

# health and safety policy

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## STATEMENT OF INTENT

We recognise that health and safety has to be managed successfully at all levels. Successful health and safety management contributes to the overall performance by preserving and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. The safety, health and wellbeing of our staff play an integral part of everything we do at South Thames College.

Therefore, we commit the College to a high standard of health and safety, complying with all statutory duties on health and safety. To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students and other people working under its control.

In pursuit of the overall health, safety and welfare objectives, the Chief Executive, Governors and members of the corporation will ensure:

- Staffing, financial and any other resources are timely provided, enabling the Corporation to promote a positive safety and healthy culture within the College;
- Provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Arrangements for ensuring, so 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;
- 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 our employees;
- A safe and healthy place of work and learning is provided for everyone so far as is reasonably practicable and arrangements for their welfare at work;
- Matters of equality and diversity are considered within occupational health and safety;
- Effective procedures are implemented, involving recognised trade unions
- A wellbeing strategy is implemented promoting a healthy lifestyle.



Signature:  
**Sue Rimmer OBE** - Principal and Chief Executive.

Date: 9<sup>th</sup> December 2015



Signature:  
**Godfrey Allen** - Chair of the Corporation.

Date: 9<sup>th</sup> December 2015

## 1. SCOPE

The policy applies to all South Thames College, hereafter called the College, staff, learners, visitors and contractors at all sites owned or leased by or otherwise under the control of the College.

## 2. AIMS

The aim of the policy is to ensure the management of health, safety and welfare through:

- Provision of training, instruction, information and supervision to all staff to ensure competence in performing their role safely and keeping learners, contractors and visitors safe,
- Provision of a safe working environment, includes machinery and equipment, for staff, learners, contractors and visitors.
- Provision of safe systems of work for staff and learners.

## 3. PRINCIPLES

This policy meets the requirements of the Health and Safety at Work etc Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR). This legislation makes provision for securing the health, safety and welfare of persons at work and for protecting others against risks to health and safety arising from the activities of persons at work. The format of the policy is in keeping with the health and safety management system as set out by the Health and Safety Executive in "Successful health and safety management" HSG65.

The College's strategy is to give the highest priority to safeguarding the health, safety and wellbeing of employees, learners, contractors and any member of the public who may be affected by its operations. The policy identifies responsibilities and describes the organisation and the arrangements for implementation. This policy is available in the learning centres, on Blackboard at all sites and will be made available to any person on request.

The HASWA requires the College to ensure the health, safety and welfare of their employees. In particular this extends to:

- Providing and safely maintaining plant, machinery and equipment.
- Ensuring articles and substances are handled, stored and transported safely.
- Providing information, instruction, training and supervision.
- Ensuring the safe access to and egress from the workplace.
- Providing suitable welfare facilities and arrangements.

The MHSWR further requires the College to make arrangements that are appropriate, having regard to the nature of the activities and the size of the organisation. Effective planning, organisation, control, monitoring and review of the preventive and protective measures are integral components to the overall management of health and safety within the College. The principles of prevention contained in Regulation 4 MHSW will be applied to risk control measures developed under Section 6.3.1.

## 4. ORGANISATION AND RESPONSIBILITIES

This section sets out the individual responsibilities for the management and integration of health, safety and welfare within designated roles. Whilst the practical delivery of the responsibility can be delegated the accountability for the delivery cannot be. These are summarised in **Appendix 1**.

The College Management Structure as shown in **Appendix 1** outlines the key roles, the line management functions and areas of responsibility. This management structure represents the delivery of college services in which health and safety management is an integral component.

### 4.1. Specific management responsibilities

#### 4.1.1. Corporation Members (Board of Governors):

The Corporation Members have overall responsibility for maintaining a healthy and safe environment for staff, learners and visitors to the College and for promoting safe working practices and high standards of occupational health and hygiene. They will ensure that sufficient personnel and resources are dedicated to the implementation of their policy and The Principal as a nominated Governor of the Corporation will take specific responsibility for the Health and Safety Policy.

#### 4.1.2. The Principal and Chief Executive:

The Principal is responsible and accountable to the Corporation and chairs the Joint Strategic Health, Safety and Environment Committee. They are nominated by the Corporate Board to implement suitable organisation and arrangements, which will provide a safe and healthy working environment. The Principal is to ensure:

- Suitable and sufficient resources are allocated and competent persons are appointed in order effectively manage staff's health, safety and wellbeing.
- The Board is provided with suitable and sufficient information to monitor the College's health, safety and welfare performance.

#### 4.1.3. The Director of Finance

The Director of Finance has direct line management responsibility for the Health and Safety Manager.

Will ensure financial recourses are made available for, equipment, training and PPE as necessary to comply with all health & safety legislation.

#### 4.1.4. The Health and Safety Manager:

The Health and Safety Manager is the College's competent person and is responsible for:

- Planning, implementation, review and audit of the College Health and Safety Management System.
  - Production of Policies, procedures and Guidance.
  - Maintaining knowledge on health and safety legislation and advising on potential impacts on the College of new legislation,
  - Monitoring health and safety performance, providing statistics and reports as required,

- Providing advice to College Health and Safety meetings,
- Advising on and where necessary ensuring the delivery of appropriate health and safety training for staff within the College.
- Liaising with external bodies and stakeholders.

#### **4.1.5. Deputy Principal, Vice Principals and Directors:**

All of the above are responsible and accountable to the Principal for ensuring within their areas of responsibility that:

- The College Health and Safety Policy is effectively disseminated and implemented within their areas of responsibility and that all managers understand their health and safety responsibilities.
- Their managers receive appropriate training in order to perform their health and safety responsibilities competently.
- That risk assessments pertinent to work activity within their areas of responsibility are fully implemented with appropriate health and safety procedures in place and adhered to.
- They are kept informed of any significant accidents or incidents, in addition to general accident/incident trends within their areas of responsibility.
- That any policy or process which could have a material impact on health and safety within their areas of responsibility is subject of consultation, which includes Union Safety Representatives, before implementation.
- The Director of Finance to ensure the appointment of appropriate competent persons to provide suitable advice on health and safety matters in the College.

#### **4.1.6. Vice Principals and Directors with curriculum responsibilities and nominated Centre Managers:**

All of the above are responsible and accountable to the Principal for ensuring that within their areas of responsibility that:

- The health and safety policy is effectively disseminated and implemented within their sections and that all staff are aware and carry out their duties and responsibilities.
- They maintain effective communication with the Health and Safety Manager on health and safety matters ensuring that recommendations are actioned.
- They are kept informed of accidents/incidents and dangerous occurrences, relative to their sections and ensure action is taken to prevent reoccurrence.
- Risk assessments are undertaken and implemented by competent persons for all areas of work within their sections and they are reviewed at least annually.
- Nominated Centre Managers chair the health and safety centre committee, ensuring minutes are circulated to all relevant parties as well as being available to staff within their sections.
- That for any reorganisation, proposed change of working practice, purchase of new plant, or substances, that health and safety advice is sought in order that the health and safety implications are considered and assessed and consultation can take place with Union Safety Representatives in order to meet legal requirements.
- That they undertake health and safety training commensurate with their role requirements.

#### **4.1.7. Heads of School/Services and Curriculum Managers:**

The above are responsible and accountable to their respective line manager for ensuring that:

- They lead the production of the school/service health and safety policy, risk assessments, ensuring they are reviewed annually or following any change to procedures, accident or incident and any actions arising are implemented.
- They provide staff under their line management supervision with such information, instruction and training as necessary to ensure their health, safety and welfare at work.
- They induct new staff under within their area of responsibility to their role, and safe procedures of work, which include the potential hazards that may be associated with their role and any necessary precautions.
- All employees under their line management supervision understand and comply with the relevant sections of this policy and their statutory duties as it affects their health, safety and welfare at work.
- Ensuring that accidents, incidents and near misses involving their staff members are reported and any immediate actions taken as necessary.
- Team meetings are held in which health and safety will be an agenda item.

#### **4.1.8. Head of Estates and Facilities**

The Head of Estates and Facilities is responsible for the Facilities Team and will have the same responsibilities as 4.1.7 with the addition of:

- Risk assessments, method statements and procedures are produced for the maintenance of the fabric of the buildings and grounds
- Appropriate and robust measures for the management of contractors are in place, and all necessary Health and Safety documentation is in place before works commence

#### **4.1.9. Specialist area Health and Safety Lead**

Specialist area Health and Safety Leads are responsible and accountable to their Head of Schools:

- Specialist area Health and Safety Lead will be appointed for specialist areas to include cover of all hazardous areas e.g. workshops, laboratories and have the authority to stop any work which is being carried out in contravention of agreed standards and which puts people at risk of injury in their area.
- The Specialist are Health and Safety Lead is expected to undertake appropriate training to ensure competency.
- To assist the Head of School and Curriculum Managers in the creation and implementation and management of the area health and safety policy, procedures and risk assessments.
- To assist in inspections of the areas for which they have specialist responsibility.

## **4.2. General responsibilities of others.**

### **4.2.1. College Employees**

College employees are legally required to undertake their work in a safe manner having due regard for their own health and safety and that of others who may be effected by their work. Only undertaking work for which they have received adequate information, instruction or training.



All employees should bring to notice any work situation which represents serious or imminent danger or any short coming in protection arrangements.

All employees should bring to attention of their line manager a disability (or change in existing disability) that may affect their health and safety so that an assessment can be undertaken to identify any necessary modifications or additional protective measures.

All employees must co-operate with the College and follow health and safety rules. Failure to do so could render the employee liable to disciplinary or legal action.

#### **4.2.2. Contractors and other non college employees working in college premises**

Any college Manager inviting Contractors or Suppliers onto College premises will be responsible for informing the Contractor and their employees of any risks and instructions relevant to their health and safety. A copy of the College's Health and Safety Policy (this document) and the College's Contractors Procedures must be provided to the contractor. In turn the Manager must request a copy of the Contractor's Health and Safety Policy and information on any risks they may be introducing to the work place using the standard permit to work form. The Health and Safety Manager and Assistant/Facilities Managers should be informed by College Managers of Contractors on College sites, and receive copies of Health and Safety Policies, assessments and method statements, to ensure appropriate controls are in place.

#### **4.2.3. Learners**

On commencement at the College, all Learner's will under go an induction where health and safety will be an integral component. Amongst other aspects they will be advised to take care of themselves and fellow learners. Learners and others using the buildings and facilities provided by the College have responsibilities under the HASWA to ensure that protection given to them is free from 'intentional and reckless interference'. Anything provided in the interests of health and safety must not be misused by them. Any misuse will lead to disciplinary action as specified under the learner disciplinary code.

### **5. STAFF CONSULTATION AND COMMUNICATION**

#### **5.1. Safety Representatives**

The Corporation's recognised unions: ACM, GMB, UCU and UNISON (and any which shall subsequently be recognised), may nominate a safety representative at each of the Corporation's major sites. Staff side representatives will attend the Joint Strategic Health, Safety and Environment Committee, the Environment Committee, Health and Safety Centre Committees and participate in site inspections and risk assessments. In addition Safety Representatives shall be entitled to inspect the work place or part of it in accordance with the below quoted regulations. Formal consultation and participation will be in accordance with the Safety Representatives as stated in the Safety Representatives and Safety Committees Regulations 1977 and as necessary with the Health and Safety (Consultation with Employees) Regulations 1996.

Safety Representatives will be provided with copies of accident/incident reports including any relevant statistical data and may undertake investigations in accordance with the above regulations.

The College will consult Safety Representatives in good time, either through the Health and Safety Committee or Sub Groups in relation to risk assessments, safe systems of work and any health and safety training, employee information or competent person appointments prior to implementation.



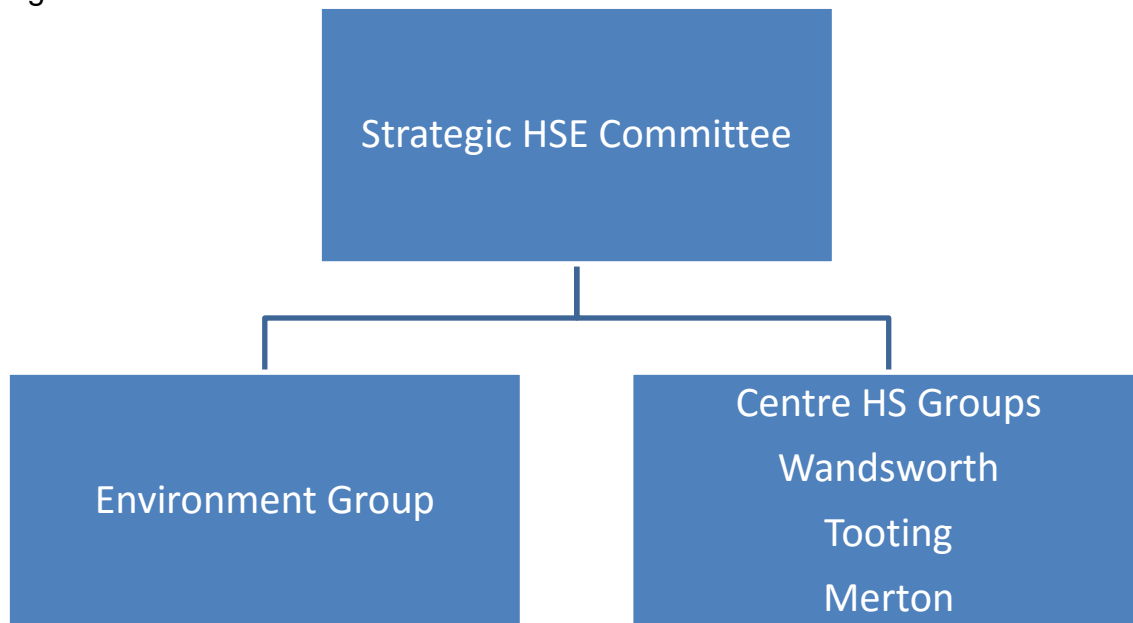
Union Safety Representatives, who are members of the Joint Strategic Health, Safety and Environment Committee, have agreed to act with respect to consultation on health and safety on behalf of all staff in the category that they represent, even if they are not trade union members.

## 5.2. Health and Safety Committees

A Joint Strategic Health, Safety and Environment Committee (Health and Safety Committee) with representatives of management and staff side Safety Representatives are responsible for the strategic development, standardisation and review of health, safety, welfare and environment in the College. This Committee reports to the Finance and Resources Committee of the Corporation.

The following groups, as shown in Figure 1 below, consist of management and staff side representatives are sub-groups of the above Health and Safety Committee.

Figure 1



### 5.2.1. Centre Health and Safety Groups will:

- Receive reports from inspections and discuss these and other strategic health and safety matters arising at the centre
- Review accident/incident reports and fire drills
- Provide staff with an opportunity to raise health and safety issues

### 5.2.2. Environment Group

This is shown for completeness of the overall structure. Details of the terms of reference are to be found in the Environmental Policy.

## 5.3. Internal communication

In addition to the above meetings managers should include health and safety as a standard agenda item at any management or team meeting. This will provide a forum for day to day issues to be addressed quickly and not left for future health and safety meetings as above.

This is important where managers cover a number of sites. Strategic health and safety issues arising from these meetings which cannot be resolved should be passed through to the Health and Safety Manager for consideration of inclusion on the agenda of one of the above meetings.

Communication with staff on all college matters is important and thus managers should integrate health and safety within their local communication models.

#### **5.4. Procedure for Resolving Disputes over Health and Safety Issues**

The Health and Safety Committee will make every effort to reach agreement between management and staff side representatives on arrangements for health and safety in the College. In the event of failure to agree, the staff side may refer the matter to the Joint Negotiating and Consultative Committee (JNCC) for resolution and may send representatives to the relevant meeting of the Committee to put their case.

If the staff side are not satisfied with the recommendation of the JNCC, they may refer the matter to the Finance and Resources Committee of the Corporation, on a date to be decided by the Chair of the Committee. The decision of the Finance and Resources Committee of the Corporation will be final.

Any member of staff has the right to contact the enforcing authorities if they have reason to believe that health and safety issues have not been addressed within the Corporation.

#### **5.5. External Communication**

In addition to the requirement to liaise with the Health and Safety Executive (HSE), the Health and Safety Manager will be responsible for liaison with other external bodies and stakeholders such as the Association of Colleges (AOC), including providing health and safety information and receiving, documenting and responding to relevant communications.

### **6. MEASURING AND REVIEWING PERFORMANCE**

This section outlines the measuring and reviewing process the College will adopt to monitor health and safety performance, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact. The focus on being proactive is vitally important to identify issues before they impact of staff, learners or visitors to our premises. Likewise the reactive monitoring and or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

#### **6.1. Proactive monitoring**

##### **6.1.1. College Inspections**

All managers and staff are encouraged to be alert to health, safety and welfare issues on a daily basis and take action immediately when hazards are identified. Prior to allowing Learners into class rooms or other area of activity the staff member conducting the lesson should visually check that all appears safe this is especially important in areas of higher risk such as workshops or sports areas for example.

Formal inspections of college premises will take each term involving the Health and Safety Manager, Union Safety representative and Facilities Team member. Reports will be issued and subject of an action plan to address issues identified. Follow up safety tours between such inspections to ensure actions have been closed off will be undertaken.

### **6.1.2. Thematic inspections**

Specific inspections will be undertaken, focused on particular activities or facilities across the College, as identified by the Joint Strategic Health, Safety and Environment Committee or arising from a concern with an accident and incident form.

### **6.1.3. Inspections of other premises**

As required by the Skills Funding Agency, inspection visits will be made to the premises of other employers where Learners are placed as part of their work experience learning.

## **6.2. Reactive monitoring**

### **6.2.1. Recording and reporting of accident, incidents and near misses**

The College will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and SFA. Any external reports will be brought to notice of the Vice Principal Planning and Resources. All staff are encouraged to report such without the fear of being blamed. The accident incident form being accessible the college intranet site.

### **6.2.2. Occupational health**

The College will provide an Occupational Health Service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by HR in cooperation with the Health and Safety Manager in order to identify and control contributory factors so far as is reasonably practicable.

### **6.2.3. Accident incident investigations**

The College will ensure by implementing effective procedures and training of appropriate managers that all accidents and incidents are properly investigated without delay.

All accidents and incidents must be brought to the attention of the Health and Safety Manager. For serious accidents and incidents, the Health and Safety Team will carry out an initial investigation and the facts brought to the attention of college senior management. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

## **7. REPORTING PERFORMANCE**

The College recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved through a number of informal and formal processes using the health and safety management structure of the College:

- Staff and learners are invited to offer evidence of ineffective health and safety practices or procedures either to staff in their learning programme/department or in the centre itself.
- Ineffective practices or procedures may come to light during formal inspections or audits.
- Concerns may be brought to the Health and Safety team, the College Centre HS Committees or Joint Strategic Health, Safety and Environment Committee.

- Joint Strategic Health, Safety and Environment Committee consider procedures, codes of practice and general health and safety systems in accordance with scheduled review dates or evidence of ineffectiveness. The Committee also consider reports from the College Health, and Safety Officer
- The College health and safety procedures, codes of practice, systems and management will be audited annually by an assessor independent of the health and safety management team. The College Health, Safety and Environment committee will consider the report and take appropriate action.
- The Corporation will receive minutes of all Health and Safety Committee meetings.

## **7.1. Annual Report to the Corporation**

The Board of the Corporation will receive and consider a college annual report presented by the Health and Safety Manager. The content of the report will include but not be limited to the following items:

- Summary of significant matters raised at the Health, Safety and Environment Committee together with the action taken to address these matters.
- Statement regarding policy implications and any suggested changes to the Health and Safety Policy.
- Statement regarding current health and safety resources together with identified health and safety expenditure for the coming year.
- Summary report covering accidents, incidents and matters reported to the relevant authorities.
- Statement regarding health and safety inspections, audit reports and other monitoring activities.
- Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received.
- Major corporate health and safety initiatives for the coming year and a summary of outstanding health and safety matters from the previous report.

## **8. AUDIT**

The “audits and site health and safety inspections” procedure describes the safety audit procedure. This is one of the methods used to monitor implementation of the College’s policy on safety. The College HSE Manager carries out inspections each term with staff side and union side personnel. Audits of the health and safety management system will be carried out biannually either in house or using independent external auditors.

## **9. ACCESS TO POLICY**

The Policy will be held at the Learning Resources Centres, on Blackboard and at all college premises. The policy will be given to all employees on induction and to visitors, contractors and learners on request.

## **10. ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT**

The arrangements for managing specific health and safety issues are detailed in procedures. This forms an integral part of the health and safety management system. The following is a synopsis of general arrangements. A list of Policies and Procedures can be found at **Appendix 2**.

## 11. APPROVAL

<b>Produced By</b>	Health and Safety Manager
<b>Date Reviewed</b>	November 2015
<b>Approved by</b>	Corporation
<b>Date Approved</b>	9 <sup>th</sup> December 2014
<b>Review by</b>	September 2016

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## **Appendix 1**

For the current South Thames College Management Team Structure please use the organisation chart available on the College Blackboard pages.

**APPENDIX 2**

**List of Related Policies and Procedures**

1. Accidents, Incidents and Dangerous Occurrences
2. Asbestos
3. Biological Hazards
4. Control of Substances Hazardous to Health
5. Critical Incident Management and Business Continuity planning
6. Display screen equipment
7. Electricity
8. Equipment and Machinery
9. External visits
10. Fire Safety Policy
11. First Aid
12. Health and Safety Training
  - Induction
  - Specialised Training
13. Lone and or remote working
14. Management of Contractors
15. Management of Health and Safety at Work
  - New and Expectant Mothers
  - Young Persons
16. Manual Handling
17. Noise at work
18. Occupational Driving
19. Protective Personal Equipment
20. Safe systems of work
  - Method Statements
  - Risk Assessments
21. Security Arrangements
22. Smoking at work
23. Violence at work
24. Water quality
25. Work placements
26. Work Equipment
  - Lifting Operation and Lifting Equipment
  - Provision and Use of Work Equipment