

# Communication Policy

College requires departments/divisions to undertake regular self inspections in order to assess their own performance and take any necessary remedial action. College is committed to establishing audit systems to compliment its existing inspection and review arrangements. The Centre Contact will ensure that all actions identified by any awarding body and/or regulatory monitors will be communicated to all members of staff.

## Introduction and Scope

The Code of Practice describes the arrangements for: audit, inspection and review, and the consequential actions taken, which are the basis for self regulation and confirming compliance with College and statutory requirements.

## Responsibilities and Functions

**Managing Director** - Will be responsible for the centre's compliance with the statutory and College requirements. They appoint inspection teams and will ensure that:

1. Occasional spot checks to confirm that remedial work has been undertaken.
2. Audit findings are communicated to staff and students.
3. Corrective action is taken on audit findings.

**The Safety Director** - The Safety Director is responsible for:

1. Developing and managing the College health and safety audit system.
2. Specialist College wide audits.
3. Monitoring departmental self-inspections to ensure that problems are being identified and rectified, including those that require College wide action. Reporting on the effectiveness of departmental inspections to the College Health and Safety Council.
4. Assessing the quality of the inspection process and:
  1. Providing guidance on reporting and follow up processes and by the development of check lists.
  2. Identifying the training needs of inspection team members and the provision of training and coaching.

Staff and Students are required to co-operate fully with inspections and audits and to be open and honest in replies to questions asked of them by Inspection and Audit teams.

Meetings will be carried out monthly or more frequently, depending on the level of risk of their activities. They should be completed on schedule and include all activities and workplaces, their physical standards and working practices. Records should be kept of inspections and the remedial action taken.

Inspections should attempt to uncover the root causes of any unsatisfactory conditions found and wherever possible should make positive recommendations for addressing the underlying problems as well as the symptoms.