



SMS 014 Health and Safety Policy 2022-2023

Originator	Ruth Arrola
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HEALTH AND SAFETY POLICY 2022-2023 SMS014

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3	Sep 22	Yearly update	Ruth Arrola
Changes made on revision 3	Minor changes to job titles, incorporated the new SBTC and changed the safety objectives for the year		
Associated Documents			
Name		Explanation	
Industry Placement H&S policy And associated forms		Describes arrangements in place to ensure the safety of students in work placements with employers.	

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2 Scope of SBC's Occupational Health and Safety

- 2.1 South Bank Colleges (SBC) is committed to protecting the health and safety of staff, students and visitors in our workplace. To achieve this goal, SBC will implement an Occupational Health and Safety Management System in accordance with ISO 45001 and incorporating all applicable statutes and regulations.
- 2.2 The Health and Safety Management System will operate across all parts of the SBC, and includes activities that take place at the Clapham, Brixton, and the Nine Elms campuses.

3 Statement of intent

- 3.1 SBC is committed to providing safe and healthy working conditions for the prevention of workplace injury and ill health for all its staff, students contractors and visitors. SBC 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 SBC 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 Health & Safety Committee that oversees the SBC Health & Safety Management System.
- 3.3 SBC 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, students 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 those who perform work on its behalf. The policy is made available to interested parties upon request, and it's published on the SBC's intranet site.

4 Health and Safety Objectives Measurements

4.1 The SBC Leadership Team has established objectives for improvement in overall Occupation Health and Safety Performance.

4.2 The Health and Safety Advisor will collate and publish measurements related to achieving the objectives to the Leadership Team at least annually.

4.3 Occupational Health and Safety Objectives for 2022-23

4.4

- We will safely manage the opening of the London South Bank Technical College, including working with the Unions and H&S Team to ensure risks are appropriately assessed and managed.

4.5

- We will be raising safety awareness and safety culture at the SBC. 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 all staff as required.

4.6

- We will continue to work with all departments to ensure there is a culture where accidents/incidents/near misses are reported by all. Data collected will be reported to the H&S Committee, and trends analysed to ensure improvement of our overall safety performance. In addition, The College Management Team will receive additional training related to accident investigation and prevention.

4.7

- 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 SBC Leadership Team and the Health and Safety Committee.

4.8

- We will brief the SBC Management Team on the arrangements set out on our Emergency Plan, providing them with additional competences in managing out of course events such as a bladed weapon intruder attack.

4.9

- The H&S Team will continue to deliver an Internal Audit Programme, results of which will be reported to the H&S Committee. Best practices will be shared with stakeholders and others as appropriate. Non-compliances will be investigated and tracked until completion.

4.10

- SBC will endeavour to reduce our last year's rates of accidents, incidents and RIDDOR reports by 5%. We will do this by better communicating to

staff lessons learned during accident investigations, and implementing a Violence at Work policy and training for staff.

5.0 Statement of responsibilities

5.1 The overall responsibility for implementing the SBC Health and Safety Policy lies with the Executive Principal.

5.2 The Executive Principal

5.3 The Executive Principal together with the Principal for LGC SBC SE, and Principal for LSBTC SBC, takes overall responsibility for ensuring compliance with legal requirements.

5.4 The SBC Leadership Team

The SBC Leadership Team 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 SBC.
- 5.7
 - Ensuring the integration of the Health and Safety management requirements into SBC 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.

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- 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.
- 5.14 • Developing, leading and promoting a culture in SBC 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 SBC 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 • Ensuring all staff and students receive the necessary H&S training, which could include the compulsory two yearly training, safety inductions and additional training procured by the College such as first aid and IOSH Managing Safely courses.
- 5.19 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 Health & Safety Committee

- 6.1 The purpose of the Health & Safety Committee is to assist the Executive Principal and her leadership team in the discharge of his/her Health and Safety responsibilities.

The H&S 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 Executive Principal 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 Other staff who hold specific H&S responsibilities

7.1 Health and Safety Advisor

7.2 The Health and Safety Advisor is responsible for ensuring that SBC departments are aware of existing health and safety legislation, and for advising on the implementation, practice and development of health and safety matters.

7.3 She also collects key H&S performance indicators and produces timely reports highlighting trends and organisational risks.

7.4 The H&S Advisor shall conduct timely internal audits as to monitor each department's compliance with the SBC Health and Safety Management System.

7.5 The H&S Advisor will work with local managers to promote good safety practices and improve the overall safety culture.

7.6 The H&S Advisor shall publish and update the SBC emergency plan, safety policies and other statutory documents as required.

7.8 The H&S Advisor will provide the management team with yearly training on current H&S Policies, the arrangements set out in the SBC emergency plan, and accident investigation and prevention.

7.9 The H&S Advisor will ensure there are enough Fire wardens to deliver the H&S requirements set out on our Fire Safety Policy and evacuation plan, and appropriate training is delivered to achieve it.

7.10 Teachers, Technicians, Managers, and Directors

7.11 Teachers, Technicians, Managers, directors, 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.

7.12 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.

7.13 SBC shall have arrangements in place to provide such supervision as is necessary to ensure the health and safety of students and staff. Where

potentially hazardous activities are taking place, then the level of close supervision will be increased.

7.14 **Head of Estates**

7.15 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 risk, fire risk, or work of a hazardous nature.

7.16 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 SBC campuses.

7.17 **Employees and students**

Employees and students 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 issues 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 SBC 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.

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

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 ensuring Security undergo a refresher every 6 months.

8.9 Risk Assessment

8.10 All staff 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.

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 SBC currently uses 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 SBC 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 SBC 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

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- 8.18 SBC 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.