



Lambeth
College

The Careers
College

South Bank Colleges
Lambeth College

Health and Safety Policy
&
Safe Student Policy
2018 – 19

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1.1 Introduction

Health & Safety is a fundamental consideration for all parties.

There is both a legal and professional responsibility to ensure understanding and application of health and safety principles at all times.

This Health & Safety policy sets out the standards and principles for South Bank Colleges trading as Lambeth College, referred to as College hereafter

It is important that all staff familiarise themselves with the contents and ensure that they refer to it when appropriate.

If staff are in any doubt over the application or requirements at any time they must ensure that issues are discussed with their lecturer, line manager or a senior member of staff.

Staff should: -

- Ensure they understand the contents of this document and when to apply them.
- Look out for their own safety first and ensure they do not put themselves at risk.
- Ensure that they understand what is required of them and compliance with the company's policies.

There are appointed First Aiders across the College. Please seek advice from Estate Manager.

There are appointed Fire Wardens across the College. Please seek advice from H&S Representative

1.2 Health and Safety Policy Statement

The Governing Body and Corporate Leadership Group of Lambeth College recognises and accepts its responsibility to provide a safe and healthy working environment for all its employees, students, contractors and visitors who use its premises in order to prevent injury and ill health, in accordance with the Health & Safety at Work etc. Act 1974 and its associated regulations.

This policy requires College to conform to the requirements of the British Standards for Occupational Health & Safety Series Guidelines (OHSAS18001) plus associated and any subsequent updated standard or guidance.

The Governing Body and Corporate Leadership Group of College recognises the need to focus on continual improvement of its Health & Safety management and performance.

Our aim is to encourage a positive health and safety culture. To ensure this is achieved occupational health and safety is actively promoted throughout the organisation through the provision of information, training, instruction and supervision.

The Governing Body and Corporate Leadership Group of Lambeth College operates a 'no blame' culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.

Emphasis is placed on effective management ensuring a systematic approach to the identification of risks and the allocation of financial and physical resources to control them.

In order to deliver these responsibilities, The Governing Body and Corporate Leadership Group of the College undertakes to: -

- Maintain a safe and healthy place of work with safe access and egress;
- Provide adequate welfare facilities;
- Ensure that risk assessments are being carried out on an on- going basis with employees participating in the risk assessment process. Assessments will cover Lambeth College's undertakings and will assist in the identification of hazards and the setting of prioritised objectives for elimination and reduction of risk;

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- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work.;
- Consult with employees on issues relating to Occupational Health & Safety;
- Ensure access to competent health and safety advice;
- Provide plant, equipment and systems of work which are safe and without risks to health;
- Ensure safe arrangements for the use, handling, storage and transport of articles and substances;
- Ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with UK and overseas operations;
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures;
- Promote Health and Safety awareness to all students;
- Maintain an appropriate organisational structure and culture to ensure the appropriate systems are in place for the management, monitoring and auditing of Health and Safety performance and procedures; and
- Take in to account the responsibilities, abilities, language skills and literacy of the staff or students being trained.

The Chief Operating Officer COO takes overall responsibility for Health and Safety including the formulation, development and implementation of the Health & Safety policy within Lambeth College.

We require the co-operation and support of all managers, employees, students, contractors and visitors in its implementation.

The Executive Principal will ensure that the Policy is reviewed periodically, at least every year, to ensure that it remains relevant and appropriate to the organisation.

This Policy will be communicated to all persons working under the control of the organisation and will be made available to interested parties on request.

1.3 Receipt of Health & Safety Policy etc.

I confirm that I have received and understand this health and safety policy and agree to take reasonable care of my own health and safety, and to carry out my individual obligations as declared in this policy and any subsequent published revisions.

Signed

.....

Staff Member Name

.....

Date

.....

2.0 Organisation – Roles and Responsibilities

2.1 Introduction

The person with overall responsibility for the Health & Safety Policy for the College is H&S Representative. The H&S Representative is also responsible for implementation of the Health & Safety Policy.

It should be noted, that the H&S Representative is not personally responsible for the personal health and safety of staff.

The H&S Representative is assisted by the Head of Estates and College Leadership Group with internal matters and the external Health & Safety Provider on external matters.

2.2 Employers and Employees Requirements

Employer's requirements and obligations are founded under the Health & Safety at Work etc. Act at Sections 2 and 3. Section 2(1) of the Act states 'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'

Section 3(1) of the Act states 'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.'

Members of staff also have responsibilities to co-operate in meeting statutory duties under the Health and Safety at Work etc. Act and to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts and omissions.

Section 7 of the Act advises that 'it shall be the duty of every employee while at work: -

- To take reasonable care for health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

2.3 Responsibilities of Executive Principal

- To ensure that the College Leadership Group complies with its term of reference of Health and Safety Management Committee;
- To sanction the College's Health and Safety Policy Statement;
- To receive immediate verbal advice followed by written reports from the appropriate Centre Manager on any fatality or serious occurrence out of or in connection with operations controlled by the College (including off-site collaborative provision and work placements) and to ensure that all statutory bodies are notified and relevant forms are completed;
- To ensure that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working are maintained for all staff and students and that appropriate resources are allocated to achieve this;
- To ensure that Governors are advised of the Health and Safety Policy and that appropriate systems are in place to enable Governors to supervise the College's health and safety arrangements;
- To ensure that appropriate reports are submitted to Governors on an annual basis on the implementation of the Health and Safety Management Plan;
- To set a personal example by following all rules and regulations when on site; and

2.4 Responsibilities of Chief Operating Officer

- To Chair the business of Health & Safety on the College Leadership Group;

- To ensure the College has in place the appropriate organisation and method for the implementation of the Health and Safety Policy and making all persons aware of their responsibilities;
- To ensure that reports are presented to the Senior Management Team and College Health & Safety Committee on a timely basis;
- In conjunction with the College H&S Advisor and Head of Estate & Facilities Management, to draw up a proposed annual Management Plan and to provide regular monitoring reports on the implementation of the approved plan to the Senior Management Team;
- To set in place and manage the organisation and methods for implementing the Health and Safety Policy and ensure that College management, employees, students and contractors are aware of their responsibilities and how they can be met;
- To ensure the College receives appropriate external advice, guidance and support where required to implement the Health and Safety Policy;
- To ensure that Health and Safety Management systems, policies and amendments to them are disseminated through the College to all relevant staff and other persons;
- To report any serious incidents or occurrences to the Executive Principal at the earliest opportunity;
- To provide adequate resources to ensure employees receive training in Health and Safety matters as appropriate.
- To understand fully and act upon the College's Health and Safety Policy and procedures;
- To ensure that the operations under her/his control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessments and safe system of work;
- To act as the line manager to the H&S Manager and Head of Estate & Facilities Management;
- To monitor the maintenance by the College H&S Advisor and Facilities Management & management of Health and Safety policies and procedures and to ensure that they receive appropriate approvals and that they remain up-to-date and disseminated as appropriate to staff and students;
- To ensure arrangements are in place for termly health and safety inspections to be held at each College Centre;
- To ensure that arrangements are in place for the reporting and investigation of all accidents, incidents involving injury, damage and loss, or which include a potential hazard. To oversee the analysis of these reports, and ensure appropriate action is taken so as to avoid recurrence;
- To have understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed; and
- To set a personal example by following all rules when on site.

2.5 Responsibilities of College Leadership Group

- To understand fully and act upon the College's Health and Safety Policy and procedures;
- To ensure that the operations under her/his control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessments and safe system of work;

- To ensure that statutory regulation and College procedures are adhered to in the areas of their responsibility and highlight any irregularities to the H&S Advisor and Head of Estate & Facilities Management;
- To participate actively in the Health and Safety Management Committee and to participate in the College Health and Safety Committee as required;
- To work closely on all issues with the College H&S Advisor, Head of Estate and Facilities Management to implement the overall Management Plan as it applies to their area of control;
- To ensure that the College's Health and Safety Policy is brought to the attention of all employees within their area of control and to ensure that all subordinates, and in particular technicians, are aware of their duties and responsibilities;
- To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed;
- To ensure that all Students under their control receive appropriate information and training where necessary to enable them to operate safely while on College's premises.
- To follow reporting procedures for all accidents and dangerous occurrences, where or not involving personal injury;
- To ensure that in the areas under their supervision there is adequate provision and arrangement for welfare, personal protective equipment, barriers, signage and other items designed for accident and loss prevention;
- Should any statutory notice (improvement/prohibition) be served on any facility under their control, she/he is to report it immediately to the Head of Estates, H&S Advisor and Centre Manager; and
- To set a personal example by following all rules when on site.

2.6 Responsibilities of Managers

- To ensure that statutory regulation and College procedures are adhered to in the areas of their responsibility and highlight any irregularities to the H&S Advisor and Head of Estate & Facilities Management;
- To work closely on all issues with the College H&S Advisor and Head of Estates & Facilities Management and Estates personnel and to implement the overall Management Plan as it applies to their Centre;
- To ensure that the College's Health and Safety Policy is available to all employees within their area of control and to ensure that they are aware of their duties and responsibilities;
- To receive termly reports from the Estates Manager on building compliance and related services;
- To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed;
- To follow reporting procedures for accidents, incidents, near misses and dangerous occurrences, whether or not involving personal injury and to work closely with H&S Advisor and Head of Estates & Facilities Management to ensure the cooperation of all staff to enable an investigation;
- To ensure that all records and registers are properly maintained, kept up-to-date and actioned when necessary and are readily available. To keep Risk Assessment record up-to-date;
- To ensure that at their Centre there is adequate provision and arrangement for welfare, personal protective equipment, barriers, signage and other items provided for accident and loss prevention;

- To have understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed;
- Should any statutory notice (improvement/prohibition) be served on any facility under their control, she/he is to report it immediately to the Head of Estates, H&S Advisor and Centre Manager;
- To set a personal example by following all rules when on site.

2.7 Responsibilities of Heads of Faculties and Heads of Services

- To participate actively in the Centre Health and Safety Committee and ensure that reports on their areas of responsibility are submitted to the Centre Health and Safety Committee as required;
- To ensure that statutory regulation and College procedures are adhered to in the areas of their responsibility and highlight any irregularities to the H&S Advisor and Head of Estate & Facilities Management;
- To work closely on all issues with the College H&S Advisor and Head of Estates & Facilities Management and Estates personnel and to implement the overall Management Plan as it applies to their area of control;
- To ensure that College's Health and Safety Policy is brought to the attention of all employees within their area of control and to ensure that all subordinates, and in particular technicians, are aware of their duties and responsibilities;
- To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed;
- To ensure that all the Students under their control receive appropriate information and training where necessary to enable them to operate safely while on College premises;
- To follow reporting procedure for accidents and dangerous occurrences, whether or not involving personal injury;
- To ensure that all records and registers are properly maintained, kept up-to-date and actioned when necessary and are readily available. To keep Risk Assessment record up-to-date;
- To ensure that in the area under their supervision there is adequate provision and arrangement for welfare, personal protective equipment, barriers, signage and other items designed for accident and loss prevention;
- To have understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed;
- Should any statutory notice (improvement/prohibition) be served on any facility under their control, she/he is to report it immediately to the Head of Estates, H&S Advisor and Centre Manager; and
- To set a personal example by following all rules when on site.

2.8 Responsibilities of Head of Estate & Facilities Management

- To provide advice and support to the College Leadership Group, College Health & Safety Committee and College Managers on all aspects of Health and Safety;
- To advise the Chief operating officer on statutory and technical matters relating to health and safety;

- To be responsible to the Chief Operating Officer for drawing up a draft annual Health and Safety Management Plan and for ensuring the approved Management Plan is implemented in conjunction with local managers;
- To liaise closely with a range of individuals including local managers, Estates personnel, contractors, enforcement agencies inspectors and staff safety representatives etc. in ensuring implementation of Health and Safety policies and procedures;
- To ensure termly inspections are undertaken at all sites, to receive reports on these and to inform the College Leadership Group and College Health and Safety Committee of the findings of these reports;
- To carry out regular audits of all Health and Safety management systems, policies and procedures;
- To ensure that relevant managers are aware of their responsibilities to advise contractors employed by the College of their obligations and duties and of the College's requirements with regards to health and safety;
- To implement and monitor reporting procedures for accidents and dangerous occurrences, whether or not involving personal injury. To ensure the circumstances surrounding such accidents are properly and fully investigated and to consider if further control measures / precautions are needed to prevent reoccurrence, and to act on these;
- To ensure that all College Health and Safety records are registered and properly maintained, kept up-to-date and actioned where necessary and that they together with all appropriate reports and assessments are kept and are readily available;
- To ensure that relevant managers are aware of their responsibilities for the health and safety aspects of tenders, including safe methods of work, relevant code of practice and a commitment to comply with College Health and Safety procedure;
- To liaise with relevant managers to ensure that at tender/planning stages adequate provision and arrangement are made for welfare, first aid, personal protective equipment, barriers, signage and other items designed for accident and loss prevention;
- To ensure where appropriate risk assessments and safe systems of work, at onset and during the works, are provided by contractors undertaking work involving high risk, fire risk or of a hazardous nature;
- To ensure that all risk assessments are undertaken for all significant tasks by contractors, staff or students and method statements are established;
- To have comprehensive understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed;
- Should any statutory notice (improvement/prohibition) be served on the college by any enforcement authority, to report it to Chief operating officer immediately;
- To set a personal example by following all rules and regulations when on site;
- To maintain adequate and up-to-dated information on relevant law and on safety management practice;
- To attend training courses as appropriate to keep abreast of changes;
- To identify and co-ordinate Health and Safety training provision for college staff at facilities department;
- To promote awareness of health and safety issues and a positive health and safety culture within the college

2.9 Responsibilities of Health and Safety Manager is this the same as the H&S advisor and H&S Representative

- To provide advice and support to the College Leadership Group, H&S Committee and college staff on all aspects of Health and Safety;
- To undertake the responsibilities of the Head of estate in his/her absence;
- To liaise closely with a range of individuals including local managers, estate personnel, contractors, enforcement agencies inspectors and staff safety representatives etc. in ensuring the implementation of Health and Safety policies and procedures;
- To implement and monitor reporting procedures for accident and dangerous occurrences, whether or not involving personal injury. To ensure the circumstances surrounding such accidents are properly and fully investigated and to consider if further control measures / precautions are needed to prevent re-occurrence, and to act on these;
- To ensure that all College Health and Safety records and registers are properly maintained, kept up-to-date and actioned where necessary and that they together with all appropriate reports and assessments are kept and are readily available;
- To have understanding of the requirements laid down under the Health and Safety at Work Act 1974, regulations made thereunder and any other statutory regulations and ensure they are observed
- Should any statutory notice (improvement/prohibition) be served on the college by any enforcement authority, to report it to Chief Operating Officer immediately;
- To set a personal example by following all rules and regulations when on site;
- To attending training courses as appropriate to keep abreast of changes;
- To identify and co-ordinate Health and Safety training provision for college staff;
- To promote awareness of health and safety issues and a positive health and safety culture within the college;
- To remove employees or contractors from site who fail to consider the safety and wellbeing of themselves and others and ensure that written notification is forwarded to the appropriate company through the recognised channels;
- To arrange to issue as appropriate any permits appertaining to the activity of the college;
- To ensure that all plant and equipment brought onto the college by contractors is in safe working condition with all appropriate certification;
- To ensure that risk assessments and COSHH assessments for estate operations are updated on regular basis;
-

2.10 Responsibilities of estates staff

- To understand and fully act upon the college Health and Safety Policy and directory;
- To ensure that the operations under his/her control are conducted in accordance with the relevant regulations, approved code of practice and college procedures following the appropriate risk assessment and safe system of work;
- To participate as required in termly and other health and safety inspections;

- To ensure that all accidents and dangerous occurrences are promptly reported in accordance with legislative and College procedures;
- To follow procedures for working with approved contactors, and to ensure no unauthorised personnel are allowed to work on the Lambeth college premises;
- To ensure that contractors follow the college Health and Safety site regulations and about specific hazards likely to affect their area of activity as far as reasonably practicable;
- To ensure that adequate first aid facilities are provided for contractors and that the rules imposed by the college with regards to health and safety (e.g. smoking, emergency evacuation arrangements) are brought to the attention of all contractors;
- In liaison with co-workers to ensure all centres are maintained in a clean and tidy state and to ensure that all plant rooms are adequately lit and have all rubbish removed to prevent the risk of fire;
- To co-operate fully with the college H&S manager or other external consultants appointed by the college and act promptly upon any authorised instructions;
- To remove employees or contractors from site fail to consider the safety and wellbeing of themselves and others and ensure that written notification is forwarded to Estate managers for forwarding to the appropriate company through recognised channels;
- To ensure the correct operation as appropriate of any permits appertaining to the activity of the college;
- To ensure that all plant and equipment brought onto the college by contractors is in safe working condition;
- To carry out risk assessment and COSHH assessments for estate operations as required;
- To set a personal example by following all rules and regulations when on site.

2.11 Responsibilities of Technician Manager

- To understand fully and act upon the College's Health and Safety Policy and directory as it relates to their area of work;
- To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and college procedures following the appropriate risk assessment and safe system of work;
- To undertake activities and follow instructions as advised by Health and Safety representative or Head of faculty to enable the College to comply with all relevant Health and Safety legislation;
- To ensure that all accidents, incidents, near miss and dangerous occurrences, whether involving personal injury or not are immediately reported in accordance with the College procedures;
- To work jointly with the College's estates staff, Health and Safety representative and external consultants in implementing health and safety procedures;
- To report to their Head of faculty or Health and Safety representative any employees or contractors who fail to consider the safety and well-being of themselves and others while on site;
- To ensure that risk assessments relating to their work area are up to date and reviewed as needed;
- To set a personal example by following all rules and regulations when on site.

2.12 Responsibilities of Technicians

- To understand fully and act upon the College's Health and Safety Policy and directory as it relates to their area of work;
- To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and college procedures following the appropriate risk assessment and safe system of work;
- To undertake activities and follow instructions as advised by Health and Safety representative or Head of faculty to enable the College to comply with all relevant Health and Safety legislation;
- To ensure that all accidents, incidents, near miss and dangerous occurrences, whether involving personal injury or not are immediately reported in accordance with the College procedures;
- To work jointly with the College's estates staff, Health and Safety representative and external consultants in implementing health and safety procedures;
- To report to their line manager or Health and Safety representative any employees or contractors who fail to consider the safety and well-being of themselves and others while on site;
- To set a personal example by following all rules and regulations when on site.

2.13 Responsibilities of teaching and administrative staff All staff?

- To understand fully and act upon the College's Health and Safety Policy and directory as it relates to their area of work;
- To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and college procedures following the appropriate risk assessment and safe system of work;
- To co-operate fully with College's estate staff, Health and Safety representative and external consultants and to act promptly upon any instructions;
- To report to their line manager or Health and Safety representative any employees or contractors who fail to consider the safety and well-being of themselves and others while on site;
- To advise the Health and Safety of any need to update risk assessments relating to their area of work;
- To set a personal example by following all rules and regulations when on site;
- To ensure that all students within their area of responsibility are aware of and act upon safety procedures and instructions.

2.14 Responsibilities of students

- To co-operate with College staff in all matters in relation to health and safety;
- To understand fully and act upon the College's Health and Safety Policy as advised in the student handbook;
- To refrain from any conduct which puts at risk themselves or any other person;

- To report to their teacher any accidents, incidents, near miss or dangerous occurrence whether involving personal injury or not;
- To set personal example by following all rules and regulations when on site.

2.15 Responsibilities of non-employees working on College premises

- As defined by Section 7 of the Health and Safety at Work Act 1974 to take reasonable care of themselves and of others who may be affected by their acts or omissions;
- To observe and follow the College's Health and Safety Directory where it applies;
- To observe and follow all instructions given by person in charge;
- To attend any briefing sessions on relevant hazard areas by the College's representative and act on this information in the responsible and appropriate manner.

3. Health and Safety Arrangements

3.1 Consultations

The College implements the following arrangements for consultation with staff.

3.1.1 Consultation with Staff

The SBC Governing body and Corporate Leadership Group of Lambeth College shall

- Meet the requirements of the Safety Representative and Safety Committee Regulations 1977, together with the related guidance notes, Code of Practice on Safety Representatives and Code of Practice on Time Off for the Training of Safety Representatives;
- Meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996;
- Provide appropriate training and updates where required to enable staff to meet their health and safety obligations and to ensure the effectiveness of training is evaluated.

3.1.2 Consultation with contractors and external interested bodies

The Governing body and Board Group of Lambeth College recognise

- The need to consult with contractors any changes that affects their occupational health and safety;
- The need to ensure that, when appropriate, relevant external interested parties are consulted about pertinent occupational health and safety matters.

3.2 College Leadership Group (Health and Safety Management Committee)

3.2.1 Terms of Reference

- 1) To agree the College's Health and Safety Policy Statement and to ensure the College meets its statutory Health and Safety obligations.
- 2) To approve agendas and documents to go forward to the College Health and Safety Committee, and to seek the views of the Committee on all Health and Safety policy matters.

- 3) To approve the terms of reference of the Health and Safety Committee and to approve the responsibilities of the College staff with respect to health and safety.
- 4) To ensure that arrangements are in place to make College employees aware of their health and safety responsibilities, including provision for training, and to ensure compliance with relevant Health and Safety Legislations.
- 5) To ensure that College has suitable arrangements in place to make students aware of their health and safety responsibilities and their need to comply with relevant Health and Safety Legislations and to ensure that staff are aware of their responsibilities in this respect.
- 6) To ensure that all College's procedures and policies are appropriately implemented by:
 - Establishing monitoring and feedback arrangements;
 - Receiving formal reports from the College Health and Safety Committees, to include a termly report from Health and Safety Representative or Head of Estates on the progress of the implementation of the Health and Safety Management plan, and acting on the information provided;
 - Establishing and monitor a comprehensive audit programme for Health and Safety activities.
- 7) To regularly monitor all College Health and Safety policies and procedures to ensure that they remain appropriate and up to date.
- 8) To receive from Health and Safety representative and Head of Estates an annual Health and Safety Management Plan at the start of each academic year with clear parameters, targets and achievement dates, and budget priorities.

Membership

Executive Principal

Head of finance

Assistant Executive Principals

Chief Operating Officer

Health and Safety Manager Not a member of CLG

To be advised by the Health and Safety representative, Head of Estates and external consultants, where required.

3.3 College Health and Safety Committee

3.3.1 Committee Terms of reference

1. Purpose & Responsibilities

1.1 Purpose - The Health and Safety Committee assist the commissioner and his executive team in the discharge of his Health and Safety responsibilities

1.2 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.

More detailed responsibilities of the Committee and its members are provided in the Health and Safety Policy document.

2. Composition

Chair

- Chief Operating Officer

Members

- Executive Principal
- Head of H&S
- Assistant Executive Principals
- UCU/UNISONS reps
- Head of HR
- Head of Estates
- Head of Safeguarding
- See note re Heads of Faculty

In addition, the Committee may invite other Members of Staff to the Meetings as appropriate.

3. Authority

3.1 The Committee authority comes from the Lambeth College Board and College Leadership Group (CLG)

3.2 The Committee chair will report to the Executive Principal after each meeting, within adequate time frame.

3.3 The Commissioner or 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.

4. Budget

The Committee has no budget; however, college has H&S budget available.

5. Quorum

The Committee will quorate with the Chair, Estate Manager, at least one trade union safety representative and either a first aider or fire warden representative present.

6. Secretariat

Will be confirmed prior to the meeting.

7. Frequency of meetings

The committee will meet **half termly**. The Chair may convene additional meetings as necessary.

8. Evaluation

8.1 The committee's effectiveness and terms of reference will be reviewed at least annually by CLG, College Board and the committee, including a review of membership and relevant skills.

Changes to the terms of reference must be agreed by the Chair.

- 8.2 The committee will review its handling of any significant projects it manages within 3 months of the end of the project and will report back to the Chair on any lessons learnt regarding H&S merit.

4.0 Safe Student Policy

4.1. Introduction

This policy is a part of College Health and Safety Policy.

The college defines Safe Learners as students who, through the quality of their learning experience, gain an understand of the importance of health & safety and the identification of control and risk, and who develop a set of safe behaviours and a practical, transferable skills from their experience through active participation in the learning process.

The College seeks to ensure students are safe by ensuring that:

- 1) Checks are made that the standards required by H&S legislation and best practice are in place for students and are reviewed and updated regularly.
- 2) All students attend an induction and receive training which meets the H&S requirements of their course.
- 3) Student's demonstration of their ability to apply their knowledge and understanding of H&S legislation is checked and monitor.

4.2 Policy Implementation

H&S Manager will check that the standards required by H&S legislation and best practice are in place and are reviewed and updated regularly by:

- 1) Reviewing the H&S advice and guidance in the student handbook each year and updating as necessary.
- 2) Publicising any changes to H&S legislation which occur mid-year to students through notice boards, students reps meeting, tutor briefing sheets etc.
- 3) Review H&S advice and guidance to students through the annual course review
- 4) Annual audit of compliance of student health & safety standards, against the Student Health and Safety Audit Checklist which is kept updated by the H&S Manager and provided to Heads of Faculties. It is the responsibility of Heads of Faculties to ensure that health and safety requirements are complied with, and to ensure a good standard of student health and safety practice. The Health and Safety Representative role is to audit that the compliance checks by Heads of Faculties are adequate.

4.3 Students Health and Safety Training

Ensure that all students attend an induction and receive training which meets the H&S requirements of their course by:

- 1) Providing an induction checklist for all students in the Course Tutor File which includes H&S.
- 2) Head of Faculties providing reports on completion of the induction programmes.
- 3) Providing H&S instruction for students on laboratory or workshop-based courses which have other specialist requirements for H&S.
- 4) Auditing tutor's H&S lab/workshop instructions on annual basis.

4.4 Monitoring Students understanding of H&S legislation

Monitor student's demonstration of their ability to apply their knowledge and understanding of Health and Safety legislation by:

- 1) Including Health and Safety in the College lessons observation checklist.

- 2) Including Health and Safety in the School self-assessment report and using evidence based on lessons observation.

Reporting on student's achievements in H&S core units (this applies only to those courses with specific H&S units)

4.5 Health and Safety Committee and Reporting Structure



4.6 Arrangements for managing Health and Safety

The college implements and maintains the following arrangements to manage health and safety. Each of the policies and procedures listed below are available in full from health and safety and on the college intranet: Are these polices in place?

- Accidents, Incidents and Near Miss reporting Policy and Procedure
- Compliance with legal requirements Policy and Procedure
- Communicable Disease Policy and Procedure
- Compressed gas
- Controls of Substances Hazardous to Health
- Disaster Management Policy and Procedure
- Display Screen Equipment Policy and Procedure
- Driving College Vehicles Policy and Procedure
- Educational Trips & Visits Policy and Management Procedure
- Essential H&S Booklet
- First Aid Policy and Procedure
- Lone Working Policy and Procedure
- Managing Violence at Work Policy and Procedure

- New and Expectant Mothers Policy and Procedure
- No Smoking Policy
- Off-site Centres Policy and Procedure
- Portable Appliances Testing and Policy
- Risk Assessment Policy and Procedure
- Security Searches Policy
- Work Experience Policy and Procedure