

# Health & Safety Policy/Statement

REF NO. INF-LSS-005

Approved by Senior Leadership Team (SLT)

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SUTTON COLLEGE ADULT EDUCATION | LONDON BOROUGH OF  
SUTTON

<b>Strategy/Policy Responsibility: Senior Leadership Team (SLT)</b>	
<b>Date approved</b>	January 2015
<b>Review date</b>	October 2020
<b>Next review date</b>	September 2021

# Health & Safety Policy

## Special Note - COVID-19

The College is following Government and DFE advice and guidance.

College COVID-19 Risk Assessment is in place and all employees, students and any visitors to the College are to adhere to the College strict control measures.

Anyone attending the College is to have a pre-booked appointment or be attending a class.

During this unprecedented time ALL employees, students and visitors to the college are to wear face masks/ shields unless exempt.

Alcohol based hand gel is throughout the centres and there is access to hand washing facilities.

The College are adhering to Government track / test and trace procedures and any attendees at the College are to sign in / out. Learners will be marked on the registers and the QR code is displayed throughout the centres.

Hirers of the premises/ classrooms are advised of the College COVID-19 Risk Assessment and procedures and are to adhere to the College COVID-19 protocols, and control measures.

Any one who can not adhere to our control measures will be asked to leave the College premises.

## **1. Introduction**

At Sutton College we are committed to ensuring a safe and healthy working environment with adequate welfare facilities for every employee, student, contractor and visitor insofar as is reasonably practicable.

The College aims to achieve and maintain the highest reasonably practicable standards of Health & Safety for its employees, and any other persons present on College premises. This policy aims to promote, and takes into account, the requirements of the Safeguarding Young People and Vulnerable Adults for which there is a separate suite of documents under the College's Safeguarding Policy and Procedures.

The promotion of Health & Safety measures and safe working are a mutual objective for the College, its staff and students. The College intends that all activities will be conducted in such a manner as to minimise risks. We identify complying with legislation as the minimum level of achievement, but will strive for better than minimum in certain areas.

We are also committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

The College recognises that, although Health and Safety legislation takes precedence, it needs to act responsibly with due regard to the need to promote equality for all members and stakeholders of the organisation.

The Policy and statement lays down the ways in which the College Health & Safety Policy is to be implemented and should be read in conjunction with the London Borough of Sutton Health & Safety Policy.

## **2. Implementation**

We believe it is an important part of everyone's job and responsibility to try to prevent accidents, injury or work related ill health to employees, students and visitors. Managers have a key role in the prevention of work related ill health and accidents occurring through adequate supervision, instruction and training of staff.

All employees and students are reminded that they have a responsibility to take reasonable care for the Health & Safety of themselves and others by adopting the safe working practices given to them in either written or verbal communication, such that they do not put themselves or others at risk.

The college expects staff, students, visitors, contractors and other employers who work at the college to share this commitment by complying with college policies, procedures and to understand that they too have legal and moral obligations to themselves and one another.

There will be suitable monitoring of the workplace to ensure the controls noted in this policy are carried out.

Responsibility for Health & Safety at work is a joint undertaking between the College Governing Body and those who may be put at risk.

Health & Safety will be included as a standing agenda item for termly meetings between the Head of Service/ Principal and recognised unions. It will also be included in meetings (i.e. Governing Body, staff, committee and management) performance reviews and meetings on specific non H&S related matters.

The College will take all reasonable measures required to meet its general duties under the Health and Safety at Work etc. Act 1974, and The Management of Health and Safety at Work Regulations,

by:

- i) Doing all that is reasonably practicable to ensure the health, safety and welfare of all its students and employees and other persons affected thereby.
- ii) Recommending to the Governing Body, through the Head of Service/ Principal, Director of Curriculum and the Health & Safety Committee, adequate arrangements for consultation with staff and students on, and participation in, measures for promoting Health & Safety at work.
- iii) Ensuring that there is sufficient information, instruction, training and supervision to enable all individuals to contribute positively to their own safety and health at work and to avoid hazards.
- iv) Ensuring that safe arrangements are made for the use, handling, storage and transport of all materials and equipment, and as necessary the provision of appropriate personal protective clothing and equipment.
- v) Ensuring that plant, equipment and systems of work are safe, including entrances and exits and emergency evacuation routes.
- vi) The provision of adequate welfare and first aid facilities, insofar as these are under the control of the college.
- vii) The provision of appropriate equipment to all staff undertaking duties that may require Personal Protective Equipment (PPE), and reviewing this on a regular basis.
- viii) The College will ensure that adequate planning and consultation takes place to ensure compliance with future legislation.

### **3. Statement of General Policy**

In accepting this responsibility, the College will, as far as reasonably practicable, endeavour to:

1. Provide, keep and maintain plant and equipment and associated systems of work that are safe and minimise risk to health to everyone involved with the college.
2. The College will carry out Health & Safety inspections at all Centres, and these will be recorded.
3. Ensure there are department health and safety procedures and guidelines specific to each department, each having regard to the working practices in that area.
4. Ensure safety and prevention of risks to health in connection with the use, handling, storage and transport of articles and substances.
5. Provide such information, instruction, training and supervision as is necessary to promote the Health & Safety of its employees, students and visitors.

6. To ensure the safety and wellbeing of all students by implementing the Safeguarding Policy and procedures and promoting it within the College.
7. Provide and maintain all areas in a condition that is safe and helps prevent risks to health, including means of safe access and exit from the workplace, including evacuation routes as well as adequate facilities and arrangements for employees', students and visitors.
8. Ensure that significant workplace hazards have been assessed for risk with suitable controls and safe systems of work in place, which are understood by those involved in the activity.
9. Provide and maintain adequate first aid facilities, insofar as these are under the control of the College.
10. Ensure that personal protective equipment is supplied to necessary staff and reviewed frequently.
11. Consult with and involve our staff and students in the continuous improvement of Health & Safety throughout the College activities and matters relating to their own Health & Safety.
12. Monitor the safety performance of contractors who work for us.
13. Hold termly Health & Safety meetings with representatives from Academic and Support Staff departments within Sutton College to ensure the continuous on-going developments of Health & Safety in the College.
14. The College will provide appropriate procedures for dealing with emergencies such as fire and major incidents.
15. The College will provide systems for reporting, investigating and recording all accidents and incidents.
16. Ensure Health & Safety is an agenda item for all meetings within the College.

The College can only achieve the above with the cooperation and involvement of all employees, students, governors and visitors in fulfilling these policies.

This policy statement is readily available and will be brought to the attention of all employees, and students.

## **Health & Safety Roles, Responsibilities and Organisational Arrangements**

### **A. London Borough of Sutton**

Overall policy of London Borough of Sutton drives College policy. In particular, reference is made to the London Borough of Sutton Health & Safety services for schools as well as advice from the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton.

### **B. London borough of Sutton Health & Safety Committee**

The College is represented and reports in at the London Borough of Sutton Health & Safety Committee meetings. Copies of guidelines and policy notes are distributed to the safety Committee for consultation and then implementation throughout the Borough.

### **C. Head of Service / Principal and Governing Body**

The Governing Body has executive responsibility for adopting an effective Health & Safety policy.

The Head of Service / Principal is the 'duty holder', having day-to-day responsibility for ensuring effective implementation and development of this policy. As such, the Head of Service / Principal is required to satisfy the Governors that the Health & Safety Policy is being discharged effectively and that the necessary organisation and resources are provided to facilitate this.

The Head of Service/ Principal has line management responsibility for Deputy Principal, Director of Learner Services, Director of Finance & Resources and Head of Executive Support.

The Health & Safety culture of the organisation is determined by the Head of Service/ Principal and Governing Body and for the College to remain a safe and healthy environment their duties are to:

1. Agree the strategy to ensure Health & Safety remains a priority across the College that allows all to take part and all to take pride.
2. Ensure senior managers and managers have systems in place to minimise the risk to themselves, staff, students, contractors, members of the public and anyone else affected by the activities of the College.
3. Receive and act upon information from managers, Occupational Health, Safety and Wellbeing Team for Kingston and Sutton and trade unions about the continuous progress being made in creating a safer and healthier college.
4. Ensure suitable safeguarding procedures and controls are in place.
5. Ensure adequate resources are made available for new and emerging risks. Integrate Health & Safety into the communications strategy so that staff can see the College takes its Health & Safety responsibilities seriously.
6. Attend Health & Safety training as identified and agreed with the Health & Safety Officer, including induction training.
7. Include Health & Safety performance in the Governors' reports and action plans.
8. Set a personal example for colleagues and students.

## **D. Health & Safety Governor**

The elected Health & Safety Governor has the responsibility to liaise with the Principal / Head of Service and others on Health & Safety issues. Their duties are to:

1. Monitor the action plans developed from College Self Assessment Reports (SAR) and Quality Improvement Plan (QIP), Occupational Health, Safety and Wellbeing Team for Kingston and Sutton audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements.
2. Take an active part in College inspections and monitor the follow up actions.
3. Review Health & Safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier College.
4. Commend staff and students where Health & Safety improvements have been made.
5. Set a personal example for staff and students.

## **E. Senior Leadership Team**

The role of the Senior Leadership Team (SLT) in setting the agenda for improving Health & Safety performance is key to enable cost savings, through directing and monitoring of employee Health & Safety performance. The SLT members' are principal / Head of Service, Deputy Principal, Director of Learner Services, Head of Executive Support

SLT duties are to:

1. Ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of the College.
2. Ensure there is a comprehensive training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, students and others who may be affected by the work they carry out so all can take part and all can take pride.
3. Review regular reports from the Health & Safety officer and the College Health & Safety committee to ensure continuous progress is being made to make this a safer and healthier College.
4. Where required, support the Health & Safety Officer in compiling an annual report to the Governing Body on progress.
5. Ensure there are comprehensive communications with staff and students about Health & Safety issues and how they are being addressed.
6. Actively monitor Health & Safety performance and promote a positive culture by carrying out periodic Health & Safety Learning Walks and tours of the workplace.
7. Attend Health & Safety training as identified and agreed with their line manager.
8. Set a personal example for colleagues and students.

## **F. Health & Safety Committee**

The Health & Safety committee is made up of Principal/ Head of Service, Director Learner Services, Curriculum Leader Creative Studies, Health & Safety Officer, Senior Site Supervisor, Deputy Director Learner Services I.T. Manager, Unison Representative. Sutton College operates an open door policy and if other staff wish to attend the meetings they are welcomed.

The Health & Safety committee is responsible for the planning and coordination, monitoring, implementation and evaluation of the College's Health & Safety policy, procedures and systems; also for advising and making recommendations on Health & Safety matters to the



Governing Body and Head of Service on matters connected with the formulation and implementation of the College Health & Safety policy:

1. Keeping policy/implementation issues under review
2. Monitoring and evaluating incident/accident reports
3. Identification of RISK and Control of Substances Hazardous to Health (COSHH) assessments as required
4. To give consideration and advise the Governing Body on needs identified by RISK and COSHH assessments.

### **G. Director of Learner Services (DLS) and Health & Safety Officer (HSO)**

The Principal / Head of Service has appointed the Director of Learner Services and the Health & Safety Officer as the Health & Safety Leads and the College facilities administrators.

Both the roles of the Health & Safety Leads (HSL) in improving Health & Safety performance are pivotal ones, through liaising with Curriculum Leaders and staff on Health & Safety performance and Informing SLT of the progress being made.

The Director of Learner Services has immediate management responsibility for the implementation and day-to-day operation of Health & Safety Policy in Sutton College and is the line manager for the Health & Safety Officer.

The Health and Safety Officer reports directly and regularly to the Head of Service, Director of Learner Services and the Governing Body.

The Health & Safety duties for Director of Learner Services and Health & Safety Officer are to:

1. Ensure the effective implementation and compliance with College policy and relevant legislation impacting College; creating a positive Health & Safety culture so all can take part and all can take pride.
2. Operational responsibility for reviewing, reporting and resolving Health & Safety matters across the College Centres.
3. Prepare Health & Safety reports and action plans for Governors.
4. Work with Curriculum areas and receive regular reports from Curriculum Managers on how risks have been assessed, what management action has been taken and any outstanding issues.
5. Ensure all inspections, maintenance of plant and equipment is carried out in line with guidance and that adequate records are kept.
6. Work with managers to identify suitable Health & Safety training is available for all managers, staff and students.
7. Carry out specific centre risk assessments (i.e. fire risk assessment) and follow up control measures and actions identified.
8. Ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the College.
9. Liaise with the LBS Health & Safety Team on relevant matters and share good practice across the borough.
10. Liaise with LBS officials and those in other organisations and agencies.
11. Represent the College as appropriate.
12. Actively monitor Health & Safety performance to improve the culture by carrying out periodic Health & Safety learning walks and tours of the workplace.
13. Attend Health & Safety training as identified and agreed with their line manager.

14. Ensure adequate investigation of accidents and incidents and report to the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton and SMT.
15. Set a personal example for colleagues and students.

#### **G(i) - Facilities Administration.**

The role of the Facilities Administrators is to:

1. Ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the College.
2. Promote a positive culture of Health & Safety and set a personal example for colleagues and students.
3. Ensure the effective implementation and compliance with College Health & Safety policy in own areas of work.
4. To be part of the building inspection team, recording and implementing and remedial actions required.
5. Ensure all inspections, maintenance of plant and equipment is carried out in line with guidance and that adequate records are kept.

#### **H. Deputy Principal & Curriculum Leaders**

Deputy Principal and Curriculum Leaders are responsible for implementing this policy within their own areas of the College.

The duties of the Deputy Principal are to:-

1. Work with Curriculum Leaders and receive regular reports from leaders on how risks have been assessed, what management action has been taken and any outstanding issues.
2. Along with the Health & Safety Officer and Curriculum Leaders, check inspections, maintenance of plants and equipment is carried out in line with guidance and that adequate records are kept.
3. Work with Curriculum Leaders to identify suitable Health & Safety training available for all managers, staff and students.
4. Ensure there are adequate arrangements for the selection, supervision and monitoring of specific contractors for works carried out in relevant work areas, i.e. Pottery, Jewellery, Workshop
5. Ensure there are comprehensive communications with staff and students about Health & Safety issues and how they are being addressed.
6. In conjunction with the Director of Learner Services and Health & Safety Officer, actively monitor Health & Safety performance and promote a positive culture by carrying out periodic Health & Safety Learning Walks.
7. Attend Health & Safety training as identified and agreed with their line manager.
8. Set a personal example for colleagues and students, inclusive of tidy work areas.

## **I. Curriculum Leaders**

The Curriculum Leaders have responsibility for the implementation and day-to-day operation of Health & Safety within their curriculum areas, reporting directly to the Deputy Principal/or Health & Safety Officer / Director of Learner Services.

The Curriculum Leaders are responsible for:-

1. The monitoring, implementation, and day to day operation of Health & Safety policies and practices for their programme of work and areas of responsibility.
2. Acquiring the knowledge of Health & Safety regulations and codes of practice necessary to ensure safety of workplaces.
3. Ensuring Health & Safety guidelines, risk assessments, COSHH assessments are updated and reviewed and are cascaded to staff and students.
4. Ensure that all inspections, maintenance of plant and equipment are carried out in line within guidance and specified timescales and adequate records are kept.
5. Share good practice and give staff guidance ensuring staff act on the instructions and advice given.
6. Take concerns raised by staff and students to the Deputy Principal and / or Health & Safety Officer and or the Director of Learner Services and report back on any actions taken.
7. Work with staff to identify any suitable Health & Safety training available and specifically required for their role.
8. Attend Health & Safety training as identified and agreed with their line manager.
9. Promote a positive culture of Health & Safety and set a personal example for colleagues and students, inclusive of tidy work areas.
10. All hazards, accidents and incidents are reported promptly, recorded and appropriate action taken to reduce the risk of recurrence.
11. Co-operate with any investigation of accidents and incidents, reporting to the Director of Learner Services and Health & Safety officer.
12. Co-operate with any other Health & Safety requirements.

Tutors shall instruct students on the College's health and safety procedures and guidelines at the start of every course. This will include; fire safety and emergency evacuation procedures, how to report hazards and accidents and how to obtain first aid treatment. Any machine and classroom specific Health & Safety information will be cascaded and training provided on correct machine operation.

## **J. Managers, Leaders, Heads and Deputies**

The Managers, Leaders, Heads and Deputies have responsibility for the implementation and day-to-day operation of Health & Safety within their areas of responsibilities, reporting directly to the Director of Learner Services and liaising with Health & Safety Officer.

The responsibilities of Managers, Leaders, Heads and Deputies are:

1. For own areas of responsibility, ensure there are suitable risk assessments, COSHH assessments, and accompanying procedures developed to meet the needs of the College.
2. Ensure Health & Safety guidelines, risk assessments, COSHH assessments are updated and reviewed and are cascaded to staff and students.
3. The monitoring, implementation, and day to day operation of Health & Safety policies and practices for their programme of work and areas of responsibility.
4. Ensure there are comprehensive communications with staff and students about Health & Safety issues and how they are being addressed.

5. Promote a positive culture of Health & Safety and set a personal example for colleagues and students inclusive of tidy work areas.
6. Attend Health & Safety training as identified and agreed with their line manager.
7. Co-operate with any investigation of accidents and incidents reporting to the Director of Learner Services and Health & Safety Officer.
8. Where remit dictates ensure that all inspections, maintenance of plant and equipment are carried out in line with guidance and specified timescales and that adequate records are kept.
9. Share good practice and give staff guidance ensuring staff act on the instructions and advice given.
10. Take concerns raised by staff and students to the Health & Safety Officer and / or Director of Learner Services and report back on any actions taken.
11. Work with staff to identify any suitable Health & Safety training available.

### **K. Senior Site Supervisor & Site Supervisors**

The role of the Senior Site Supervisor and Site Supervisors is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Senior and Site Supervisors are to:

1. Liaise with the Director of Learner Services / Health & Safety Officer to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill health.
2. Ensure the College is kept clean and tidy to reduce the risk of slip and trip accidents.
3. Maintain adequate records for works carried out such as the inspection of equipment, furniture, weekly fire alarm tests, etc.
4. Attend Health & Safety training and First Aid/ Paediatric First Aid training as identified and agreed with their line manager and Health & Safety Officer, including induction training.
5. Responsible for carrying out regular risk and COSHH assessments and reviewing regularly.
6. Promote a positive culture of Health & Safety and set a personal example for colleagues and students.
7. Senior Site Supervisor to be part of the building inspection team, recording and implementing and remedial actions required.
8. Ensure there are adequate arrangements for the supervision and monitoring of contractors for work carried out on the behalf of the College.
9. Senior Site Supervisor to be part of the College Health & Safety committee.

### **L. Staff**

Staff at all levels are expected to set an example of Health & Safety in safe behaviour and to maintain a constant and continuing interest in employee, students and visitors safety.

Staff actions are the foundation of our Health & Safety culture. Staff experience is an important resource for developing suitable hazard controls; the duties of staff are to:

1. Work safely for themselves, students and others, helping to create a positive Health & Safety culture in their work area / activities.
2. Comply with statutory regulations, follow safe working practices identified from risk assessments, and keep their line manager up to date with any problems arising from the work.
3. Ensure control measures and emergency procedures are in place, effective, properly used, monitored and maintained.

4. Attend Health & Safety training as identified with their line manager and/or Health & Safety Officer inclusive of specific training such as Induction training, Stairlift, Evacuchair, First Aid/ Paediatric First Aid training and DATA training
5. Ensure they are aware of and have read the College bomb threat/ lockdown procedures.
6. Ensure they are aware of and have read the College Emergency fire evacuations procedures for all College Centres and understand their role and responsibilities complying with the college instructions.
7. Give all necessary help to students, contractors and members of the public to ensure their safety.
8. Make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfering or misusing anything provided for Health & Safety.
9. Use equipment and materials in the way they are designed to be used.
10. Immediately report to the line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise Health & Safety.
11. Immediately, if safe to do so and within their level of knowledge and experience, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken.
12. Not to bring any illegal substance, substances, material or equipment into the College that may jeopardise the safety or security of themselves, other students or staff of the College.
13. Cooperate with their line managers in creating and maintaining safe working conditions.
14. Co-operate with any investigation of accidents and incidents, reporting to the Director of Learner Services and Health & Safety Officer.
15. Set a personal example for colleagues and students.
16. Risk Assessments –
  - I. Where required carry out risk assessments for their own area of work, including equipment, materials and workstation assessments on a regular basis.
  - II. Identify hazards and conduct formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the College.
  - III. Should be read, understood and signed by staff as confirmation of compliance with the Risk Assessment
  - IV. Should be relayed to students, visitors and contractors ensuring control measures in place are fully implemented.

Staff may consult with College Health & Safety representatives or any recognised trade union appointed safety representative.

Named staff will be required to undertake lead responsibility for Health & Safety in curriculum areas and Learner Services.

In particular, responsibility for carrying out RISK and COSHH assessments to be allocated to named staff as listed below:

Dipa Ganguli	Principal / Head of Service	Cross College
<b><u>Support Staff Name</u></b>	<b><u>Post</u></b>	<b><u>Area of responsibility</u></b>
Laurie Nicholls	Director of Learner Services (DLS) Member of Senior Leadership Team (SLT)	Learner, Services, Facilities, Site Supervisors, and Health & Safety.
Michelle Bagshaw	Deputy Learner Services Manager	Deputy to DLS Centre manager - Wallington
Teresa Traetto	Learner Services Leader	Enquiry Centre- Sutton Deputy for Room Hire at Sutton
George Skillen	Senior Site Supervisor (Sutton & Wallington)	Centre duties and cleaning Site Supervisors
Vicki Lucas	Health & Safety Officer	College Health & Safety & Facilities
TBA	Director of Finance & Resources	Finance
John Thorburn	Head of IT Services	ICT, AVA, Photocopying IT technicians
Faye Bilyard	MIS Manager	MIS
Kasumi Witty	Marketing Manager	Marketing (MBIS)
Michelle Bagshaw	Deputy Director Learner Services	Wallington Centre
Colin Speck Daniel Garrod	Site Supervisors (Wallington)	Centre duties and cleaning

## Curriculum

Name	Title	Area	Courses		Support Staff
Thomas Dillon	Deputy Principal	Cross College			
Sue Aldridge - Coordinator	CL	Cross College	CL - Family Courses	CSA 1	Clarissa Tucker
Sandra Cassiano	ESOL	14Y	ESOL	ESA 2	Lynn Smith
Natalie Klym	ESOL	14Y	ESOL	ESA 2	Lynn Smith
Scott Sherriff	Life Skills	10, 12.2, 2 part	MFL, BSL, NLP	ESA WTH	Coralie Dye/ Anna Cafaro
Scott Sherriff	Life Skills	10, 12.2, 2 part	Access, History, IGCSE Science, GCSE Psychology, Creative Writing	CSA 1	Clarissa Tucker
Scott Sherriff	Life Skills	2, 14X	*GCSE Maths, #SFL Maths	*CSA 1 #ESA WTH	*Clarissa Tucker #Coralie Dye/ Anna Cafaro
Gen Gould	Life Skills	12.1, 14X	*GCSE English, #SFL English	*CSA 1 #ESA WTH	*Clarissa Tucker #Coralie Dye/ Anna Cafaro
Sonia Rosum	Life Skills	14Z, 7, 1C	LLDD, Beauty, Food, Complementary Health	CSA 2	Jessica Keegan
Brendan Murphy	Creative	9.2	Art 2 & 3D	CSA 3	Kath Rowles
Delrose Earle (Curriculum Coord)	Creative	3N, 9F, 9T	Floristry, Photography, Fashion & Textiles	CSA 3	Kath Rowles
Kathryn Chapman (Curriculum Coord)	Creative	8N, 09J	Exercise, Sport, Dance & Music	CSA 3	Kath Rowles
Roy Lee	Vocational	1H, 13, 15, 6, 5N	IT, Counselling, Childcare, Business (Classroom-Based), Teacher Training, Supporting Teaching & Learning, DIY, JCP Provision & Flexible	ESA 1	Natalie Gray
Lesley Maguire (Apprenticeship Training Manager)	Apprenticeships, Trainees & Flexible IT (area 6)	1, 13, 15, 6	Health & Social Care - Apprenticeships; Childcare - Apprenticeships; Business - Apprenticeships; IT - Apprenticeships and Flexible; Supporting Teaching and Learning - Classroom-based, Apprenticeships; Traineeships	ESA 1	Natalie Gray

## **O.Students**

The College provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the College to learn key life skills on managing risks to themselves. Students have a responsibility for their own health and safety and for the health and safety of those around them.

Students should also accept a personal responsibility for safety, adopting a standard of behaviour appropriate to the situation and following safety procedures and guidelines provided for their safety.

The duties of students are to:

1. Follow advice and instruction, inclusive of risk assessments, COSHH assessments, procedures and any subject guidelines issued by tutors or other staff on behalf of the College.
2. Evacuate the building in a timely and controlled manner if required to do so by Sutton College staff.
3. Conduct activities in a manner, which is safe to themselves and /or others.
4. Ensure their own behaviour and work performance is appropriate and not affected by alcohol or substances (prescriptive or illegal) whilst engaged in College activities.
5. Inform their tutor if they know or suspect that a student is under the influence of alcohol or a substance whilst engaged in a College activity that could result in an accident or danger.
6. Not to bring any illegal substance, substances, material or equipment into the College that may jeopardise the safety or security of themselves, other students or staff of the College.
7. Notify their Tutor or Curriculum Manager when taking prescribed medication, which may affect safe working.
8. To raise any Health & Safety concerns to Sutton College staff immediately and to report all accidents.

The College respects the privacy of individuals, particularly in health matters, where their conduct or performance at Sutton College is not affected. The College must, however, be concerned where health or behaviour impairs the conduct, safety or performance and it recognises that the misuse of alcohol or drugs or some prescribed medicines may be a cause of such impairment. Students and prospective students are requested to notify the College, preferably before enrolling on a course, of any impairments or difficulties which may affect the safety of themselves and/or others. The College will implement safeguarding policy and procedures where necessary.

## **P. Volunteers**

Volunteers are a valued and key part of the College. They will be given the same protection as staff identified in the risk assessment and College procedures. Their duties are to:

1. Follow the guidance, risk assessments and procedures, given and explained to them by staff.
2. Evacuate the building in a timely and controlled manner if required to do so by Sutton College staff.
3. Conduct activities in a manner, which is safe to themselves and /or others.
4. Raise any Health & Safety concerns to Sutton College staff immediately and to report all accidents.



## **Q. Visitors**

The College welcomes visitors and they are provided with Health & Safety guidance when signing in at reception. Where possible, visitors will not be left unsupervised.

## **R. Monitoring**

- I. The SLT & SMT will monitor the effective implementation of this policy.
- II. An annual audit of health and safety will be carried out and incorporate risk assessment reviews, site inspections, training records and analysis of accident statistics.
- III. Departmental audits/inspections will be carried out throughout the year to monitor how the policy and relevant procedures are being implemented.
- IV. Staff and student accident and incident statistics will be monitored by the Health and Safety Officer and reviewed by the Health & Safety Committee.

## **Premises Hirers**

All sublets (ie JACE) sign the hire agreement / contract and are to adhere to the College Health & Safety policy and hire agreement terms. Copies of College risk assessments are given to the hirer and the hirers risk assessments are requested and obtained.

College site supervisors monitor the hire and report to the Director of Learner Services/ Deputy Director of Learner Services any issues arising.

Hirers are responsible for their students, staff and visitors and in particular are to facilitate their own first aid.

Any hirer not conforming to Sutton College Health & Safety policy or COVID-19 measures, will have their hire terminated.

## **Commitment and Review**

Sutton College can only achieve a strong commitment and sound working principles towards Health & Safety with the co-operation and involvement of all employees in fulfilling the above policy.

An annual audit of health and safety will be carried out and incorporate risk assessment reviews, site inspections, training records and analysis of accident statistics.

A review, addition or modification of this statement may be made at any time and may be supplemented as appropriate by further statements relating to the work of particular departments and in accordance with any new legislation, regulations or codes of practice. We are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the College. We expect every member of the College to share this commitment and to work together to achieve it.

Date of latest review October 2020

Next review - September 2021

## **Accident, Incident, Violence, Near Miss Reporting**

The accident/incident system contains guidance about investigating and reporting of accidents, incidents, violence and near misses. Staff are regularly reminded of the importance of completing accident/ incident google forms and advising the Health & Safety Officer within set timescales in order to comply with legislation.

The Health & Safety Officer &/or the Director of Learner Services will ensure the London Borough of Sutton , Health & Safety Unit receive details of a non-serious accident/incident report within seven days of the incident.

Where a serious accident or incident happens, the London Borough of Sutton Health & Safety Unit will be informed immediately by the Director of Learner Services &/or the Health & Safety Officer.

The College will keep copies of forms where there have been personal injuries to adults for three years as evidence for possible civil claims for compensation. Accidents/incidents involving children and vulnerable learners must be kept until the young person reaches the age of 21 and indefinitely for vulnerable learners. Records may be kept for longer in line with other legislation (e.g. child protection and SEN students). Information identifying individuals on the reports will be destroyed after these time scales.

## **Asbestos**

The College has several trained Asbestos Duty Holders and who are responsible for ensuring that the College's Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Director of Learner Services or their Deputy.

Staff must report any damage to asbestos materials immediately to the Director of Learner Services &/ or Asbestos Duty Holders.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. Director of Learner Services / Asbestos Duty Holders will immediately notify the London Borough of Sutton Health & Safety team. The College will also follow the council's Asbestos Policy.

## **Bomb Threat/ College Lockdown**

The College has a set of procedures for Bomb threat and College partial / full lockdown. These are cascaded to staff and are available on the College intranet.

## **Critical Incidents**

The College has a set of procedures for Critical / Emergency Response Incidents.

## **Chemicals and Harmful Substances**

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk. Where practicable, CLEAPSS guidance will be adopted as the minimum standard of control.

The Director of Learner Services will authorise contractors bringing harmful substances into the College and will remind the contractors of the need for suitable controls. Permit to works will be authorised before works commence.

## **Contractors**

Only competent contractors will be used in line with the College policy. Where necessary, the Health & Safety competence of contractors will be assessed during the tendering process.

The College has access to the CHAS Accreditation system, which is used as a tool to assess the Health & Safety competency of contractors.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, students and others. This may include the need for segregating parts of the College. In the event of this, the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Director of Learner Services and/or Centre Manager of any risks that may affect the College staff, students and visitors.

Contractors who require to carry out invasive work will be required to read the asbestos register before starting any works and will be required to sign as confirmation of this.

All contractors must be aware of the College Health & Safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Director of Learner Services, or their representative, will take such actions as are necessary to protect the safety of College staff, students and visitors.

There will be regular meetings held between contractors and the Director of Learner Services Health & Safety officer and /or Senior Site Supervisor to review the standard of Health & Safety.

External advice will be used when there is insufficient knowledge and expertise within the College.

All contractors are issued with a Contractors Code of Practice, which they are to read and sign as confirmation of this.

Contractors' Risk Assessments, method statements and insurance details are obtained before the works commence.

## Construction

The College's priority with all projects is to ensure the safety of staff and students during construction works, maintenance and large scale cleaning tasks.

Construction work means the carrying out of any building, civil engineering or engineering construction work and includes:

- the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning, which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- the preparation for an intended structure, including centre clearance, exploration, investigation (but not Centre survey) and excavation, and the clearance or preparation of the centre or structure for use or occupation at its conclusion;
- the assembly on centre of prefabricated elements to form a structure or the disassembly on centre of prefabricated elements which, immediately before such disassembly, formed a structure;
- the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and
- the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure

All planned construction will be suitably managed and go through the College's tendering process.

Regular meetings with the contractors will be held pre-work, during work and post completion to ensure the College is satisfied with the Health & Safety controls and standard of work in general. External advice will be used when there is insufficient knowledge and expertise within the College.

## Design and Technology

All design and technology significant hazards will be suitably risk assessed with adequate controls, including safe storage of equipment, put in place. Where practicable, CLEAPSS guidance will be adopted as the minimum standard of control

College teaching and technician staff will have up to date training in line with BS 4163:, Health & Safety for design and technology in Health & Safety for design and technology in Colleges and similar establishments –Code of practice.

### **Disability Access**

Any staff or student with mobility issues are notified to the Reception staff and where required can have a Personal Emergency Evacuation Plan (PEEP) put in place.

### **Driving and Vehicles**

Staff using their own vehicles for work purposes will have suitable business insurance, MOT and vehicles for the task. There is a separate Borough/ College Driving Safety Policy, which is to be adhered to.

### **Tutors Driving Students**

The College does not endorse tutors driving students to or from College. Tutors are made aware via their line managers that they should not do so.

### **Family Learning - Driving**

The College does not manage or control students driving their own or other families' children. Any arrangements made by the parents/ carers do not come under the control or influence of the College and are seen as a private matter.

### **Educational Visits**

All educational visits are risk assessed by the Curriculum Leader (s) and approved by the College Head of Service/ or Director of Curriculum

The College has competent external advice through Occupational Health, Safety and Wellbeing Team for Kingston and Sutton.

### **Electrical Hazards**

The Senior Site Supervisor at Sutton and Site Supervisor at Wallington have been City and Guilds trained to carry out Portable Appliance Testing (PAT) and will carry out regular testing of portable electrical equipment. Plugs of all appliances, except computers are checked, labelled and signed.

Electrical appliances brought in from home should not be used in College unless they have been PAT tested and approved by the Director of Learner Services or Senior Site Supervisor.

The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Director of Learner Services / Health & Safety Officer / Centre Manager who will keep records of the inspection.

Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

Staff are requested to monitor the condition and carry out visual inspections of the electrical equipment they use for obvious defects. These will be immediately reported to the Centre staff and the equipment secured. Staff must not carry out their own electrical repairs.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Supervisors or qualified NICEIC approved contractor. Such work will only be undertaken when the relevant part of the installation has been isolated.

Where portable mains electrical equipment is to be used outside the College buildings, this will only be permitted if the equipment has been approved by the Director of Learner Services / Marketing Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

### **Events and use of the college premises by external bodies**

Where events are planned within college premises, this must be agreed with the Principal/ Head of Service / SLT/ Director of Learner Services and a health and safety risk assessment and plan for the event will be drawn up by the staff member responsible for the event, or with the external body responsible for the activity. The health and safety plan and risk assessment will particularly address fire safety issues, requirements for the use of the centre, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises

Where events are planned out with the college premises, this is agreed with the Principal/ Head of Service / Marketing Manager and a health & Safety risk assessment/ plan for the event will be drawn up by the event organiser.

### **Fire Safety & Evacuation of Premises**

An up to date fire risk assessment will be kept in the fire safety emergency procedures box. The fire risk assessment will be reviewed at least annually and action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance and fire drills are carried out and recorded.

Line Managers have responsibility for ensuring as part of staff training that everyone in their team knows what to do if there should be a fire threat or other need to evacuate the premises. Practice for this occurs at least once a term.

Fire Wardens and staff are trained to sweep the building when the fire alarm goes off to ensure everyone has left the building.

The Director of Learner Services, Site Supervisor or their deputy will act as the Fire Marshal to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

### **First Aid**

As far as reasonably practicable, the college will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and students. This will include suitably trained first aiders.

Where possible the College will provide suitably paediatric trained first aiders.

### **Furniture / Premises**

The College regularly checks and inspects premises and furniture ensuring these are fit for purpose. Records are retained of any inspections carried out.

### **Legionella and Water Systems**

The College has a Legionella Policy Statement and a written scheme for controlling the risk of exposure to Legionella bacteria in Sutton College premises.

Sutton College has external and independent water & legionella consultants in place. The College has written risk assessments and action plans to manage this area.

Site Supervisors carry out and record regular:

- Water temperature checks
- Flushing of rarely used water systems
- Cleaning/maintenance of relevant items such as shower heads

An external consultant carries out monthly water checks, water sampling and checks of the water systems including tanks.

There are emergency arrangements in place to deal with any actionable level of Legionella and the College has a written scheme for controlling the risk of exposure to Legionella Bacteria in Sutton College premises.

### **Manual Handling**

The College follows the guidance provided by Occupational Health, Safety and Wellbeing Team for Kingston and Sutton on controlling significant manual handling risks and ensuring there are suitable controls in place, including the provision of lifting aids, e.g. trolleys, to minimise the risks so far as is reasonably practicable. All significant manual handling risks will be risk assessed prior to the work being undertaken.

Training for the movement for static loads is provided by the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton.

### **Medical suitability for work and medical arrangements**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the college with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will

be provided to the college to avoid putting the employee or others at risk. When a staff member becomes pregnant or suffers from an ill health condition, which is likely to affect their work, they should notify the college as soon as possible to enable any special precautions needed to be implemented.

### **Risk Assessment**

Risk assessments are undertaken for three purposes:

1. To assess the risks of a particular equipment, activity, event or outing.
2. To assess the risks to individuals' health, safety and wellbeing.
3. To comply with current legislation.

General risk assessments and COSHH assessments are undertaken by the appropriate manager, and discussed with relevant staff and students. These are reviewed annually or when there is a change in activity or a major incident relating to the risk assessment. Department risk assessments are cascaded to staff. Managers request staff sign as confirmation as having received, read and will comply with the risk assessments.

The Principal /Head of Service, SLT, Deputy Principal, Director of Learner Services, Service Managers, Deputies, Senior Site Staff, Curriculum Managers /Leaders are responsible for approving control measures and ensuring the action required is implemented.

Staff can discuss completing a risk assessment with the Deputy Principal, Curriculum Manager / Leaders, Director of Learner Services and Health & Safety officer.

### **Safety Rules**

The Principal / Head of Service is ultimately responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the students and visitors.

Staff have a responsibility to ensure that they work in a safe and responsible manner and ensure their own and others safety.

#### **Miscellaneous**

- Where required, parents/carers will be given a list of suitable clothes for children to wear during Family Learning.
- Staff will be aware of wearing appropriate clothing with regarding Health & Safety, e.g. - aprons
- Children are the responsibility of and are to be supervised by parents/carers whilst on Sutton College Premises.
- The College employs a contract cleaning company. The Director of Learner Services/ Deputy Director of Learner Services and Site supervisors will ensure that the Centres are kept clean, reporting any faults to the cleaning supervisor (or Director of Learner Services)
- A protocol is available for students who have declared health issues.



## **Security Policy**

We try to achieve a balance between making our College welcoming and accessible and keeping students and equipment safe. The site supervisor is responsible for the opening and closing of the Centres. Visitors are to sign in, read the Health & Safety notes, and wear a badge and sign out when leaving the building.

Sutton College staff, Governors, College students, contactors and all visitors to the College are to wear identity badges at all times whilst on Sutton College premises and follow COVID-19 control measures.

Staff are encouraged to challenge anyone on the premises without an identity badge / face mask.

## **Slips and Trips**

The most common form of accidents is slips and trips. The College will ensure suitable flooring surfaces are installed when building/refurbishing buildings. Guidance on suitable types of flooring will be obtained from the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton. Slip and trip accidents will be investigated to identify the root cause of failure. Guidance on slips and trips is available from the HSE <http://www.hse.gov.uk/slips/newsletters/education.pdf>.

## **Smoking**

A No Smoking Policy is in place and smoking, inclusive of E cigarettes, anywhere on the College premises and grounds is not allowed.

## **Stress**

There is a College-wide Stress Risk Assessment that is reviewed annually at a staff meeting. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained. Individual stress risk assessments are written where required.

## **Training**

The College will ensure all staff have access to training as well as refresher training to help them ensure the health, safety and wellbeing of staff and students.

The need for training will be discussed during one-to-ones with managers, staff appraisals and during team meetings.

Training Schedules are available via Inform /E Guides

## **Violence/Aggression against Staff (Lone Working)**

The College has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others, so far as reasonably practicable. Violence (including verbal abuse) against staff will not be tolerated.

Aggression/Violence is behaviour, which produces damaging or harmful effects, physically or emotionally, on people. This definition specifically includes:

Physical violence	Damage to property
Threatening behaviour	Anti-social behaviour
Verbal abuse	

The above incidents will be reported using the College's accident/incident system.

The College has a behaviour policy in place to support staff and students. Behaviour Contracts are also put in place and used.

Violence towards staff or other students is not tolerated.

Along with the College security procedures, there are lone working risk assessments in place with control measures to be followed by staff.

The College will follow the LBS council guidance on dealing with aggression including the section relating to banning persons from Centre and College wide.

Staff affected by violence or aggression will be supported by the College Senior Leadership Team and have access to the Workplace Options - Employee Assistance Programme.

## **Work Equipment**

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to their Line Manager/ Director of Learner Services/ Health & Safety Officer/ Curriculum Leaders or ICT Helpdesk.

Children will be instructed on the safe use of equipment and are to be suitably supervised by a parent/ carer, dependent on the task and the equipment being used.

Learners & vulnerable students will be instructed on the safe use of equipment and are to be suitably supervised.

## **Working at Height**

The Senior Site Supervisor & Health & Safety Officer / Director of Learner Services is responsible for the purchase and maintenance of all ladders in the College.

Ladders, and working at height equipment, will conform to the appropriate BS/EN standards.

Anyone working at height is responsible for completing risk assessments before starting the work.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is **not** permitted.

Work at height when you are alone is **not** allowed.

## Workplace

The College is required to arrange the workplace in a way that minimises the risks to anyone on College Premises and includes the requirement to ensure adequate welfare arrangements are in place. There is a need to assess the general issues related to:

Ventilation

Lighting

Flooring and travel routes

Glazing at risk of human impact

Drinking and rest arrangements

Temperature

Workplace space design

Cleaning (including windows)

Washing

Details on the above issues can be found in the London Borough of Sutton Workplace policy.

## **Appendix 1**

### **Health & Safety at Work**

Principal /Head of Service –	Dipa Ganguli
Governor responsible for Health & Safety –	TBA
Director of Learner Services –	Laurie Nicholls
Deputy Principal -	Thomas Dillon
Curriculum Leaders -	Sandra Cassiano, Natalie Klym, Delrose Earle Kathryn Chapman, Sue Aldridge, Scott Sheriff, Genevieve Gould, Brendan Murphy, Sonia Rosum, Roy Lee, Lesley Maguire
Health & Safety Officer –	Vicki Lucas
Senior Site Supervisor (Sutton & Wallington) –	George Skillen
Site Supervisors (Sutton)	Gareth Hunt, David Fawcett
Facilities -	Vicki Lucas, Laurie Nicholls
Deputy Director Learner Services –	Michelle Bagshaw
Site Supervisors (Wallington) –	Colin Speck & Daniel Garrod

### **Trained First Aiders**

#### **Sutton**

Gareth Hunt  
George Skillen  
David Fawcett  
Daniella Borini

#### **Wallington**

Michelle Bagshaw  
Daniel Garrod  
Colin Speck  
Coralie Dye (EFAW)

EFAW - Laurie Nicholls, Vicki Lucas, Natalie Frend, Sandra Cassiano, Scott Sheriff  
Cassie Burke – EFAW & Paediatric

## **Fire Wardens:**

### **Roles and Responsibilities during an Emergency**

**All** Sutton College staff are to take on the roles of Marshals and Wardens during office working hours.

All members of staff in Sutton Centre are reminded that in the event of an emergency outside "Office working hours" –i.e. before 9:00 am and after 17:00 they are **on duty** and need to take on the role of being a Fire Warden.

Tutors and college staff will need to assist each evening and at weekends.

The Site Supervisor on duty during times outside office working hours, inclusive of evenings and weekends is to assume the role of the main liaison and Fire Marshal.

Suitably trained deputies should be in place in the event of staff absence

### **London Borough of Sutton Health & Safety**

Health & Safety Consultant	David Charles	8770 5023
Health & Safety Manager	Christine Turner	8770 5018

The Council's Health & Safety information is available on the Extranet and is looked upon as the standards to be observed by Council and College staff.

### **Training -**

All Health & Safety Training Records are held on individual CPD's and Unit E