



## Health and Safety Policy

(updated August 2018)

### **Introduction**

The Health, Safety and Welfare at Work Act 1974 imposes a statutory duty on employers to ensure, in so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

This Health and Safety Policy seeks to provide the foundation for the College to establish and ensure a positive health and safety culture for all members of the College community, through coherent processes and compliance with all relevant standards, thus enabling staff and learners to achieve their potential in an environment where positive well being is the expectation for all, producing learners and staff who flourish by being confident, healthy, safe, emotionally resilient, risk intelligent and personally fulfilled.

LMA is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the College and to fully meet its legal obligations and corporate responsibilities.

The College considers health and safety to be an integral part of quality and will endeavour to have in place an effective health and safety management system and demonstrate continuous improvement in line with HSE guidance.

Injuries and accidents can often be avoided. The College is determined to improve systems to reduce injuries and ill health.

The ultimate responsibility for health and safety rests with the Principal.

There is a management structure in place to support the implementation the Health and Safety Policy. This structure includes a competent person who will work closely with all staff.

All employees of the College have responsibilities for their own health and safety and should co-operate with the College as their employer to achieve safe working practices. Managers will consult staff on matters which may affect their health and safety.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the College to achieve the aims of the policy statement.

College managers have responsibility for health and safety within their areas of responsibility.

This policy forms part of employees' conditions of employment. Failure to comply may be treated as a

disciplinary matter.

1. The College will, so far as is reasonably practicable, ensure that:

- . 1.01 Adequate resources are provided to ensure that proper provision can be made for health and safety;
- . 1.02 Risk assessments are carried out and periodically reviewed;
- . 1.03 Systems of work are provided and maintained that are safe and without risks to health;
- . 1.04 Arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health;
- . 1.05 All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions;
- . 1.06 Where appropriate, health surveillance will be provided to employees;
- . 1.07 The provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- . 1.08 The working environment of all employees and learners is safe and without risks to health and adequate provision is made with regard to the facilities and arrangements for their welfare at work;
- . 1.09 The place of work is safe and that there is safe access to and egress from the work place;
- . 1.10 Monitoring activities are undertaken to maintain agreed standards, to prevent accidents and cases of work related ill health.

2. It is the duty of all employees at work:

- . 2.01 To take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with the College in fulfilling our statutory duties;
- . 2.02 Be aware of those to whom, and for whom they are responsible in health and safety matters and ensure that any disability or additional need does not offer a risk to their own or others health and safety;
- . 2.03 Give appropriate instructions to implement safe working procedures to those for whom they are responsible
- . 2.04 Encouraging others to desist from behaviour which adversely affects health and safety in the College.
- . 2.05 Not to interfere with, alter or misuse anything provided in the interest of health and safety.

- . 2.06 To bring to the attention of their Line Manager any matter which they considers requires action beyond their own means, competence or authority
  - . 2.07 Co-operation with others in matters affecting safety within the College
3. The College recognises and accepts its responsibilities in respect of persons not in their employment who may be exposed to risks to their health and safety as a result of work being carried out by the College.
  4. The Health and Safety Policy will be reviewed annually and amended and updated as and when necessary. Communication of any such changes will be made to all employees through organised meetings, training and where necessary induction.
  5. There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.
  6. Detailed reference information on the College's Health and Safety can be found by all staff on the intranet under Health and Safety.

### **The organisation of health and safety**

#### **Background Information**

The Management of Health and Safety at Work Regulations 1999, place specific duties on management to ensure that health and safety is managed correctly in terms of assessment, monitoring, planning, reviewing and training.

Health and Safety is incorporated into the current management structure.

The following paragraphs outline the responsibilities placed on the College management.

#### **Risk Assessment – Regulation 3**

Risk assessment should be carried out for all activities and work areas. A “suitable and sufficient” assessment should be made of risks to College employees and of risk to people not in the College's employment, for example; learners and visitors. All curriculum managers are responsible for ensuring that all activities and work areas are covered by suitable and sufficient risk assessments. Managers should discuss risk assessments with staff at team meetings.

#### **Health Surveillance – Regulation 5**

In addition to health surveillance required under the Control of Substances Hazardous to Health Regulations 2002, there may be other work activities which may give rise to adverse health conditions or identifiable diseases, health surveillance is designed to detect these as early as possible so as to prevent risks to College employees. Individual records will be kept regarding health surveillance. Any concerns regarding health surveillance should be addressed to the college safety officer.

## Health and Safety Assistance - Regulation 6

The College management must appoint one or more competent person(s) to assist in meeting the requirement of health and safety legislation. This (these) person(s) need not be qualified but sufficient training, experience and knowledge is required. Management must ensure that those they appoint to assist them with health and safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support. The College's competent person is the Health & Safety Officer.

College Senior Leadership will be responsible for ensuring that the correct expertise exists within the current staff, and managers must make themselves aware of where expertise is available in the College, so that they may draw on their assistance effectively and efficiently.

## Procedures for Serious and Imminent Danger - Regulation 7

The College management is responsible for providing suitable procedures in respect of cases of serious and imminent danger for those employed in using the College or its services. There must be sufficient numbers of competent persons nominated to implement the emergency procedures - where these involve evacuation from a building or buildings.

Where it is necessary to restrict access to an area on health and safety grounds, College management must ensure that employees may not have access unless suitably trained for the prevailing circumstances. Procedures must allow for those exposed to serious or imminent danger to stop working and reach a place of safety and prevent them from returning whilst such a situation exists.

## Information for Employees - Regulation 8

Managers must provide employees with appropriate information on the risks to their health and safety as identified by risk assessments and the measures which have been taken to control these risks. Managers must also provide information to employees on serious and imminent danger procedures. Managers must inform employees of the competent persons who will assist the College in such circumstances.

The above information must also be made available to learners, part-time lecturers, casual staff, fixed term contract staff and employees of other employers sharing the same premises. Where language problems exist, the use of translation facilities and/or pictographic signs should be considered.

## Co-operation and Coordination between Employers - Regulation 9

Where two or more employers share a workspace within the College, they should co-operate on health and safety issues, College management needs to inform other employers in the College of any risk to their employees arising from College activities.

A contractor or delivering supplier is regarded as sharing a workplace, even if only for a short time, for the purpose of this Regulation.

## Employees from an outside organisation undertaking working on Host's Premises - Regulation 10

College management must provide appropriate information on health and safety issues to the

employees of other employers working within the College. These may be contract cleaners, maintenance staff, electricians etc.

#### Capability and Training - Regulation 11

College management will provide suitable health and safety training for College staff. When management entrust tasks to an employee, they must take into account his/her capabilities with regard to health and safety.

#### Temporary Workers - Regulation 13

Temporary workers (and their employers) must be informed of any special skills, qualifications or requirements that are needed to enable them to carry out their tasks safely and with minimal risk to health and safety. The responsibility for providing this information falls to the Head of Curriculum/Section.

#### Health & Safety Responsibilities

##### Main Responsibilities

##### **1. Principal**

- i. Ensure the Health and Safety Policy of the college is relevant to the college activities
- ii. Fund and facilitate the College to meet the requirements of the Health and Safety Policy.
- iii. Ensure adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- iv. Evaluate and monitor health & safety performance including the annual report.

The Principal has overall responsibility for Health and Safety at LMA.

The Principal will drive the maintenance and development of safe working practices and conditions for all employees, learners and authorised persons using the College premises.

##### Main Responsibilities:

- i. To ensure that The Health and Safety Policy document is implemented within the College;
- ii. To ensure that The Health and Safety Policy document is reviewed at least annually and updated from time to time, as necessary, to ensure compliance with current legislation, recognition of good working practice and to keep the policy document in-line with changing circumstances;
- iii. To ensure that members of the Senior Leadership Team (SLT) fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document;

- iv. To ensure that adequate funds are available to meet the requirements of the Health, Safety and Welfare of staff and learners
- v. To ensure that adequate human resources are available to allow staff safely to undertake any training which is necessary under this policy;
- vi. To monitor the overall effectiveness of The Health & Safety Policy document;
- vii. Approve the cessation of unsafe operations, where deemed necessary;
- viii. Ensure adequate communication channels exist and a free flow of communications between all elements of the College community on health and safety matters exist
- ix. Instigate and implement disciplinary procedures against any member of staff who breaches health and safety rules.
- x. Notify colleagues of changes to health, safety or environmental legislation or practice which will impact on health, safety and environmental requirements within the college
- xi. Ensure adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- xii. Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- xiii. Set a personal example as regards commitment to health safety

## **2. Managers**

Managers act for and on behalf of Senior Leadership Team to ensure the implementation of the Safety Policy,

That its aims are consistently met and that all employees satisfactorily discharge the health and safety responsibilities allocated to them.

Main responsibilities:

- i. Ensure the Managers for whom they are responsible have in place suitable and sufficient procedures covering the individual health, safety and welfare arrangements applicable to their area which is to be reviewed annually;
- ii. Ensure that suitable and sufficient risk assessments are carried out and corrective action carried out to so far as is reasonably practicable reduce or eliminate the associated risks;
- iii. Ensure that all employees within the area of responsibility have access to and have read Health &

## Safety Policy;

- iv. Ensure that staff have an appropriate inspection routine to ensure, that all equipment is in good working order and that it is operated safely in accordance with the appropriate safe working procedure.
- v. Ensure that staff have an appropriate storage system for hazardous materials and there is an effective mechanism for communicating the precautions when handling them;
- vi. Be advised of health and safety legislation, amendments, approved codes of practice and other safety requirements, ensuring that relevant information is passed on to the personnel who may be affected;
- vii. Ensure that appropriate personal protective equipment is provided, is readily available, and used in accordance with the relevant risk assessment or safe working procedure;
- viii. Ensure that all incidents, accidents and near misses are reported to the College Health and Safety Manager using the appropriate form;
- ix. Provide information and training to staff and learners under their jurisdiction in safe and healthy working practices;
- x. Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas;
- xi. Cooperate with the College Health and Safety Manager and follow recommendations as far as is reasonably practicable;
- xii. Set a personal example as regards commitment to health safety;

### **3. All staff**

Under the Health and Safety at Work Act 1974, all employees have a general duty to "take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail to do, at work" and not to misuse or abuse items provided in the interests of health and safety.

#### Main Responsibilities

- i. Comply with the college safety policy
- ii. Comply with all hazard/warning signs and notices displayed on the premises.
- iii. Read and observe any official notices and instructions displayed in your work area.
- iv. Make proper use of all safety equipment and facilities provided to control working

conditions/environment.

- v. Keep work areas clean and in a tidy condition.
- vi. Dispose of all rubbish and waste materials within the working area, using the facilities provided.
- vii. Clear up any spillage of liquids as soon as is practicable
- viii. Conform with all emergency procedures pertinent to your work activity.
- ix. Ensure fire escape routes, fire fighting equipment and fire doors are used appropriately and maintained in the correct order
- x. Report any use of fire fighting equipment to the Health and Safety Officer.
- xi. Seek first aid attention from a First Aider for all injuries sustained, and ensure that appropriate records are entered onto an Accident Report Form.
- xii. Report all incidents, accidents and near misses to the College Health and Safety Officer.
- xiii. Report to their manager any condition which could affect the safety of themselves or others.
- xiv. Carry out work in a way that does not endanger their health or that of others.
- xv. Set a personal example as regards commitment to health safety

In addition, **teaching staff** must

- xvi. Ensure appropriate risk assessments are undertaken for all activities carried out by learners and that their health and safety is considered in all activities.
- xvii. Ensure appropriate risk assessments, care plans, personal emergency evacuation plans, maternity risk assessments etc. are completed for learners with a medical condition or disability.
- xviii. In the event of an accident involving a learner first aid is sought and ensures that appropriate records are entered onto an Accident Report Form.
- xix. Report all incidents, accidents and near misses to the College Health and Safety Manager.
- xx. Ensure the Acceptable Behaviour Policy is implemented with regard to learner discipline and health and safety matters.
- xxi. Ensure any educational visits are carried out in accordance with college procedures

#### **4. Trades Union Health and Safety Representatives**

Safety Representatives will be recognised in line with Safety Representatives and Safety Committees Regulations 1977.

The College encourages the involvement of Employee Safety Representatives who

- i. Encourage cooperation between the College and its employees, promoting and developing essential measures to ensure the health, safety and welfare of employees, learners, contractors and visitors.
- ii. Participate in the planning and implementation of health and safety inspections.
- iii. Bring to the attention of managers any unsafe or unhealthy conditions or working practices.
- iv. Set a personal example as regards commitment to health safety
- iiii. Ensure employers are supported and understand the Safe Learner Concept. It is essential that they understand the role they and their supervisors have in maintaining the safety of an apprentice.

#### **Work Experience**

Work experience offers students of today the opportunity to prepare for the challenges of tomorrow. College students can become familiar with the skill and attitudes needed by modern business and recognise that the demands of working life are undergoing rapid and constant change.

The College follows guidelines issued by the Department for Education which has worked closely with the Health and Safety Executive (HSE) to produce simpler and clearer health and safety guidance for all those involved in work experience. The new HSE guidance aims to reduce the bureaucratic burden on employers, encouraging them to offer valuable opportunities for developing skills and behaviours that prepare people for employment, whilst safeguarding the wellbeing of learners.

#### **Responsibilities of College Staff**

In all cases, the member of college staff responsible for arranging work experience placements must ensure that a Health Questionnaire/Consent Form has been completed and

signed by a parent or guardian for all students under the age of 18 or vulnerable students up to the age of 24.

- i. In all cases, the member of college staff responsible for arranging the work experience placement with a learner must ensure that a Workplace Health and Safety Vetting Document is completed in advance of the learner starting the placement.
- ii. If a learner negotiates their own work experience opportunity, the member of college staff responsible for arranging work experience placements must ensure that the same consent forms and vetting procedures are applied as i and ii above.

## **Responsibility of Employers**

- i. Employers are required to treat students undertaking work experience as employees in terms of health and safety requirements. In agreeing to offer a work experience placement, employers must confirm their commitment to keeping students safe at all times and comply with the requirements detailed in Part 1 and 2 of the Workplace Health and Safety Vetting Document. In doing so they are asked to provide details of insurance and sign a formal agreement to limit activities and to supervise and protect college students before the placement commences.
- ii. Employers' liability insurance policy will normally cover work placements provided the company insurer is a member of the Association of British Insurers. If so, there is no need for them to obtain any additional employer's liability insurance if they take on work experience students.

Whilst on the College premises or in attendance at other premises as part of the curriculum, learners have a general duty to be aware of the health and safety requirements and to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do during their course of their education.

Learners who fail to comply with these duties will face disciplinary action by the College.

- i. Learners must comply with all hazard/warning signs and notices displayed on the premises.
- ii. Learners are expected to read and observe any official notices and instructions displayed in their work area.
- iii. Learners must make proper use of all safety equipment and facilities provided to control working conditions/environment.
- iv. Learners must keep work areas clean and in a tidy condition.
- v. Learners must dispose of all rubbish and waste materials within the working area, using the facilities provided.
- vi. Learners must clear up any spillage of liquids as soon as is practicable.
- vii. Learners must conform with all emergency procedures pertinent to their work activity.
- viii. Learners must not obstruct any fire escape route, fire fighting equipment or fire doors.
- ix. Learners must report any use of fire fighting equipment to their lecturer.
- x. Learners must seek first aid attention from a first aider for all injuries and ensure that appropriate records are entered onto an Accident Report Form completed by yourself, and signed by yourself and your lecturer.

- xi. Learners must report all incidents accidents and near misses to your lecturer for using the appropriate form which must be forwarded to the College Health and Safety Manager.
- xii. Learners must report to your lecturer any condition which could affect the safety of themselves or others.
- xiii. Learners are expected to carry out their work in a way that does not endanger their health or that of others.
- xiv. Learners must not operate any machine, plant or equipment unless they have been trained and authorised to do so.
- xv. Learners must make full and proper use of all machine guarding.
- xvi. Learners must report to their lecturer immediately, any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- xvii. Learners must not leave any machinery, plant or equipment in motion whilst unattended unless it is designed specifically for this purpose.
- xviii. Learners must not operate 'prescribed dangerous machinery' in any circumstances unless they have received sufficient training or be under adequate supervision.
- xix. Learners must not make any repairs or carry out maintenance work of any description, unless authorised to do so and then must follow the appropriate safe working procedure.
- xx. Learners must use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions provided by their lecturer.