reproduced in full:

Section 2 (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees’.

Section 2 (2) Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular:

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
- (b) arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees’;
- (d) so far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks; and
- (e) the provision and maintenance of a working environment for his employees’ that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Section 2 (3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of this general policy with respect to the health and safety at work of his employees’ and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees’.

Appendix 2 - Employees' Duties

All employees are jointly and individually under an obligation to avoid risks to themselves, their colleagues, members of the public and others. Employees' must comply with safety regulations and procedures specified in the college policy statements or in statutory regulations. To emphasise the importance of the employees' involvement in health and safety, Sections 7 and 8 of the Health and Safety at Work Act 1974, are as follows and are reproduced in full:

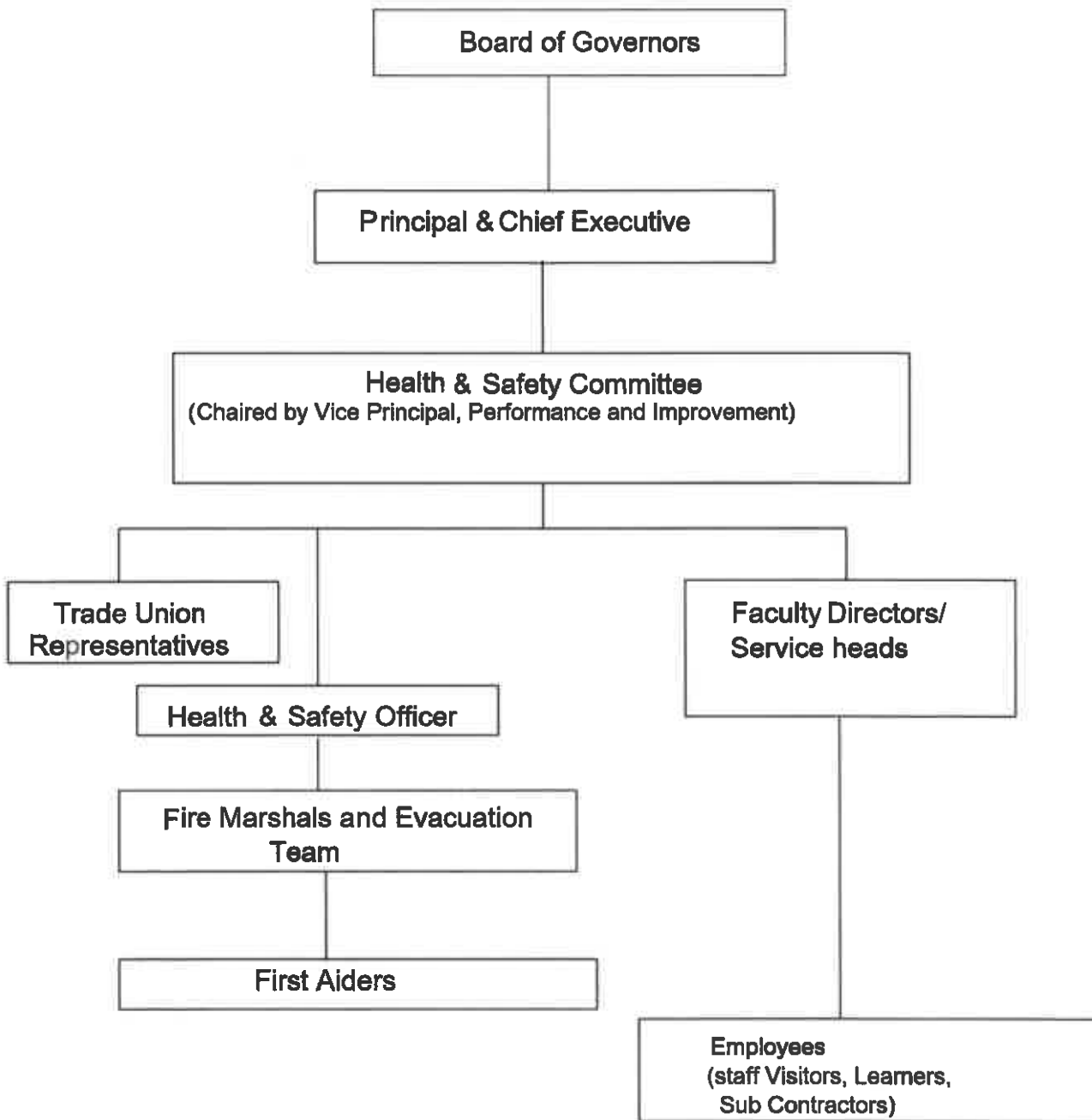
Section 7: It shall be the duty of every employee while at work -

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8: Duty not to interfere with or misuse things provided pursuant to certain provisions -

- (a) no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Appendix 3 - Organisation Chart: Health & Safety



Appendix 4 - Remit: Health and Safety Committee

Remit

The remit of the Health & Safety Committee is to support the College in delivering the strategic ambition for West Lothian's students and meeting the outcomes and targets identified within the Outcome Agreement through:

- Promoting a positive and proactive Health and Safety culture in the college;
- Promoting a continuous improvement of the College's Safety Management System;
- Monitoring the extent of compliance with the College's Health and Safety policies and practices;
- Addressing issues affecting the College, which arise from Health and Safety incidents;
- Developing and reviewing Health and Safety procedures for approval by the Executive Leadership Team;
- Acting as a forum for joint consultation, discussion and involvement; and
- Overseeing Healthy Working Lives initiatives.

Frequency of Meetings

Bi-monthly

Membership

- Vice Principal, People, Performance and Improvement
- Health & Safety Officer
- Faculty Director or Learning and Skills Manager
- Head of Estates and Sustainability
- First Aid Coordinator (duties are undertaken by Health & Safety Officer)
- Learning & Development Officer
- One technician from each Faculty
- One representative from each of the two recognised Trade Unions.

- HR representative
- Student Association representative
- Head of Student Experience and Improvement

Chair

Vice Principal, People, Performance and Improvement

Scope of Decision Making

Advising, making recommendations and reporting to the Executive Leadership Team and Board of Governors on matters and issues concerning Health and Safety.

Reporting to:

Executive Leadership Team

Audit Committee & Board of Governors

Appendix 5 - Remit: Health and Safety Officer

The remit of West Lothian College's Health and Safety Officer is:

- the provision of Health and Safety advice;
- the development of Health and Safety procedures;
- to oversee and monitor the implementation of college Health and Safety policies and procedures;
- the auditing of the college's systems in respect of Health and Safety;
- promoting Health and Safety throughout the college;
- collaborating with faculty directors/service heads on Health and Safety matters in their areas;
- communicating with faculty directors/service heads to identify training needs, develop a plan and work with the Learning and Development Officer to deliver;
- investigating accidents and incidents, reviewing near misses and reporting to HSE and Executive Leadership Team/Board.
- All staff in the college owe a duty of care to others and as such have responsibility to ensure they deal with a first aid situation in accordance with first aid procedure requirements and ensure the first aid provision is effective.
- The organisation has identified and trained a team of First Aiders with the Health and safety officer co-ordinating arrangements
- The Health and Safety Officer will oversee the team and ensure:
 - the duty rota is maintained and up to date;
 - first aid team certifications are current;
 - appropriate training is provided for all first aid staff;
 - first aid supplies are adequate;

Appendix 6 - Responsibilities: Faculty Directors/Service Heads

The key to effective Health and Safety management in the college is the management control exercised by individual managers with their own functional area.

The responsibilities of managers are to:

- monitor the implementation of college Health and Safety policies and procedures within their area of responsibility;
 - promote Health and Safety throughout their area;
 - ensure that all significant risks are identified and assessed within their area, including manual handling, DSE, Lone and remote working, COSHH , Electrical including assessments of plant, machinery and equipment (i.e. PUWER Assessments), this list is not exhaustive;
 - support and liaise with the faculty/service leaders;
 - make Health and Safety a standing item on the agenda of their area management meetings;
- and
- encourage staff and learners to follow the procedure to report near misses and accidents in their areas.

Appendix 7 - Remit of Senior Fire Marshal

Evacuation of all personnel from the campus buildings is only effective if managed centrally by the Senior Fire Marshal/Duty Manager (evenings)

The role of Senior Fire Marshal is identified in the emergency evacuation procedures, found on Sharepoint following the path: Staff Zone (Strategies, Policies & Procedures). [Emergency Evacuation Procedures.doc](#)

The responsibilities of the Senior Fire Marshal are:

- to liaise with the fire marshals to ensure all relevant buildings have been completely evacuated during an emergency situation;**
 - to liaise with the fire evacuation team to ensure non-ambulant individuals are safely removed from the premises;**
 - to liaise with the Estates staff to ensure the sounding alarm has been identified and the fire services have been alerted;**
 - to liaise with the fire services on arrival at the scene and to assist as required;**
 - to provide the all clear to all fire marshals and Estates staff when advised to do so by the fire services controller;**
 - liaise with fire marshals to ensure safe return to the buildings after the all clear has been given;**
- and**
- to take immediate action to investigate any failings of an emergency evacuation.**

Appendix 8 - Remit of Union Health and Safety Reps

The role of the union health and safety representative is independent of management. Representatives are there to represent the interests and concerns of their co-workers and respond on their behalf. All representatives, either appointed by trade unions or elected by employees can:

- represent employees generally and when consulted about specific matters that will affect the health, safety and welfare of the employees;
- represent employees when Health and Safety Inspectors from HSE or local authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- present the findings of investigations to the college;
- inspect the workplace;
- attend Health and Safety Committee meetings as a representative of the employees.

An appointed representative should usually have worked for the college for the previous two years, or had at least two years' experience doing similar work. This is to ensure they will have a level of knowledge that allows them to make a responsible and practical contribution to the health and safety effort.

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the college's EIA Policy Statement and Guidance, along with further information and resources which are available on Sharepoint

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	Health and safety policy
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> • Proposed new policy/practice • Proposed change to an existing policy/practice • Undertaking a review of an existing policy/practice • Other (please give detail): 	<ul style="list-style-type: none"> • Undertaking a review of an existing policy/practice
Person responsible for the policy area or practice:	
Name: Job title:	Emily Purdie Health and Safety Officer

An Equality Impact Assessment must be carried out if the policy/practice:

- affects **operational** or **strategic functions** of the college
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)

Why the EIA is being carried out

Changes have been made to the procedure

Equality Groups

Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Age • Disability • race (including ethnicity and nationality) • religion or belief • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership | <ul style="list-style-type: none"> • None • None • None • None • None • None • None • None • None |
|---|---|

Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No

If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	The policy looks at roles and responsibilities at the college, this promotes a safe workplace which in turn fosters good relations.
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
Which equality groups or communities have been consulted in the development and review of this policy/practice?	None

Equality Impact Assessment Outcome	
Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):	
Option 1: No change required – the assessment is that the policy/practice is/will be robust.	
Monitoring	
When will the policy/practice next be reviewed?	August 2025
Publication of EIA	
Can this EIA be published in full? Please state Yes or No	Yes
If No – please specify when it may be published or indicate restrictions that apply:	
Sign-off	