

Health & Safety Policy

Policy Author: Director of Finance & Estates

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Barking & Dagenham College

Our Vision: A truly great college, delivering inspirational learning and excellence through career focused education

Our Mission: To unleash potential, creating better futures for our learners, businesses and communities

Our Values:

Learners and Customers are at the heart of everything we do

Respectful – valuing and treating all fairly and as individuals

Passionate – energising, engaging and inspiring all to achieve their potential

Collaborative – working together to achieve excellence and growth

Innovative – leading the way, seeking new ways to continually improve

Excellence in learning, teaching and assessment; the key to our success

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Introduction

Barking & Dagenham College are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

POLICY REVIEW

This Health and Safety Policy will be reviewed annually in conjunction with our nominated responsible staff members.



PART A - STATEMENT OF INTENT

As a leading institute of further education, Barking & Dagenham College accepts its legal and moral duties to ensure the health and safety & welfare of employees, learners, contractors and others who may be affected by College activities.

It is our intent to demonstrate an ongoing and determined commitment to improving health & safety at work throughout our organisation.

It will achieve this, as far as is 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
- Reviewing and, if necessary, revising all policies, risk assessments and procedures at appropriate intervals (not exceeding 3 years. Annually for this Statement of Intent).

As far as is reasonably practicable the College will provide sufficient funds and other resources to allow these actions to be efficient and effective.

The college will strive for continued improvement regarding all health and safety matters by use of a health & safety management system including processes for regular audit and review.

All employees, learners, contractors, visitors and other persons on College premises or associated with College activities elsewhere are requested and required to comply with this policy and to co-operate with the College on all health and safety matters.

There will be active open communication between staff, students and other stakeholders to ensure all are aware and committed to this policy. It will be brought to the notice of all employees and others via:-

- Employment application packs, new starter information and induction training
- Other health and safety training
- Articles in the College Bulletin (Staff Info-point)
- Contract and tender information
- Student Union Groups
- Any other means appropriate or necessary.

Principal & Chief Executive Officer _____ **Date** _____

SECTION 1 - ORGANISATION & RESPONSIBILITIES

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.**

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.

Policy & Resources Committee

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

3 Principal and Chief Operating 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.

4 Chief Finance & Enterprise Officer (CFEO)

The CFEO is responsible for the strategic management and development of health and safety.

The supervision and management is delegated via the Director of Finance & Estates, Health, Safety and Sustainability Manager and Head of Estates and Facilities.

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.

5 Chief Officers, Directors, Assistant Principals, Heads 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 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 to the Head of Estates & Facilities any premises related issues.
- f. Ensuring that all accidents and incidents are reported to the Health, Safety and Sustainability Manager via the College's Smart log system.
- g. Ensure mandatory checks and inspections are regularly carried out in conjunction with the College's Smart log system to ensure standards of health, safety and welfare are maintained, and that accurate records are kept.

6 Health, Safety and Sustainability Manager

The Health, Safety and Sustainability Manager will:

- a. Provide health and safety advice to the Corporation, Principal & Chief Executive, Chief Operating Officers for Curriculum and Finance, 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. Developing 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, recommending and providing advice on any necessary updating of the College Health and Safety Policies to meet legislative requirements
- d. Develop and recommending College systems, including risk assessment and monitoring, to facilitate the continual improvement of health & safety management.
- e. Advising, assisting and ensuring managers and nominated employees are producing risk assessments and safe working procedures.
- f. In conjunction with the Human Resources Business Partner, devising and delivering, producing the annual Health & Safety training plan, health and safety training (where competent to do so) and advising on health and safety training that cannot be delivered 'in-house.'

- g. Play an active role in promoting and ensuring the health and safety management system is delivered through all departments
- h. Investigating accidents and health and safety incidents at an appropriate level and reporting the findings.
- i. Ensuring that RIDDOR accidents/incidents are reported to the HSE and LSC.
- j. In cases of serious health or safety deficiencies, either:
 - stop the work completely until the deficiencies are rectified
 - allow the work to proceed only within defined limits until the deficiencies are rectified
 - take other action as necessary to maintain health and safety
 These actions may take the form of a written (paper or electronic) prohibition or improvement notice copied to managers as appropriate.
- h. Providing necessary health & safety reports and statistics to the Health & Safety Committee, Senior Leadership Team, Policy & Resources Committee and Corporation.
- i. Ensure all aspects listed in paragraph 5 are adhered to

7 Head of Estates and Facilities

- 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.

8 Executive Director People and Organisation

- a. Develop and ensure delivery of health and safety training courses in conjunction with the Health, Safety and Sustainability Manager 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.

9 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 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.

10 Trade Unions, Health and Safety Representatives, Other Health & Safety Representative 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.

SECTION 2 – CONSTITUTION & TERMS OF REFERENCE

Health & Safety is managed and reported as follows:



1 Purpose of the Health, & Safety Committee

To consider and then advise the Principal & Chief Executive, Chief Finance & Enterprise Officer, 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. Review the findings from active and re-active monitoring procedures as per the college Safety Management System and recommend any necessary changes to encourage continual improvement of health & safety practices with Barking & Dagenham College.

2 Membership

The Group shall comprise of the following members:

Chairman

Health, Safety and Sustainability Manager

Executive Representatives

Chief Finance & Enterprise Officer

Executive Director People and Organisations

Other

Assistant Principal - Health, Science Industries and Adult Skills

Assistant Principal – Construction & Creative

Director of Finance & Estates

Director of Learning Support & PETF

Director of Apprenticeships, Partnerships & Business Development

Director of Quality & Transforming Learning

Director of Marketing

Head of College Information Services

Head of Business Innovations & Enterprise

Head of Estates & Facilities

Facilities Contract Manager

Head of Foundation and Safeguarding

Head of Technical Skills Academy

Manager BDC@ Broadway Ltd

Head of Service Industries

Head of Entrepreneurial POD

Head of Apprenticeships

Head of ILCT

Estates/Health & Safety Administrator

Student representative Commercial Manager

Representative for Enrolment & Admissions

Invitation for attendance will also be given to various persons on a meeting by meeting basis. This will be decided upon depending on meeting agenda.

Any group member unable to attend may nominate a suitable deputy to attend in their place.

Meetings will be chaired by the Health, Safety and Sustainability Manager.

Minutes of the Meetings will be taken by the Estates/Health & Safety Administrator.

Membership of the committee and delegates required for the group will be reviewed by each year by the Committee on an annual basis.

3 Actions of the group

The Health & Safety Committee will:

- a. Review all policies and procedures for approval by the committee, SLT and
- b. Policy & Resources Committee
- c. Review and approve all Health & Safety reports
- d. Report to SLT minutes of the Health & Safety committee and any issues raised by the committee
- e. Review Health & Safety monitoring reports

4 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.

5 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 Health, Safety and Sustainability Manager 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.

6 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.

7 Availability of minutes

The agenda and minutes of the committee shall be available for inspection by all members of the College via the College Intranet.

Minutes will be distributed to all members at the earliest convenience after the meeting.

8 Review timetable

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

PART C – ARRANGEMENTS

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

Arrangements
Contractors
Display Screen Equipment (DSE)
Driving at Work
Educational Trips
Electrical Equipment
Fire Prevention
First Aid
Incident-Personal Injury Reporting
Lone Working
Manual Handling
Off-site working
Permit to Work
Personal Emergency Evacuation Plan (PEEP)
Violence and Aggression
Sustainability
Personal Protective Equipment
Permit to Work
Work Experience
Risk Assessment
Green Travel
Environmental Waste Management
Heating & Cooling