Barking & Dagenham College

Health & Safety Policy

Policy Author:	Head of Health and Safety	Date of Approval:	February 2026
Approved By:	SLT Policy Committee	Reviewed:	Annually

OUR VISION

To be an exceptional college

OUR MISSION

Empowering futures, transforming lives

OUR CULTURE AND VALUES

Barking & Dagenham College is a unique, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We treat each student as an individual because we know that everyone is different. Every individual has their own unique talents, circumstances, challenges and aspirations. Every student brings something special and it is this diversity and richness of ideas that makes College life interesting, fun and vibrant. Our culture is such that all students, staff and visitors should feel welcome, safe and valued. Guided by our principles of honesty, integrity and transparency, we treat each other respectfully and seek to establish trust. By building resilience and confidence, we encourage students and staff to rise above challenges with determination and a positive mindset.

Whilst we are rightly proud of our unique internal culture, Barking & Dagenham College is an outward facing organisation that recognises the critical importance of working through networks and collaboration to lead change and influence local agendas. By partnering with industry-leading employers and embracing innovation, digital technologies and new ways of thinking, we strive to push the boundaries of learning and ensure that our students are ahead of the curve. Our many stakeholder partnerships mean that we have established our place at the heart of our community and as a key partner in the regeneration of the London Borough of Barking and Dagenham.

At Barking & Dagenham College, we are dedicated to inspiring students and staff to embrace challenges and pursue their dreams with confidence. Most of all, we are ambitious and we expect excellence - from ourselves and from our students.

CONTENTS

1 Introduction / Context 2
2 Part A – Statement of Intent 3
3 Part B – Organisation of Health and Safety 4
4 Part C - Arrangements 10
5 Policy Review 11
6 Amendments 11

1 Introduction / Context

At Barking & Dagenham College, we are committed to effectively managing health and safety to protect our employees and others with whom we engage, recognising our moral and legal duty to do so under the Health and Safety at Work etc. Act 1974 and other relevant legislation. Our employees are our greatest asset.

Our Health and Safety Policy Statement outlines our commitment and objectives in managing health and safety. It is signed by our most senior leader to demonstrate top-down commitment.

We will take a pragmatic, proportionate, risk-based approach to continuously improve health and safety management, in line with the Management of Health and Safety at Work Regulations 1999. While risk cannot be eliminated, we will control hazard exposure as far as reasonably practicable.

Systematic planning through risk assessment is necessary to improve health and safety. We will eliminate risk through selection and design of facilities, equipment and processes where possible. Risks that cannot be eliminated will be minimised through physical controls or, as a last resort, safe systems of work and personal protective equipment.

We will establish performance standards to measure success in managing health and safety and identify improvement actions. Performance will be regularly reviewed through accident monitoring, internal monitoring and external audits. Results will be reported to the Board annually.

We keep up to date with current government guidance, including Keeping Children Safe in Education 2025, effective from September 2025, to ensure that safeguarding requirements are met alongside our health and safety duties.

2 Part A – Statement of Intent

Barking & Dagenham College accepts its legal and moral duties under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of employees, learners, contractors and others who may be affected by college activities.

We are committed to continuous health and safety improvement at work, and will achieve this, as far as reasonably practicable, by:

- Management and control of health and safety risks arising from work activities
- Consulting with employees on matters affecting their health and safety
- Providing and maintaining safe premises, plant and equipment
- Ensuring safe handling, storage, movement and use of substances
- Providing sufficient information, instruction, training and supervision
- Ensuring all employees are competent to carry out their required duties
- Maintaining safe and healthy working conditions with adequate welfare facilities
- Complying with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requirements for reporting incidents to HSE
- Reviewing and, if necessary, revising all policies, risk assessments and procedures at appropriate intervals (not exceeding three years, and annually for this Statement of Intent.).

We will allocate sufficient funds and resources to allow for efficient and effective implementation. We will strive for continual improvement through a health and safety management system with regular audits and reviews, in line with HSE's 'Managing for Health and Safety' (HSG65) guidance.

All employees, learners, contractors, visitors and others on college premises or involved in college activities are required to comply with this policy and co-operate on all health and safety matters.

There will be open communication between staff, students and stakeholders to ensure awareness of and commitment to this policy via:

- Employment application packs, induction and training
- College communications and digital platforms
- Contract and tender information
- Student Union Groups
- Health and Safety Committee meetings
- Any other appropriate means

Principal & Chief Executive Officer
Natalie Davison
Signature: N Davison
Date: 12 February 2026

3 Part B – Organisation of Health and Safety

3.1 Organisations & Responsibilities

Section 1 - Organisation & Responsibilities

3.1.1 General

Everyone has legal and moral responsibilities for the health, safety and welfare of themselves, and all others who may be affected by their actions or inactions.

The Health and Safety at Work etc. Act 1974 is the principal legislation covering health and safety responsibilities in the workplace. With few exceptions, tasks required by the Act can be delegated, but responsibility cannot be delegated. A manager delegating tasks retains responsibility for ensuring health and safety and for any documentation (such as risk assessments) required.

3.1.2 Corporation

Overall responsibility for health and safety lies with the Corporation, who will ensure that there is a suitable structure to manage health and safety and that, as far as is reasonably practicable, sufficient resources are provided.

3.1.3 Policy & Resources Committee

The day-to-day exercise of the Corporation's responsibility is delegated to the Principal & Chief Executive Officer.

3.1.4 Principal and Chief Executive Officer (CEO)

The Principal is responsible for ensuring that all work and College activity is undertaken in compliance with health and safety legislation. The Principal will ensure that:

- The College Health and Safety Policy is developed and maintained to reflect current legislation and best practice
- Procedures necessary to maintain health and safety standards are in place
- There is an adequate management structure and delegation of tasks so that health and safety is adequately managed
- Adequate resources, staff, funds and time, are provided to meet necessary health, safety and welfare requirements

3.1.5 Deputy Principal – Finance and Resources

The Deputy Principal Finance and Resources is responsible for the strategic management and development of health and safety.

The supervision and management are delegated through the Deputy Principal and the Head of Health & Safety.

These responsibilities include ensuring that the Health and Safety Policy is produced and maintained to provide an adequate framework of advice and guidance to enable understanding of the college systems for managing health & safety.

3.1.6 Chief Officers, Deputy Principals, Directors, Head of Curriculum & Business Support

All relevant staff are responsible for the organisation and arrangements for health and safety within their area. These areas of responsibility include:

a) Ensuring adequate arrangements for risk assessment including:

- Identifying and ensuring that only suitably trained persons within their department, carry out risk assessments
- Ensuring that risk assessments are recorded, reviewed and updated using the up-to-date Barking & Dagenham College (BDC) risk assessment template
- Ensuring that risk assessment covers maintenance, disposal and emergencies as well as normal operation
- Ensuring that out of date assessments are removed from general circulation whilst retaining a suitable archive copy
- Ensuring that safe working practices, identified by the risk assessments, are documented, implemented and maintained

b) Ensuring that plant and equipment meets appropriate standards, is maintained and appropriate records kept

c) Ensuring that hazardous substances are stored, transported, used and disposed of using recorded safe working procedures that minimise risk. Responsibility includes compliance with environmental legislation and retention of a copy of all waste transfer documentation

d) Ensuring that any and all defects in plant & equipment are rectified in a timely manner. Any defective plant and equipment to be taken out of service until rectified

e) Report any premises-related issues to the Facilities and Operations Manager (Estates Team)

f) Ensuring that all accidents and incidents are reported to the Head of Health and Safety via the College's Smartlog system

g) Ensuring mandatory checks and inspections are regularly carried out in conjunction with the College's Smartlog system to ensure standards of health, safety and welfare are maintained, and that accurate records are kept

3.1.7 Head of Health & Safety

The Head of Health & Safety will:

a) Provide Health and Safety advice to the Corporation, Principal & Chief Executive, Deputy Principals, Directors, Managers and Employees at all levels to enable them to manage health and safety issues within their departments and ensure that their legal and moral duties are discharged as far as is practicable

b) Develop and maintain a health & safety management system to ensure all areas of the college have the same focus and direction for the management of health and safety

c) Review, recommend and provide advice on any necessary updating of the College Health and Safety Policies to meet legislative requirements
d) Develop and recommend college systems, including risk assessment and monitoring, to facilitate the continual improvement of health and safety management
e) Advise, assist and ensure that managers and their nominated employees are producing risk assessments and safe working procedures
f) In conjunction with the Director of Human Resources and the Director of Student Welfare and Support (Designated Safeguarding Lead), develop and deliver the annual health and safety training plan.
g) Play an active role in promoting and ensuring the health and safety management system is delivered through all departments
h) Investigate accidents and health and safety incidents at an appropriate level and report the findings
i) Ensuring that RIDDOR accidents/incidents are reported to the Health and Safety Executive (HSE)
j) In cases of serious health or safety deficiencies: stop the work completely until rectified, allow work within defined limits, or take other necessary action
k) Provide necessary health & safety reports and statistics to the Health & Safety Committee, Senior Leadership Team, Policy & Resources Committee and Corporation
l) Ensure all responsibilities outlined above are adhered to

3.1.8 Estates Facilities and Operations Manager

a) Act as premises controller for the main Barking & Dagenham College site and associated sites under Barking & Dagenham College control
b) Ensure that College premises, services and equipment such as fire alarms, lifts, heating & water systems comply with current legislation and are maintained in a safe and secure condition
c) Ensure that up to date records are kept of building and equipment inspections and maintenance
d) Assist with inspections, audits and other health and safety monitoring as required within the college health and safety management system
e) Supervise and monitor the work of contractors, including ensuring adequate pre-contract assessment of contractor's health and safety arrangements and that appropriate permission/permit to work systems are in place and complied with
f) Ensure that all visitors (including contractors) to the site are logged in and out

3.1.9 Director of Human Resources and the Director of Student Welfare and Support (Designated Safeguarding Lead)

a) Develop and ensure delivery of health and safety training courses in conjunction with the Head of Health & Safety and outside providers to meet needs identified by managers and staff
b) Maintain records of health and safety training
c) Ensure suitable and sufficient health & safety information is given to all new starters by way of induction
d) Ensure health and safety considerations are integrated into student support services
e) Co-ordinate with the Head of Health & Safety on matters affecting student welfare and safety

f) Ensure emergency procedures consider the needs of students with additional support requirements

3.1.10 All Employees and Students

a) Ensure that they are aware of and comply with the health and safety policy
b) Attend and comply with appropriate health and safety training
c) Take reasonable care of their own and others (including students) health and safety
d) Co-operate with Barking & Dagenham College on all health and safety matters including any requirements placed on them in the BDC health & safety management system
e) Be aware of and comply with the requirements of risk assessments, safe working practices, signage and the wearing of Personal Protective Equipment (PPE)
f) Draw any health and safety deficiencies to the attention of management
g) Must NOT interfere with, nor misuse anything provided for health and safety purposes

3.1.11 Trade Unions, Health and Safety Representatives, Other Health and Safety Representatives and Student Union Representative

a) Health and Safety representatives do not have any specific legal responsibilities over and above any other employee however they are often well placed to identify health and safety issues. Safety representatives are requested to assist by drawing any issues to the attention of the relevant manager as soon as possible
b) The College recognises the rights of safety representatives to undertake workplace inspections and other functions (as defined in legislation and good practice such as the Safety Representatives Charter). The College recognises the value of Safety Representatives in assisting the College to ensure a safe working and learning environment
c) Safety representatives are encouraged to participate in workplace safety sampling in line with the college Health & Safety management system
d) Safety representatives must ensure that time off for training and union duties are only used for the agreed purposes. Training of safety representatives in their safety representatives' role is the responsibility of their union

3.2 Constitution & Terms of Reference.

Section 2 – Constitution & Terms of Reference

Health & Safety is managed and reported as follows:

1. Corporation
2. Policy & Resources Committee
3. Executive Team
4. Health & Safety Committee
5. Senior Leadership Team

3.3 Purpose of the Health & Safety Committee

To consider and then advise the Principal & Chief Executive, Executives, Senior Leadership Team, Policy & Resources Committee and students on the promotion and development of all health, safety and environmental matters throughout the College.

To promote co-operation between management, employees and students in initiating, developing and implementation of measures to ensure the health and safety of employees, students, contractors and visitors to the College.
To help ensure that the College, so far as is reasonably practicable, complies at all times with legislation and good practice relating to health and safety at work, waste management and the environment. Assist in promoting good communication of Health & Safety matters between all levels of employees, agency staff, students and visitors.

To review the College's policies and procedures each year, consider the findings from active and reactive monitoring (as set out in the College Safety Management System), and recommend any necessary changes to drive continual improvement in health and safety.

3.4 Membership of Health & Safety Committee

The Group shall comprise of the following members:

Chairperson

- Principal & CEO
- Deputy: Head of Health and Safety

Executive Representatives

- Deputy Principal Finance & Resources
- Deputy Principal Curriculum & Quality
- Director of Human Resources and the Director of Student Welfare and Support (Designated Safeguarding Lead)
- Director of Curriculum Innovation & Planning
- Director of Excellence in Learning and the Learner Experience
- Director of Engagement, Customer Service and Lifelong Learning
- Marketing & Communications Manager
- Estates Facilities and Operations Manager
- Head of Department – Teaching, Learning & Assessment
- Head of Admissions, Student Finance and Onboarding Manager - Marketing Rec & Stakeholder Engagement

Additional attendees may be invited on a meeting-by-meeting basis, where required by the agenda or to support action ownership

Any group member unable to attend may nominate a suitable deputy to attend in their place. Meetings will be chaired by the Principal and Chief Executive Officer. In the absence of the Principal and Chief Executive Officer it will be chaired by the Head of Health & Safety.

Membership of the committee and any required deputies will be reviewed each year by the Committee.

3.5 Actions of the group

The Health & Safety Committee will:

- Review all policies and procedures for approval by the committee, SLT and Policy & Resources Committee
- Review and approve all Health & Safety reports
- Report to the Senior Leadership Team, through the committee minutes, any issues raised by the committee
- Review Health & Safety monitoring reports

3.6 Proceedings

Meetings shall be held as frequently as the business warrants, but in any case, the Group shall meet not less frequently than once each term.

All Group members shall be expected to attend, and every effort shall be made to enable the members of the Committee to meet during normal working hours. Managers shall ensure that any necessary assistance is given to facilitate attendance.

3.7 Agenda Items

An agenda for each meeting will be drawn up before each meeting. Where possible, this agenda will be circulated to group members and invited members 7 days prior to the meeting date. Anyone wishing to place an item on the agenda for discussion must put it in writing to the Head of Health and Safety no later than 14 days prior to the meeting date. All requested agenda items shall be considered and added to the upcoming agenda if appropriate

3.8 Dissemination of information

Elected representatives shall be responsible for bringing their 'constituents' ideas to the Committee and reports back through their sectors, student union meetings, 'Grapevine', notice boards or any other appropriate means.

3.9 Availability of Minutes

The draft of the committee meeting minutes shall be sent to the chair for approval and once approved it will be available to all members of the College via the College Intranet, within 5 working days.

3.10 Review Timetable

The Constitution and objectives of the Health and Safety Committee will be reviewed each year.

4 Part C - Arrangements

Barking & Dagenham College will make Health & Safety arrangements and put processes and procedures in place to manage, monitor and review health & safety accordingly. These are presented as separate procedure documents as follows and are available on request from the Clerk to the Corporation.

Linked policies

- Accident Reporting Policy
- Asbestos Policy
- Bomb Threat Policy
- Control of Contractors Policy
- Controlled Medication Policy
- COSHH Policy
- COVID-19 Policy
- Display Screen Equipment Policy
- Driving at Work Policy
- Educational Visit Policy
- Electrical Safety Policy
- Fire Safety Policy
- First Aid Policy
- Food Allergy Policy
- Food Hygiene Policy
- Green Travel Awareness Policy
- HAVS Policy
- Heating & Cooling Policy
- Incident Personal Injury Policy
- Ladders and Stepladders Policy
- Legionella Policy
- Lone Working Policy
- Manual Handling Policy
- New & Expectant Mothers Policy
- Noise at Work Policy
- Permit to Work Policy

- Personal Emergency Evacuation Policy
- Personal Protective Equipment Policy
- Risk Assessment Policy
- Student Medical Conditions Policy
- Sustainability Policy
- Violence & Aggression Policy
- Visitors Policy
- Waste Policy
- Work Equipment Policy
- Work Experience Health & Safety Policy
- Working at Height Policy
- Young Person Policy

5 Policy Review

This policy will be monitored in light of legislative, regulatory and relevant guidance changes and will, in any event, be formally reviewed annually and revised where necessary

6 Amendments

Amendments Made	Page Number	Line/Section Number	Made by	Date
Government reference updated from COVID-19 guidance to 'Keeping Children Safe in Education 2025 (effective September 2025)' to align safeguarding expectations with health and safety duties	3	1 (Introduction)	Abdool Hoota	30.11.2025
Communication method updated from 'College Bulletin articles' to 'College communications and digital platforms'	4	2 (Part A)	Abdool Hoota	29.01.2026
Health and Safety Committee meetings added as a communication route for staff and students	4	2 (Part A)	Abdool Hoota	29.01.2026
Supervision chain simplified under Deputy Principal (Finance and Resources) to reflect delegation via Deputy Principal and Head of Health and Safety	5	3 (Part B, Section 5)	Abdool Hoota	29.01.2026

RIDDOR reporting reference corrected by removing Learning and Skills Council (LSC) and confirming reporting to Health and Safety Executive (HSE)	6	3 (Part B, Section 7i)	Abdool Hoota	29.01.2026
Titles across several roles updated (for example, 'Executive Director' amended to 'Director') to reflect current organisational structure	5-7	3 (Part B, Various)	Abdool Hoota	29.01.2026
Estates role title updated to 'Estates Facilities and Operations Manager'	6	3 (Part B, Section 8)	Abdool Hoota	29.01.2026
Director of Human Resources and the Director of Student Welfare and Support (Designated Safeguarding Lead) responsibilities updated to reflect student support and emergency planning needs for learners with additional support requirements	7	3 (Part B, Section 9)	Abdool Hoota	29.01.2026
Head of Safeguarding removed	7	3 (Part B – Constitution & Terms of Reference, Membership of Health & Safety Committee)	Abdool Hoota	29.01.2026
Health and Safety Committee chairing updated: chaired by Principal and Chief Executive Officer, with Head of Health and Safety acting as deputy chair where required	7-8	3 (Part B, Section 2)	Abdool Hoota	29.01.2026
Agenda submission updated: items to be submitted in writing to the Head of Health and Safety in advance of the meeting	8	3 (Part B, Section 2)	Abdool Hoota	29.01.2026
Student Medical Conditions Policy added to arrangements list	9	4 (Part C)	Abdool Hoota	29.01.2026
Work Experience Policy title clarified to 'Work Experience Health and Safety Policy'	9	4 (Part C)	Abdool Hoota	29.01.2026
Director – Broadway Theatre role removed from Health and Safety Committee membership list to reflect revised structure	7-9	Part B – Committee Membership	Abdool Hoota	29.01.2026
Policy review statement strengthened to confirm the policy will be updated to reflect current legislation and best practice	11	5. Policy Review	Abdool Hoota	29.01.2025
Formatting Updated to meet Accessibility Standards	all	all	Martyn Merridew	02.11.2026