



HEALTH & SAFETY POLICY

1. Policy Schedule

Date of last review: October 2017

Date of next review: September 2018

Policy Statement

The Governors and the Chief Executive Officer / Group Principal of South Thames Colleges Group are committed to ensuring that all staff, learners and visitors enjoy a safe and healthy environment whilst at the College. To enable this, all-relevant legislation, regulations and codes of practice are observed.

The Governors and CEO / Group Principal intend through this Policy to ensure that Health and Safety is promoted within all learning programmes.

The Policy will be made available to all staff. It will be annually reviewed and updated to reflect any changed circumstances. Any revision will be brought to the attention of employees.

This Policy recognises that responsibility for Health and Safety not only rests on the employer but also lies with the employee. Constant attention to matters of safety will be emphasised not only by staff who are working in practical situations but also to those who are in supervisory or managerial positions. All staff should take reasonable care of their own Health and Safety and that of others who may be affected by their own acts or omissions, and must co-operate with their employers on Health and Safety matters.

The Governors and The Chief Executive Officer / Group Principal endorse the need for consultation between themselves and safety representatives in order to provide and maintain good Health and Safety at work practices. This is chiefly through the Safety Committee that meets once each term and as required.

Advice, training and facilities will be provided to ensure the safe use of premises, equipment and substances, in order to avoid risks to employees and other persons.

Signed

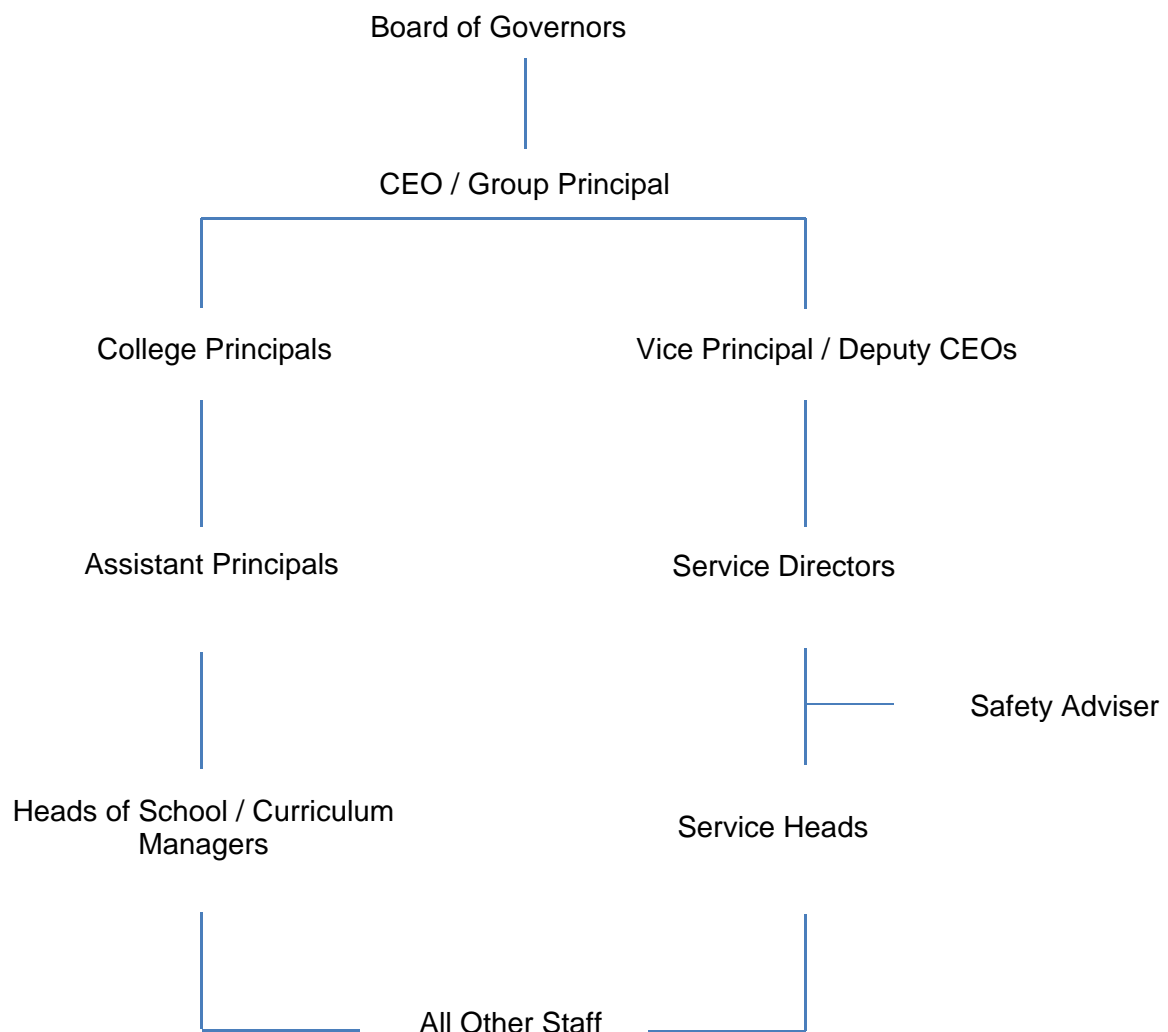
Godfrey Allen
Chair of the Corporation

Peter Mayhew-Smith
Chief Executive Officer / Group Principal

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2. Responsibility for Health & Safety

- Overall responsibility for Health and Safety in College is that of the South Thames Colleges Group Board of Governors
- The day-to-day responsibility for ensuring this Policy is implemented is delegated to the Chief Executive Officer / Group Principal.



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3. Introduction

All employees have individual legal responsibilities to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions.

To implement with the Group Board of Governors Policy Statement responsibilities are assigned as follows:

3.1. Governing Body

The Governing Body have responsibility to ensure that:

- A clear written Policy Statement is developed which promotes the correct attitude/behaviours to support a positive safety culture within the College
- Responsibilities for Health, Safety and Welfare are allocated to individuals and that 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 the hazards and assess the risk that staff and students may be exposed to
- Suitable control measures to control risks are implemented
- Allocation of suitable resources to develop and implement safe systems of work
- Health and Safety performance of the College is monitored by the Federation Health and Safety and Safeguarding Committee.
- The Health and Safety Policy and performance is reviewed annually

3.2. CEO / Group Principal

The CEO / Group Principal is responsible for the day-to-day management of the College and shall be responsible for:

- Showing commitment to the Governing Body's Policy Statement
- Promoting and implementing the Health and Safety Policy
- Ensuring that the Policy is communicated to all relevant persons

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- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors
- Ensuring appropriate consultation arrangements are in place for staff, students and their Trade Union representatives
- Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy
- Reporting on Health and Safety matters to the Governing Body

3.3. College Principals / Vice Principals / Deputy CEOs

The College Principals / Vice Principals / Deputy CEOs are responsible for supporting the CEO / Group Principal in the implementation of the Policy and shall be responsible for:

- Ensuring that all staff are provided with adequate information, instruction and training on Health and Safety issues
- Making suitable arrangements for the identification of hazards and the completion of risk assessments
- Ensuring safe systems of work are in place to protect staff, students and others affected by their actions
- Ensuring that emergency procedures are in place and are tested on a regular basis
- Ensuring that equipment is inspected and tested to ensure it remains in a safe condition
- Ensuring records are kept of all relevant Health and Safety activities, for example, assessments, inspections, accidents, etc
- Ensuring arrangements are in place to monitor Health and Safety performance
- Ensuring that accidents are investigated and that remedial action is completed
- Reporting to the CEO / Group Principal on the Health and Safety performance of the College

3.4. Director Facilities

The Director of Facilities is responsible for:

- Ensuring the safety, security and maintenance of the premises occupied by the College

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- Ensuring that a current fire risk assessment is in place and that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
- Ensuring the adequate provision of appropriately trained staff to support emergency evacuation
- Ensuring that fire safety equipment is adequately maintained and tested
- 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
- Acting as the main point of contact for all facilities management Health and Safety issues and provide suitable resources where appropriate
- Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements
- Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and College Policy
- Ensuring that competent contractors are appointed for work on College premises
- Monitoring contractors whilst on College premises

3.5. Safety Adviser

The College Health and Safety Adviser has responsibility for:

- Advising the Director of Facilities on Health and Safety matters
- Advising on methods of resolving Health and Safety issues
- Supporting all staff and students in the implementation of the Health and Safety Policy
- Advising the CEO / Group Principal on updates in Health and Safety legislation
- Providing Health and Safety advice which is specific to the College's needs
- Providing practical support by responding to incidents, monitoring data, reviewing risk assessments, auditing systems / processes and premises

3.6. Assistant Principals and Service Directors

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The Assistant Principals and Service Directors have responsibility for:

- Ensuring that all staff under their control are familiar with the Health and Safety Policy and procedures
- Ensure that suitable and sufficient risk assessments are completed, reviewed and maintained
- Ensuring regular inspections are carried out so that equipment, furniture and activities are safe and without risks to Health
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety
- Ensuring accidents and incidents are reported immediately using the correct procedures that such accidents and incidents that occur within their area of responsibility are investigated
- Preparing reports for the College Principals / Vice Principal / Deputy CEOs on Health and Safety performance

3.7. Heads of Schools / Curriculum Managers / Service Heads

Heads of Schools / Curriculum Managers / Service Heads have responsibility for:

- Promoting the implementation of the College's Health and Safety Policy to their own department and ensuring that teaching staff are aware of their Health and Safety responsibilities
- Carrying out risk assessments for all operations that are wholly their responsibility. Where a significant risk is identified this will be recorded and the risk reduced to the lowest practicable level by implementing and maintaining suitable controls
- Reviewing risk assessments at least annually or when it is suspected the risk assessment may no longer be valid. Maintaining risk assessments in electronic format in a shared location on the College network
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety

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- Ensuring accidents and incidents are reported immediately using the correct procedures
- Preparing reports on the Health and Safety performance of his/her department or area of responsibility
- Ensuring compliance with arrangements in place for the Management of Health and Safety

3.8. All Other Staff

Where this is relevant to the role;

- Exercising effective supervision of their students
- Ensuring that students are aware of the procedures for fire, first aid and other emergencies
- Following the Health and Safety procedures to be adopted in their own teaching areas and ensuring that they are applied
- Giving clear Health and Safety instructions and warnings to students when necessary
- Ensuring the use of protective clothing and guards where applicable
- Integrating all relevant aspects of safety into the teaching process and, where necessary, give additional lessons on Health and Safety
- Reporting all accidents, near misses/dangerous occurrences, incidents and defects in accordance with College procedures
- Complying with the College's Health and Safety Policy and procedures at all times
- Co-operating with the College's management in complying with relevant Health and Safety law
- Using all work equipment and substances in accordance with instruction, training and information received
- Reporting to their immediate Line Manager any hazardous situations and defects in equipment found in their work places
- Informing their Line Manager of what they consider to be shortcomings in an area's Health and Safety arrangements
- Encouraging good standards of housekeeping and cleanliness

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3.9. Contractors

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.

3.10. College Health and Safety Representatives

Workplace Health and Safety Representatives have functions rather than duties. South Thames Colleges Group will support Health and Safety representatives in carrying out their functions.

Their functions include;

- Investigating accidents and potential hazards
- Pursuing employee complaints
- Carrying out College inspections within directed time but, wherever practicable, outside teaching time
- Consultation with management on Health and Safety matters affecting all staff

4. Health and Safety Committee

4.1. Terms of Reference

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

The Committee will meet each term or more frequently on reasonable request.

4.2. Committee Functions

The functions of the Committee are:

- To discuss safety related matters
- To study accident and other safety related statistics and trends, in order that corrective action may be recommended
- The examination of safety audits on a similar basis

- Consideration of reports and factual information provided by inspectors appointed under the Health and Safety at Work Act 1974
- Consideration of reports that safety representatives may wish to submit
- To assist in the development of safe systems of work
- To monitor the effectiveness of the content of safety training
- To consider the adequacy of safety and health and communication and publicity in the workplace
- The provision of a link with the enforcing authority

4.3. Membership

<u>Title</u>	<u>Type of Membership</u>
Deputy CEO (Finance and Resources)	Standing
Director of Facilities	Standing
Director of HR	Standing
Health and Safety Adviser	Standing
Safety Representatives	Nominated
	1 trade union representative from each of the College centre Health and Safety groups. 5 in total

4.4. College Centre Health and Safety Groups

The Principal of each College centre at Carshalton, Kingston, Merton, Wandsworth and Tooting will convene a Health and Safety group that will meet each term or more frequently on reasonable request.

4.5 Membership

<u>Title</u>	<u>Type of Membership</u>
College Principal	Standing
Facilities Manager	Standing
HR Manager	Standing
Health and Safety Adviser	Standing
Safety Representatives	Nominated
	1 trade union representative from each recognised trade union

5. Students

5.1 Expectations

All students are expected to:

- Understand their responsibilities within the Health and Safety Policy
- Exercise personal responsibility for the Health and Safety of themselves and others
- Report all accidents /incidents to staff immediately
- Observe all Health and Safety rules of the College and in particular the instructions of staff given in an emergency
- Not to wilfully misuse, neglect or interfere with things provided for their Health and Safety
- Receive general Health and Safety information as part of their induction process and program specific advice during their attendance at College

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.

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 Health and Safety Committee or arising from a concern with an accident and incident form.

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 funding bodies.

6.2.2. Occupational Health Advice

The College will provide an occupational health advisory 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 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 will be reported. For serious accidents and incidents, the Health and Safety Adviser will carry out an investigation. The objective of this investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken.

7. Reporting Performance

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

- Through feedback from staff and students
- Ineffective practices or procedures may come to light during formal inspections or audits
- Concerns may be brought to the Health and Safety Committee through workplace Health and Safety representatives
- Through management reporting and audit

- The Corporation will receive minutes of all Health and Safety Committee meetings

7.1. Annual Report to the Health & Safety and Safeguarding Committee

The Health and Safety and Safeguarding Committee will receive and consider an annual report on health and safety performance compiled by the Health and Safety Adviser. The content of the report will include but not be limited to the following items:

- Summary of significant matters raised at the Health and Safety 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 unresolved Health and Safety matters from the previous report

8. Annual Audit

There will be an annual audit of Health and Safety performance carried out under the College Monitoring and Review of H&S Performance procedure.

9. 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.

10. Access to H&S Policies and Procedures

The H&S Policy will be published on the College intranet.

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