

AYTUN VOCATIONAL COLLEGE LONDON

HEALTH AND SAFETY POLICY & PROCEDURE

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Last Reviewed: 01/11/2018 - Next Review Date: 01/11/2019
Reviewed by: Head of Administration - J.M



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1. CONTEXT

1.1 The policy supports the standards and practices identified in the college's business plan. It identifies the college's commitment to fulfilling the requirements of the Health and Safety at Work etc. Act 1974 and supporting legislation.

1.2 Internal

- Strategic objectives
- College mission, vision and values
- College business plan.

1.3 External

- Health and Safety at Work etc. Act 1974.
- Legislation e.g. Management of Health and Safety at Work Regulations.
- Government initiatives and white papers.
- Common inspection framework.
- Skills Funding Agency.

1.4 Implementation

- It is the responsibility of the chief executive as the monitoring officer to ensure the creation, dissemination, implementation, monitoring, review and evaluation of this policy.
- The health and safety team is responsible for the dissemination and implementation of health and safety policies and procedures.
- The senior management team, heads of schools and departments, curriculum and business support managers and programme area leaders are responsible for supporting staff in the implementation of policies and procedures. Programme and course teams are expected to reflect the policy's purpose, principles and procedures in their own strategies.

2. STATEMENT OF INTENT

▪ Responsibilities

2.1 Overall responsibility for safety, health and welfare within the college is vested in me by virtue of my appointment as chief executive. The policy statement reflects the importance that I attach to protecting the health, safety and welfare of all employees in my area of responsibility and of all other persons who may be affected by their activities.

2.2 It is my intention that the college will conduct its activities to avoid damage to the environment and to provide all personnel with, so far as is reasonably practicable:

- The provision and maintenance of safe places of work with safe access and egress, safe facilities, safe equipment and safe systems of work.
- Arrangements for ensuring safety in the use, handling, storage and transport of objects and substances.
- Sufficient information, instruction, training and supervision to enable employees and others to undertake their work / training safely and without risks to their health and safety.
- A safe and healthy working environment with adequate facilities for welfare.



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- Effective employer / employee consultation procedures in accordance with current regulations and specific consultation with persons allocated health and safety functions.
- Any expert advice necessary to determine specific risks to health and safety that might arise and the precautions required to eliminate, reduce or control them.

2.3 It is essential that all persons play their part in ensuring the health and safety of all those who are affected by the college activities. College employees will therefore take steps to meet their responsibilities with particular attention being given to:-

- Through their acts and omissions the care of themselves and others, including learners and visitors.
- Co-operating with the governors or the chief executive on any matters necessary to ensure that their statutory duties are complied with.
- Observing safety instructions, college procedures, codes of practice and safe systems of work.

3. ORGANISATION AND RESPONSIBILITIES

▪ Chief Executive

3.1 The chief executive is responsible for all health and safety matters within the college. On behalf of the college, the chief executive will:-

- Provide a facility which can ensure the provision of a suitable and sufficient assessment of the health and safety risks to which employees, learners and visitors of the college may be exposed.
- Appoint competent persons to assist in undertaking the measures necessary to comply with the college's statutory regulations.
- Allocate budget and resources needs sufficient to ensure that the college can meet statutory requirements and college procedures.
- Attend the college health and safety committee and formally report to the board of governors.
- Monitor senior managers to ensure they are complying with the college health and safety policy.
- Liaise with health and safety enforcement agencies when they visit the college.
- Instigate appropriate disciplinary action where staff are in breach of the college health and safety policy and health and safety regulations.

▪ Executive Director

3.2 The executive director is chair of the health and safety committee and acts on behalf of the chief executive in all matters relating to the health and safety of the college.

▪ **Key health and safety personnel / The health and safety team**

3.3 The health and safety team is to act as the chief executive's advisor. The team has the duty of assisting departments and employees in meeting their various responsibilities for health and safety.

The health and safety department has direct access to the chief executive on these matters. The health and safety team is also to:-

- Advise, write and collate the instructions and procedures that will constitute the detailed arrangements for safety throughout the college.
- Ensure the effective planning, organisation, control, monitoring, review and auditing of the college health and safety provision.
- Monitor all workplace and fire risk assessments for the college
- Submit health and safety reports and statistics where appropriate and where required.
- Organise and manage the various levels of safety audits and inspections carried out within the college.
- Ensure that all reportable injuries diseases and dangerous occurrences as identified in RIDDOR are reported, formally investigated and any improvement in preventative measures are identified and advised upon.
- Monitor and report accidents / near misses as required to the health and safety executive and report fatalities to the Skills Funding Agency.
- Deliver safety training to all staff to increase their knowledge and awareness and to fulfil statutory obligations as required.
- Monitor inspection procedures for all protective equipment used in the college.
- Report to the chief executive on any matters which require their input in ensuring the effective health and safety of employees, learners, visitors and others.

▪ **Managers and supervisors**

3.4 The responsibilities of managers and supervisors within the college shall be to:-

- Read and understand the college's health and safety policy and supporting guidance documents to ensure that its provisions are being effectively carried out and maintained.
- Bring the provisions of this policy, to the attention of all employees and learners under their control.
- Inspect machinery, equipment and structures regularly and to ensure that any defects discovered are made safe and reported to the appropriate department / persons.
- Prevent access by employees or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- Ensure that employees and learners are adequately instructed and supervised in the safe operation of equipment and machinery. In the case of any new operations, processes or machinery being introduced, they must ensure full training and appropriate documentation is in place.
- Ensure that any areas of the college under their control, to which the general public or visitors may have access, are maintained to ensure the health and safety of those persons.
- Arrange for the reporting of all accidents / incidents and near misses to the health and safety team.
- Ensure all health and safety statutory documents are kept and made available when required.
- To ensure all employees in their areas receive the mandatory health and safety training.
- Ensure that adequate first aid facilities are available and adequately maintained.
- Ensure that no unnecessary risks are taken by employees in pursuance of their duties.

- Always work within the frame work of health and safety and promote a positive safety culture.
- To update, review and maintain health and safety related documents e.g. risk assessments.

▪ Tutors

3.5 Tutors are responsible for ensuring the health and safety of their learners while under their supervision including any organised out of college activities. Risk assessments for these activities are to include all necessary precautions to protect the learners and members of the public. Staff will be provided with the necessary training to assist them with their risk assessments.

▪ Individuals

3.6 Employees are responsible for their own safety, the safety of other employees and of visitors and learners to their place of work. They are required to co-operate with all other employees in keeping the workplace healthy and safe. If employees have any difficulty with compliance they are requested to contact their line manager immediately.

▪ Student transition and targeted support and student health, welfare and safety

3.7 The student transition and targeted support co-ordinator, and student health and welfare team leader's roles are to promote a safe environment for learners. The purposes of these roles are to contribute to learner and college success by providing a supportive service, working with others, which will provide a secure framework for a safe learning experience.

3.8 They will also support learners to recognise and develop a culture which encourages, supports and protects learners within the college environment and within the wider community.

3.9 The student transition and targeted support co-ordinator, and student health and welfare team leader will:-

- Assist student integration and behaviour management within the curriculum.
- Provide and organise all responsible support to learners with personal problems affecting their potential to continue and achieve, referring onto appropriate agencies if required.
- Develop relationships between learners, tutors and the support functions, encouraging dialogue and feedback.
- Up skill and develop other staff to participate effectively in learner behaviour management.
- Produce reports and to analyse activities and achievements.
- Liaise with appropriate external agencies, e.g. Police, health and specialist units.
- Conduct focus groups and other feedback / communications activities.
- Assist in the implementation of disciplinary investigations and other sanction systems.
- Promote a health, welfare and safeguarding culture within Vision Aytun Vocational College London.
- Keep up to date with new legislation, procedures and techniques.

▪ **Learners**

3.10 The learner is responsible for their personal safety and that of others who may be affected by their acts or omissions and therefore must comply with college rules and procedures. Additionally, the learner will:-

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.
- Observe rules highlighted in the student diary and handbooks.

Note: Learners with any learning difficulties or disabilities will be under the care and supervision of a member of college staff and / or support worker at all time. All elements of the health and safety policy apply to these learners and must be interpreted and used to ensure that they are adequately monitored while at college.

▪ **Health and safety committee**

3.11 The college has formed a single health and safety committee, which serves all the college sites. The membership and functions of the health and safety committee have been devised in consultation with college staff and student union representatives. Co-opted members will be invited when an agenda item requires expert input.

3.12 Forthcoming agenda items and previous minutes of meeting are displayed on our shared company network and copies kept in the health and safety department. Any employee who wishes to submit an agenda item may do so via the health and safety team.

▪ **Employee representatives**

3.13 The college recognises a number of trade unions, each of which has the right to appoint safety representatives. The college employers are fully supportive of the representatives' rights under the said regulations.

▪ **Communications**

3.14 The direct involvement of all employees and learners is fully encouraged for the improvement of the college health and safety provision. Any hazards or defects, which may lead to risk and / or danger, must be reported and any suggestions to improve the health and safety environment of the college are welcomed. The health and safety department have a regular presence at learner voice and the employee council meetings and are available on a day to day basis.

▪ **Staff meetings**

3.15 Health and safety is to be a standing agenda item for individual



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team meetings.



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