



# SMS 014 Health and Safety Policy 2023-2024

Originator	Ruth Arrola
Date of approval	September 2023
Approval/review bod(ies)	SLT/Trustees
Review interval (years)	1

## HEALTH AND SAFETY POLICY 2023-2024 SMS014

### Document Control

<b>Title/Document details</b>	SSBC Health & Safety Policy
<b>Approval date</b>	September 2023
<b>Next Review date</b>	September 2024
<b>Author</b>	Ruth Arrola, Health & Safety Advisor

### Document revision history

Revision	Date	Reason	Prepared by
4	Sep 23	Yearly update	Ruth Arrola
<b>Changes made on revision 3</b>	Minor changes to job titles incorporated the new SBTC and changed the safety objectives for the year.		

### Associated Documents

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.

1	<b>Contents</b>
2	Scope of SBC's Occupational H&S Management System
3	Statement of intent
4	Health and Safety Objectives
5	Statement of responsibilities
6	The H&S Committee
7	Other staff who hold H&S responsibilities
8	General safety arrangements.

## **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. To achieve this goal, SBC has a Health and Safety Management System in place which records all our safety arrangements.
- 2.2 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.

## **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 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.
- 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 which in turn 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 to achieve this.
- 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 Our safety policies are made available to all staff on our Intranet site. It is also available to interested parties upon request.

## 4 Health and Safety Objectives 2023-2024

4.1 The SBC Senior Leadership Team has established objectives for improvement in the College's 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 **Our Occupational Health and Safety Objectives for 2023-24 are:**

4.4 • We will continue to monitor the number of activities taking place at the London South Bank Technical College (LSBTC). Before any new activity/work area is brought into operation, we will ensure a suitable and sufficient risk assessment is completed, and staff receive the required training.

4.5 • We will be raising safety awareness and safety culture at SBC. We will achieve this by consulting, promoting, and informing all staff of any safety policy and process changes, regular staff briefings, and staff training.

4.6 • We will continue to work 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.

4.7 • We will continue to manage organisational safety risks by collating them into the Risk Register, ensuring that corrective actions are timely completed and where they are not, this is escalated to the Senior Leadership Team.

4.8 • The Principal for the London Gateway College (LGC SBC SE) will lead work currently being undertaken to improve staff training and support in managing student behaviour. This will include conflict management and de-escalation. We will continue to closely monitor any incidents of violence towards other students or staff, to ensure lessons are learned and improvements made.

4.9 • The H&S Team will continue to deliver an Internal Audit Programme, the results of which will be reported to the H&S Committee and the College Principals who are ultimately responsible for ensuring all actions are completed timely.

## 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 the Principal for The London South Bank Technical College (LSBTC SBC), take overall responsibility for ensuring compliance with legal requirements.

### 5.4 The SBC Senior Leadership Team

The SBC Senior 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.
- 5.12 • Ensuring and promoting continual improvement.

## HEALTH AND SAFETY POLICY 2023-2024 SMS014

- 5.13 • Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- 5.14 • Having systems in place to ensure suitable and sufficient risk assessments are completed for all College activities, workshops and labs.
- 5.15 • Protecting workers from reprisals when reporting incidents, hazards, risks and safety concerns.
- 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 includes the compulsory two-yearly training, safety inductions and additional training as applicable such as first aid and IOSH Managing Safely.
- 5.19 **Trustees of the Board**
- 5.20 Trustees of the Board shall be responsible for the:
- 5.21
  - 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

## HEALTH AND SAFETY POLICY 2023-2024 SMS014

### 5.21 **The Health & Safety Committee**

5.22 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.

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

### 5.24 **Health and Safety Advisor**

5.25 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.

5.26 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 Senior Leadership Team 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.

## HEALTH AND SAFETY POLICY 2023-2024 SMS014

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

5.28 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.

5.29 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. That these are consulted and communicated with their staff, and that all documents are reviewed yearly and available for audit purposes.

5.30 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.

### 5.31 **Business Support Manager FM, Blocks A/B/D and LC**

5.32 The Business Support Manager FM, Blocks A/B/D and LC will ensure the safety of all College premises including any maintenance and scheduled works.

5.33 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 Business Support Manager FM, Blocks A/B/D and LC is also responsible for managing all risks and processes related to legionella, asbestos, fire system testing & maintenance, and security of our premises.

### 5.34 **Employees and students**

5.35 All Employees must:

- Cooperate with Supervisors and Managers on H&S matters

## HEALTH AND SAFETY POLICY 2023-2024 SMS014

- 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>

5.36 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 si our OSHENS site  
<https://lsbu.oshens.com/Login/Default.aspx>

## 6 General safety arrangements

6.1 **Fire**

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

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

6.4 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.

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

6.6 All fire wardens and evacuation assistants are trained on their responsibilities in case of fire.

6.7 The Business Support Manager FM, Blocks A/B/D and LC is the person responsible for ensuring:

- 6.8
- The maintenance, testing and operation of the fire system.
  - The maintenance and provision of firefighting equipment.
  - The maintenance and provision of fire evacuation chairs and staff to operate them in an emergency ensuring they undergo a refresher every 6 months

### 6.9 **Risk Assessment**

6.10 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.

6.11 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.

6.12 SBC currently uses an external company to complete all COSHH risk assessments and also uses OSHENS to report and record safety accidents/incidents.

### 6.13 **Audits**

6.14 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.

### 6.15 **Consultation with trade unions**

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

### 6.17 **Accident reporting and investigation**

6.18 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.