

# SAFETY POLICY STATEMENT



## Lambeth College Health and Safety Policy 2021-2022

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## 2 Scope of Occupation Health and Safety

- 2.1 Lambeth College is committed to protecting the health and safety of staff, students and visitors in our workplace. To achieve this goal, Lambeth College will implement an Occupational Health and Safety Management System in accordance with ISO 45001 and incorporating all applicable statutes and regulations.
- 2.2 The scope of the Lambeth College Management System will operate across all parts of the college and includes activities that take place at the Clapham and Brixton Centre.

## 3 Statement of intent

- 3.1 Lambeth College is committed to providing safe and healthy working conditions for the prevention of workplace injury and ill health. Lambeth College commits to eliminate hazards, reduce Occupational Health and Safety risks, and comply with all applicable legal and other requirements relative to its operations while applying the hierarchy of controls to manage risks.
- 3.2 Lambeth College will ensure the consultation and participation of workers and worker representatives in the development and implementation of the Health and Safety Management System. To this end, H&S Union Representatives are members of the Safety Committee that oversees the Safety Management System.
- 3.3 Lambeth College is committed to continual improvement of the Health and Safety management system and will set, review, and maintain appropriate Health and Safety objectives and targets.
- 3.4 We have documented this policy and will maintain and update it as appropriate, at relevant intervals or upon significant change.
- 3.5 All staff and external parties identified in the Health and Safety Management System, are expected to comply with the policies contained therein.
- 3.6 Communication of each policy is made to all staff and students, and those who perform work on its behalf. The policy is made available to interested parties upon request, and it's published on the College's intranet site.

## 4 Health and Safety Objectives Measurements

4.1 Lambeth College Management Team has established objectives for improvement in overall Occupation Health and Safety Performance.

4.2 The Health and Safety Adviser will collate and publish measurements related to achieving the objectives to the management team at least annually to Lambeth College Management.

### 4.3 Occupational Health and Safety Objectives

4.4

- We will be raising safety awareness and safety culture at the College. We will achieve this by consulting, promoting and informing all staff of any safety policy and process changes, providing regular briefings and additional training for staff, including the extension of fire warden training to all staff with the objective of at least 50% becoming qualified Fire Wardens and able to help during emergency evacuations.

4.5

- We will continue to work with all departments to ensure there is a culture where accidents/incidents/near misses are reported by staff as required. Data collected will be reported to the Safety Committee and trends analysed to ensure improvement of our overall safety performance.

4.6

- We will continue to manage organisational safety risks by means of collating them into the Risk Register and ensuring that corrective actions are timely completed and where they are not, this is escalated to the CLG and Safety Committee.

4.7

- We will establish a consultation process, to obtain views of employees and third parties in HSE decision making, development of policies and systems, changes in work practices and hazard identification and assessment.

4.8

- We will continue to deliver an Internal Audit Programme, results of which will be reported to the management team. Best practices will be shared with stakeholders and others as appropriate. Non-compliances will be investigated, and lessons shared across the College.

## 5.0 Statement of responsibilities

5.1 The overall responsibility of the College Health and Safety Policy lies with the South Bank College Board who delegates authority to the Executive Principal the 'duty holder' to implement.

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## 5.2 **The Executive Principal**

5.3 The Executive Principal is the duty holder for Lambeth College Health and Safety and takes overall responsibility for ensuring compliance with legal requirements.

## 5.4 **The College Leadership Group**

The College Leadership Group (CLG) is committed to the Occupational Health and Safety management system and in particular:

- 5.5 • Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- 5.6 • Ensuring that the Health and Safety policy and related Health and Safety objectives are established and are compatible with the strategic direction of Lambeth College.
- 5.7 • Ensuring the integration of the Health and Safety management requirements into Lambeth College business processes.
- 5.8 • Ensuring that the resources needed to establish, implement, maintain and continually improve Health and Safety are available.
- 5.9 • Communicating the importance of effective Health and Safety management and of conforming to the Health and Safety management system requirements.
- 5.10 • Ensuring that the Health and Safety management system achieves its intended outcome(s).
- 5.11 • Directing and supporting persons to contribute to the effectiveness of the Health and Safety management system.
- 5.12 • Ensuring and promoting continual improvement.
- 5.13 • Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

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- 5.14 • Developing, leading and promoting a culture in Lambeth College that supports the intended outcomes of the Health and Safety management system.
- 5.15 • Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- 5.16 • Ensuring Lambeth College establishes and implements a process(es) for consultation and participation of workers.
- 5.17 • Ensuring corrective actions in the H&S Risk Register for the College are timely completed.
- 5.18 All staff must take appropriate care to maintain the health and safety of themselves and others and must not knowingly put themselves or others at risk by their actions. Those with a supervisory / management role have additional responsibility to ensure the safety and wellbeing of those under their control.

## 6 The Safety Committee

- 6.1 The purpose of the safety committee is to assist the Principal and her executive team in the discharge of his/her Health and Safety responsibilities.

The Committee shall take all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements. This will be complemented by an on-going programme of health and safety initiatives designed to keep staff informed of their health and safety responsibilities.

- 6.2 The Committee's authority comes from the Lambeth College Board and College Leadership Group (CLG).  
The Principal or the CLG, may ask the Health and Safety Committee to convene to discuss any health and safety issues upon which they require further advice from the Committee.

## 7 Specific responsibilities

### 7.1 Health and Safety Advisor

- 7.2 The Health and Safety Advisor is responsible for ensuring that Lambeth College's Departments are aware of existing health and safety legislation, and for advising on the implementation, practice and development of health and safety matters.

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## 7.3 **Teachers, Technicians, Managers, Supervisors, Head of faculties and Services**

7.4 Teachers, Technicians, Managers, Supervisors, Head of Faculties, Curriculum Managers and other managerial staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and students.

7.5 They must take all steps necessary to ensure the health, safety and wellbeing of the persons under their supervision. They must ensure that actions are initiated to correct any shortfalls regarding health and safety matters and that these concerns are communicated to their line manager. They should produce written risk assessments for those activities that can generate a medium to high risk, detailing those measures which are required to minimise the risk.

7.6 The Lambeth College will provide such supervision as is necessary to ensure the health and safety of students. Where potentially hazardous activities are taking place, then the level of close supervision will be increased.

## 7.7 **Head of Estates**

The Head of Estates will report to the Health and Safety Committee as required in relation to the safe management of any risks within the buildings, and areas managed by Estates. They must also ensure that appropriate risk assessments and safe systems of work are applied as part of the safe management of contractors, or when estates staff/contractors undertake work involving high risk, fire risk, or work of a hazardous nature.

The Estates department is also responsible for managing all risks and processes related to legionella, asbestos, fire system testing & maintenance, and any other related to the premises at Clapham and Brixton.

## 7.8 **The safety Committee**

7.9 The safety committee is responsible for ensuring the creation, management and application of the safety management system. It also oversees the consultation, implementation and compliance with all of Lambeth's safety policies.

7.10 The safety committee will oversee the planning and completion of audits throughout the organisation, ensuring good practices are shared, and non-compliances investigated and remedied.

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## 7.11 **Employees**

Employees must take reasonable care for the health and safety of themselves and others and not put at risk either themselves or others by their acts or omissions. They should also ensure that they are familiar with emergency evacuation procedures. Should any individual feel concerned over any health and safety aspects of their work, this should be brought to the attention of their manager and Health and Safety Advisor. They must attend and complete appropriate health and safety training, including mandatory training.

## **8 General safety arrangements**

### 8.1 **Fire**

8.2 The Executive Principal is the duty holder for Lambeth College Health and Safety and takes overall responsibility for ensuring compliance with legal requirements.

8.3 Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing safe escape routes, emergency evacuation procedures, and means for firefighting and detection.

8.4 All staff, students and visitors are briefed on the local fire safety arrangements to ensure they know how to raise the alarm and safely exit the premises in case of fire.

8.5 Staff, students and visitors who would need additional support during an evacuation are subject to a Personal Emergency Evacuation plan (PPEP).

8.6 All fire wardens are trained on their responsibilities in case of fire.

8.7 The Head of Estates is the person responsible for ensuring:

- 8.8
  - The maintenance, testing and operation of the fire system.
  - The maintenance and provision of firefighting equipment.
  - The maintenance and provision of fire evacuation chairs.

### 8.9 **Risk Assessment**

8.10 All staff listed in section 5, who hold safety responsibilities, undertake risk assessments to ensure hazards are identified and if possible, eliminated. Where this cannot be achieved, sufficient control measures are implemented to reduce and manage, so far as is reasonably practicable, the risks to our staff and others.

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- 8.11 Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.
- 8.12 The college is currently using an external company to complete all COSHH risk assessments and also uses OSHENS to report and record safety accidents/incidents.
- 8.13 **Audits**
- 8.14 The College is committed to the completion of safety audits regularly, and non-compliances investigated and promptly addressed. Safety audits will be completed both by the Health & Safety advisor and at times external companies appointed by the wider LSBU Group.
- 8.15 **Consultation with trade unions**
- 8.16 Lambeth college Services will consult with trade union Health and Safety representatives on changes likely to affect the health and safety of union members represented; arrangements for appointing competent people to assist in health and safety matters; and provision of health and safety information and training.
- 8.17 **Accident reporting and investigation**
- 8.18 Lambeth College has an accident reporting process to ensure all incidents are reported and investigated. It also encourages all staff and students to report near misses so that lessons can be learned.