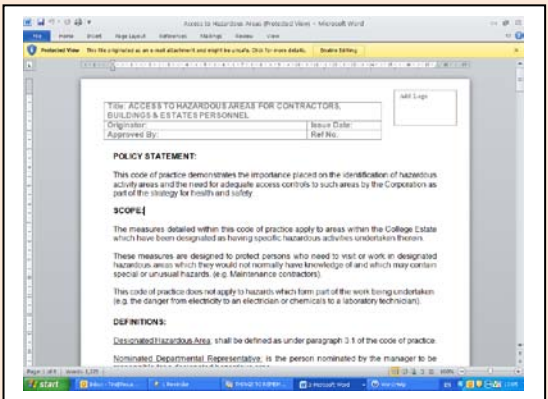


LSIS Organisational Effectiveness Implementation plan: Health and Safety in Sussex Colleges

Provider name/consortia members	FE Sussex – the consortium of Sussex colleges working in partnership with Plumpton College (Central Sussex College, Chichester College, Hastings College, Northbrook College, Sussex Downs College, Bexhill College, BHASVIC, Varndean College, Worthing College, City College Brighton, Collyers)
Project title	Health and Safety in Sussex Colleges
Project summary	<p>The project sought to start the process of producing a standard set of Health and Safety documentation which can be customised for use across all colleges in Sussex and made available across the wider FE sector.</p> <p>Developing an intranet accessible source to all colleges in the consortium has enabled colleges to directly draw down a number of Health and Safety policies/procedures. In addition, judgement on the risk profile of activities has been made – thus informing the level of control measures necessary.</p>
What were the aims of the project?	<p>The aim of this project was to reduce operating and external consultant costs incurred in Health and Safety management (£75,000)* through</p> <ul style="list-style-type: none"> the standardisation (and, where applicable, introduction) of policies, procedures and work-placement checks matching the need for policies and procedures to the risk scale of colleges producing college specific <i>risk linked</i> templates which will be made available across the sector <p>(* figure derived from FE Sussex research, June 2011)</p>
What did you do?	<p>The project was managed in three themes.</p> <p>Theme one focused on the standardisation of Health and Safety policies, procedures and work placement checks which are a statutory duty of care requirement of colleges.</p> <p>The current policies and procedures used in each college were evaluated and compared for effectiveness, robustness and appropriateness. The best of each policy and procedure was then collated and used as the core of revised standard documentation to be made available across all Sussex colleges and the wider sector. An example of one of the finalised policies is shown below</p> 

	<p>Theme two centred on putting into place a mechanism to ensure the health and safety policies and procedures in use by individual colleges match the risk profile of that college. The aim has been to eliminate the over use of documentation and administration and ensure health and safety requirements meet statutory obligations.</p> <p>Theme three has the express aim of ensuring the experience and expertise gained through the HISC project is available and retained within the sector. This has been achieved in a number of ways:</p> <p>Contact with other college consortia in Kent, Essex and the Eastern Region. This covers a total of 30 colleges (GFE). In addition, direct representation to all other GFE colleges in the South East has been achieved via the AoSEC Health and Safety Officer's peer group. Finally, the project has been brought to the attention of the Windsor group of colleges – which has expressed great interest.</p>
What did the project cost, including LSIS funding?	The project cost £19,850 of which LSIS contributed £15,000 through the Resource Utilisation Network Fund.
Impact	<p>The project has enabled colleges in Sussex to reduce health and safety costs through the availability of standard documentation which can easily be customised for use by any college.</p> <p>The financial benefits will accrue from a reduction in the spend on health and safety consultancy and a planned future reduction the time taken to ensure all colleges are up to date in terms of policy knowledge.</p> <p>40 Health and Safety policies are now available in template form via the FE Sussex website after the granting of an on-demand password. The on-demand password has been incorporated to retain the knowledge within the sector that has financed its production.</p>

<p>What were the benefits of the project?</p> <p>What were the savings and benefits?</p> <p>How did you calculate them?</p>	<table> <tr> <th>Aims</th><th>Outcomes</th></tr> <tr> <td> <ul style="list-style-type: none"> A saving of up to £75,000 across 12 colleges by July 2012 </td><td> <ul style="list-style-type: none"> In-year savings of £75,000* at the end of year one as colleges no longer need bespoke H&S policies and procedures to be written either internally or externally. Savings calculated as follows: 15 colleges individually producing 40 policies at 3 hours per policy at a cost of £53 per hour = a total potential development cost of £94,500. 40 policies produced @3hrs per policy at £167 per hour (inc all on-costs and web-hosting) = £20,040. £95,500 - £20,400 = £75,100 saved </td></tr> <tr> <td> <ul style="list-style-type: none"> A saving of £125,000 over the next three years </td><td> <ul style="list-style-type: none"> 603% ROI over three project years </td></tr> <tr> <td> <ul style="list-style-type: none"> The consolidation of the production of Health and Safety policies and procedures in 12 colleges. </td><td> <ul style="list-style-type: none"> Improvement in efficiency of health and safety staff through the increase in directly applicable resources. </td></tr> <tr> <td> <ul style="list-style-type: none"> The provision of on-line templates available across the post-16 sector </td><td> <ul style="list-style-type: none"> The potential involvement of all colleges in the post-16 sector. </td></tr> <tr> <td> <ul style="list-style-type: none"> The production of policies, procedures and templates which will enable all colleges to meet the new requirements of the Wolf report. </td><td> <ul style="list-style-type: none"> No additional staffing required to implement Wolf requirements for work experience in the post-16 sector. </td></tr> <tr> <td> <ul style="list-style-type: none"> A reduction in the over-use of health and safety documentation by matching risk profile to documentation use. </td><td> <ul style="list-style-type: none"> Efficiency savings through careful matching of risk to requirement. </td></tr> </table>	Aims	Outcomes	<ul style="list-style-type: none"> A saving of up to £75,000 across 12 colleges by July 2012 	<ul style="list-style-type: none"> In-year savings of £75,000* at the end of year one as colleges no longer need bespoke H&S policies and procedures to be written either internally or externally. Savings calculated as follows: 15 colleges individually producing 40 policies at 3 hours per policy at a cost of £53 per hour = a total potential development cost of £94,500. 40 policies produced @3hrs per policy at £167 per hour (inc all on-costs and web-hosting) = £20,040. £95,500 - £20,400 = £75,100 saved 	<ul style="list-style-type: none"> A saving of £125,000 over the next three years 	<ul style="list-style-type: none"> 603% ROI over three project years 	<ul style="list-style-type: none"> The consolidation of the production of Health and Safety policies and procedures in 12 colleges. 	<ul style="list-style-type: none"> Improvement in efficiency of health and safety staff through the increase in directly applicable resources. 	<ul style="list-style-type: none"> The provision of on-line templates available across the post-16 sector 	<ul style="list-style-type: none"> The potential involvement of all colleges in the post-16 sector. 	<ul style="list-style-type: none"> The production of policies, procedures and templates which will enable all colleges to meet the new requirements of the Wolf report. 	<ul style="list-style-type: none"> No additional staffing required to implement Wolf requirements for work experience in the post-16 sector. 	<ul style="list-style-type: none"> A reduction in the over-use of health and safety documentation by matching risk profile to documentation use. 	<ul style="list-style-type: none"> Efficiency savings through careful matching of risk to requirement.
Aims	Outcomes														
<ul style="list-style-type: none"> A saving of up to £75,000 across 12 colleges by July 2012 	<ul style="list-style-type: none"> In-year savings of £75,000* at the end of year one as colleges no longer need bespoke H&S policies and procedures to be written either internally or externally. Savings calculated as follows: 15 colleges individually producing 40 policies at 3 hours per policy at a cost of £53 per hour = a total potential development cost of £94,500. 40 policies produced @3hrs per policy at £167 per hour (inc all on-costs and web-hosting) = £20,040. £95,500 - £20,400 = £75,100 saved 														
<ul style="list-style-type: none"> A saving of £125,000 over the next three years 	<ul style="list-style-type: none"> 603% ROI over three project years 														
<ul style="list-style-type: none"> The consolidation of the production of Health and Safety policies and procedures in 12 colleges. 	<ul style="list-style-type: none"> Improvement in efficiency of health and safety staff through the increase in directly applicable resources. 														
<ul style="list-style-type: none"> The provision of on-line templates available across the post-16 sector 	<ul style="list-style-type: none"> The potential involvement of all colleges in the post-16 sector. 														
<ul style="list-style-type: none"> The production of policies, procedures and templates which will enable all colleges to meet the new requirements of the Wolf report. 	<ul style="list-style-type: none"> No additional staffing required to implement Wolf requirements for work experience in the post-16 sector. 														
<ul style="list-style-type: none"> A reduction in the over-use of health and safety documentation by matching risk profile to documentation use. 	<ul style="list-style-type: none"> Efficiency savings through careful matching of risk to requirement. 														
<p>These figures were calculated using returns from the twelve colleges in the FE Sussex group.</p>															
<p>What were the lessons learned?</p> <p>What tips do you have for other providers?</p>	<p>The original idea was sound but we seriously under-estimated the time it would take to gather information on the exact policies in use in each college. In some cases, colleges had little recorded evidence of the format of policies which had been developed on an 'as needed' basis over many years. The project has only reached the end of the first stage – web accessibility to a wider audience, full digitisation, Youtube backup are all part of future plans which were not incorporated into the original application as the expense exceeded the funds available. Work is now underway on digitisation.</p> <p>Start early! Have total strategic commitment (tends to assist in adhering to deadlines!) Modest success is better than any grand ideas with no outcomes. Be prepared to undertake tasks related to the project which you did not envisage at the start. For example,</p> <ul style="list-style-type: none"> meeting with a wider than anticipated range of college staff, spending hours looking at policies already in place and analysing them for overlap with other policies and adherence to current legislative requirements travelling to meetings in peak times visiting strategic management level staff to brief them on the project and the requirements of involvement. 														

Further information and key resources	<p>All key resources were drawn from within our own project team and the health and safety expertise of our colleges.</p> <p>Duncan McKenzie, the LSIS adviser allocated to oversee our project, played a very active part in ensuring we met deadlines and set ourselves achievable goals.</p>
Contact details for further information	<p>Tim Strickland FE Sussex 01273 892123 07525 688256 tim@fesussex.org.uk www.fesussex.org.uk</p>