



## SMS 015 Health and Safety Policy 2025-26

Author	Ruth Arrola, Health and Safety Advisor
Date of approval	30/09/25
Approval/review bod(ies)	Health and Safety Committee /Trustees
Review Interval (Years)	1

<b>Document Control</b>			
<b>Title/Document details</b>	SSBC Health & Safety Policy		
<b>Approval date</b>	30/09/2025		
<b>Next Review date</b>	September 2026		
<b>Author</b>	Ruth Arrola, Health & Safety Advisor		
<b>Document revision history</b>			
<b>Revision</b>	<b>Date</b>	<b>Reason</b>	<b>Prepared by</b>
5	Sep 25	Yearly update	Ruth Arrola
<b>Changes made on revision 3</b>	Minor changes college names, and changed the safety objectives for the year. Included new sections for legal compliance and review		
<b>Associated Documents</b>			
H&S Process for the Management of Sports Activities.			
H&S Process Science, Technology, Engineering and Math.			

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## 1 **Scope of SBC's Occupational Health and Safety**

South Bank Colleges (SBC) is committed to protecting the health and safety of staff, students, and visitors. To achieve this goal, SBC has a Health and Safety Management System in place which records all our safety arrangements.

The Health and Safety Management System will operate across all parts of the SBC and includes how we manage risks related to activities that take place at the Clapham, Brixton, and Nine Elms campuses.

## 2 **Statement of intent**

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 eliminating hazards, reducing Occupational Health and Safety risks, and complying with all applicable legal and other requirements relative to its operations while applying the hierarchy of controls to manage risks.

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 which in turn oversees the SBC Health & Safety Management System.

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 to achieve this.

We have documented this policy and will maintain and update it as appropriate, at relevant intervals or upon significant change.

All staff, students and external parties identified in the Health and Safety Management System, are expected to comply with the policies contained therein.

Our safety policies are made available to all staff on our Intranet site. It is also available to interested parties upon request.

This policy aligns with the overarching health and safety commitment of the London South Bank University Group, ensuring compliance with group-wide standards while addressing the specific operational needs of SBC.

### 3 Legal Compliance Statement

SBC will comply with all applicable health and safety legislation, including but not limited to the:

- Health and Safety at Work etc. Act 1974,
- The Management of Health and Safety at Work Regulations 1999
- Other relevant statutory provisions such as the Control of Substances Hazardous to Health (COSHH) Regulations,
- The Provision and Use of Work Equipment Regulations (PUWER)
- The Lifting Operations and Lifting Equipment Regulations (LOLER)
- The Workplace (Health, Safety and Welfare) Regulations
- The Manual Handling Operations Regulations
- The Work at Height Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Health and Safety (First-Aid) Regulations.

We will also have regard to relevant Approved Codes of Practice and HSE guidance.

### 4 Health and Safety Objectives 2025-26

The SBC College Executive Board has established objectives for improvement in the College's overall Occupation Health and Safety performance.

The Health and Safety Advisor will collate and publish measurements related to achieving the objectives to the College Executive Board at least annually.

#### 4.1 Our Occupational Health and Safety Objectives for 2025-26 are:

**Slips, Trips and Falls:** Reduce the number of recorded slip, trip and fall incidents by 10% compared to 2024–25 baseline, by introducing local departmental initiatives and targeted awareness campaigns.

**Training and Competence:** Achieve 95% completion rate of mandatory H&S training modules (induction, refresher, fire warden, IOSH Managing Safely) by August 2026.

**Near Miss Reporting:** Increase near miss reporting by 5% year-on-year to improve hazard awareness and proactive risk management.

**Audit Closure Rates:** Ensure 90% of audit actions are closed within agreed deadlines, with any exceptions escalated to the College Executive Board.

## **5 Statement of responsibilities**

SBC will appoint competent persons in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Competence will be defined as having the appropriate training, knowledge, and experience to carry out the role effectively. Competence will be maintained through continuing professional development, refresher training, and external accreditation where appropriate.

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

### **5.1 The Executive Principal**

The Executive Principal together with the Principal for Lambeth College (LC SBC), and the Principal for The London South Bank Technical College (LSBTC SBC), take overall responsibility for ensuring compliance with legal requirements.

The Executive Principal is responsible for reporting Health and Safety matters to the Board of Trustees. This includes updates on Health and Safety performance, the effectiveness of the Health and Safety Policy, adherence to the policy, compliance by SBC, and expenditure on Health and Safety matters

### **5.2 The SBC College Executive Board**

The SBC College Executive Board is committed to the Occupational Health and Safety management system and in particular:

- 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.
- Ensuring that the Health and Safety policy and related Health and Safety objectives are established and are compatible with the strategic direction of SBC.
- Ensuring the integration of the Health and Safety management requirements into SBC business processes.
- Ensuring that the resources needed to establish, implement, maintain and continually improve Health and Safety are available.
- Communicating the importance of effective Health and Safety management and of conforming to the Health and Safety management system requirements.

- Ensuring that the Health and Safety management system achieves its intended outcome(s).
- Directing and supporting persons to contribute to the effectiveness of the Health and Safety management system.
- Ensuring and promoting continual improvement.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Having systems in place to ensure suitable and sufficient risk assessments are completed for all College activities, workshops and labs.
- Protecting workers from reprisals when reporting incidents, hazards, risks and safety concerns.
- Ensuring SBC establishes and implements a process(es) for consultation and participation of workers.
- Ensuring corrective actions in the H&S Risk Register for the College are timely completed.
- Ensuring all staff and students receive the necessary H&S training, which includes the compulsory two-yearly training, safety inductions and additional training as applicable such as first aid , fire warden, and IOSH Managing Safely.

### 5.3 Trustees of the Board

Trustees of the Board shall be responsible for the:

- **Strategic Oversight:** To ensure clarity of vision, ethos, and strategic direction for the management of risks, including those related to health and safety, across SBC.
- **Accountability and Compliance:** To hold executive leaders accountable for the educational and safety performance of SBC, in line with compliance requirements such as the Health and Safety at Work Act 1974 and other relevant regulations.
- **Financial Governance:** To oversee the financial performance of the organisation, ensuring that adequate funds are allocated and effectively used to support the Health and Safety strategy.

- **Policy Review and Approval:** To periodically review and approve overarching policies that guide SBC's approach to managing health and safety risks effectively.
- **Performance Monitoring:** To regularly review performance related to health and safety, holding the executive leadership accountable for the educational and safety performance of SBC.
- The Trustees will regularly receive reports from the Executive Principal on the effectiveness of the Health and Safety Policy, its adherence, and compliance. This will include updates on financial expenditure related to Health and Safety, ensuring the organization allocates sufficient resources to meet its Health and Safety obligations.
- SBC retains autonomy in implementing its specific health and safety policies, with oversight provided by the SBC Board and in alignment with the broader LSBU Group health and safety governance framework.
- Health and Safety performance and policy compliance will be reported to the Audit Committee as part of their regular oversight function. The Audit Committee will review the Health and Safety Report annually and ensure the appropriate recommendations are made to the Board

#### **5.4 The Health & Safety Committee**

The purpose of the Health & Safety Committee is to assist the Executive Principal and her leadership team in the discharge of their 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 ongoing programme of health and safety initiatives designed to keep staff informed of their health and safety responsibilities.

The Executive Principal may ask the Health and Safety Committee to convene to discuss any health and safety issues.

#### **5.5 Health and Safety Advisor**

The Health and Safety Advisor is responsible for ensuring that SBC departments are aware of existing and safety legislation, and for advising on the implementation, practice and development of health and safety matters. She also collects key H&S performance indicators and produces timely reports highlighting trends and organisational risks.

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

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

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

The H&S Advisor will support the College Executive Board in ensuring 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.

The Health and Safety Advisor will also attend regular meetings with senior managements to update on safety initiatives, trends and needs.

## **5.6 Teachers, Technicians, Managers, and Directors**

Teachers, Technicians, Managers, Directors, and other managerial staff have a general duty to take reasonable care of the health and safety of themselves, other members of staff and students.

They must take all steps necessary to ensure the health, safety and well-being of the persons under their supervision.

They are responsible for ensuring suitable and sufficient risk assessments are in place covering any activity under their control including educational trip risk assessments. That these are consulted and communicated with their staff, and that all documents are reviewed yearly and available for audit purposes.

Directors are responsible for ensuring specific safety processes associated with this H & S Policy are complied with within their areas of responsibility. These include:

- H&S Process for the Management of Sports Activities.
- H&S Process Creative, Educational and Professional Services.
- H&S Process Science, Technology, Engineering and Math.

## **5.7 Operations Manager Estates**

The Operations Manager Estates will ensure the safety of all College premises, including any maintenance and scheduled works. As part of these

responsibilities, Mitie has been appointed as the Integrated Facilities Management (IFM) provider for SBC campuses and will be managed by the Business Support Manager FM.

They must also ensure that appropriate risk assessments and safe systems of work are applied to any activities that could pose a risk to staff, students and or visitors.

The Operations Manager Estates is also responsible for managing all risks and processes related to legionella, asbestos, fire system testing & maintenance, and security of our premises.

## 5.8 Employees and students

All Employees must:

- Cooperate with Supervisors and Managers on H&S matters
- Take reasonable care of their own H&S
- Report any H&S concerns to an appropriate person such as their line manager, or the H&S Advisor.
- Report all accidents and incident on our OSHENS site  
<https://lsbu.oshens.com/Login/Default.aspx>

## 5.9 All students must:

- Cooperate with their teachers on all H&S matters
- Take reasonable care of their own H&S
- Report any H&S concerns to an appropriate person such as their teacher, or the H&S Advisor
- Report all accidents and incident to our OSHENS site  
<https://lsbu.oshens.com/Login/Default.aspx>

## 6 General safety arrangements

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

SBC recognises the importance of welfare and wellbeing as part of a safe workplace. In addition to meeting statutory welfare requirements (toilets, washing facilities, drinking water, rest areas, and suitable working environments), SBC is committed to promoting staff and student wellbeing, including mental health.

Support is available through HR, student services, and external partners such as occupational health.

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, and providing safe escape routes, emergency evacuation procedures and means for firefighting and detection.

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.

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

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

The Operations Manager Estates is the person responsible for ensuring:

- The maintenance, testing and operation of the fire system.
- The maintenance and provision of firefighting equipment.
- The maintenance and provision of fire evacuation chairs and staff to operate them in an emergency ensuring they undergo a refresher every 6 months

Mitie, as the new IFM provider for SBC, will assist in carrying out these functions under the supervision of the Operations Manager Estates.

## 6.1 Risk Assessment

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.

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.

SBC currently uses an external company to complete all control of substances hazardous to health (COSHH) risk assessments and also uses OSHENS to report and record safety accidents/incidents.

## 6.2 Audits

SBC is committed to the regular completion of health & safety audits, and non-compliances are investigated and promptly addressed. H&S audits will be completed by the Health & Safety advisor and at times external companies appointed by the wider LSBU Group.

## 6.3 Consultation with trade unions

SBC will consult with trade union Health and Safety representatives on changes likely to affect the health and safety staff.

## 6.4 Accident reporting and investigation

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.

## **7 Review**

This policy will be reviewed annually. In addition, an immediate review will be undertaken if there is:

- A significant change in legislation or guidance.
- A serious incident, dangerous occurrence, or enforcement action.
- A substantial change to premises, activities, or staffing.
- Feedback from audits or consultation indicating the policy is no longer effective.