



# Health & Safety Policy/ Statement

REF NO. INF-LSS-005

Approved by Senior Leadership Team (SLT)

## **Health & Safety Policy**

### **1. Introduction**

Sutton College is committed to providing, so far as is reasonably practicable, a safe and healthy working and learning environment with adequate welfare facilities for all employees, learners, contractors, and visitors

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, learners and visitors. 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**

The College believes it is everyone's responsibility to help prevent accidents, injuries, and work-related ill health affecting employees, learners, or visitors. Managers play a key role in this by ensuring staff receive adequate supervision, instruction, and training.

All employees and learners must take reasonable care for their own Health & Safety and that of others, following all safe working practices communicated to them—whether in writing or verbally—so as not to put themselves or others at risk.

The College expects all staff, learners, visitors, contractors, and other employers working on site to share this commitment. This means complying with College policies and procedures, and recognising their own legal and moral obligations towards themselves and others.

The College will monitor the workplace to ensure that the controls set out in this policy are implemented and maintained.

Responsibility for Health & Safety is a joint undertaking between the College Governing Body and anyone who may be affected by College activities.

Health & Safety will be a standing agenda item for termly meetings between the Principal and recognised unions, and will also be addressed during Governing Body meetings, staff meetings, committee meetings, management performance reviews, and any other relevant discussions—even when the primary focus is not Health & Safety.

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 learners and employees and other persons affected thereby.
- ii) Recommending to the Governing Body, through the Principal, Vice Principal, Senior Leadership Team adequate arrangements for consultation with staff and learners 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, 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 its responsibilities, the College will, so far as is reasonably practicable:

1. **Safe Equipment & Systems** – Provide, maintain, and operate plant, equipment, and associated systems of work that are safe and minimise health risks for all College users.
2. **Regular Inspections** – Carry out regular Health & Safety inspections across all College sites.
3. **Departmental Procedures** – Ensure each department has Health & Safety procedures and guidelines specific to its working practices.
4. **Safe Handling of Substances** – Prevent risks to health arising from the use, handling, storage, and transport of articles and substances.
5. **Training & Supervision** – Provide necessary information, instruction, training, and supervision to promote the safety of employees, learners, and visitors.
6. **Safeguarding Learners** – Implement and promote the College Safeguarding Policy to protect learner wellbeing.
7. **Safe Premises** – Maintain all areas in a safe condition, with safe access and exit routes, emergency evacuation arrangements, and adequate welfare facilities.
8. **Risk Assessment** – Assess significant workplace hazards, implement suitable controls, and ensure safe systems of work are clearly communicated.
9. **First Aid Provision** – Provide and maintain adequate first aid facilities within the College's control.
10. **Personal Protective Equipment (PPE)** – Supply appropriate PPE to relevant staff, reviewing provision regularly.
11. **Staff & Learner Involvement** – Consult and involve staff and learners in the continuous improvement of Health & Safety.
12. **Contractor Safety** – Monitor the safety performance of contractors working for the College.
13. **Cross-College Collaboration** – Hold regular Health & Safety meetings with representatives from Academic and Support Staff departments to support continuous improvement.
14. **Emergency Preparedness** – Maintain procedures for dealing with emergencies such as fire and major incidents.
15. **Incident Management** – Operate systems for reporting, investigating, and recording all accidents and incidents.
16. **Meeting Agenda** – Ensure Health & Safety is a standing agenda item for all relevant College meetings.

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

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

## **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 PH & W Health & Safety Group meetings.

### **C. Principal and Governing Body**

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

The Principal is the 'duty holder', having day-to-day responsibility for ensuring effective implementation and development of this policy. As such, the 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 Principal has line management responsibility for Director of Learner Experience, Vice Principal, Director of Executive & Corporate Operations, Head of MIS & Data Services, Head of Marketing Events and Growth, Finance Manager. The Vice Principal has responsibility for the Heads of Curriculum & Quality – ESOL, Essential Skills, SEND, Vocational & creative, Employment Skills & Apprenticeships, Leisure & Hobbies.

The Health & Safety culture of the College is set by the Principal and Governing Body. To ensure the College remains a safe and healthy environment, their duties are to:

1. **Set Strategy & Vision** – Agree a College-wide Health & Safety strategy that keeps safety a priority, encourages participation, and fosters pride in a safe learning and working environment.
2. **Ensure Effective Management Systems** – Require senior managers and managers to maintain systems that minimise risks to staff, learners, contractors, visitors, and others affected by College activities.
3. **Act on Health & Safety Information** – Receive and respond to reports from managers, the Occupational Health, Safety and Wellbeing Team for Kingston and Sutton, and trade unions regarding progress in creating a safer College.
4. **Safeguarding Oversight** – Ensure safeguarding procedures and controls are in place and effective.
5. **Allocate Resources** – Provide adequate resources to address new and emerging risks, and integrate Health & Safety into the College communications strategy to demonstrate commitment.
6. **Undertake Training** – Attend Health & Safety training identified with the Health & Safety Officer, including induction training.
7. **Monitor & Report Performance** – Include Health & Safety performance in Governors' reports and action plans.
8. **Lead by Example** – Demonstrate safe and responsible behaviours for colleagues and learners to follow.

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

The elected Health & Safety Governor is responsible for liaising with the Principal and relevant colleagues on Health & Safety matters. Their duties include:

1. **Monitoring action plans** arising from the College Self-Assessment Report (SAR), Quality Improvement Plan (QIP), and Occupational Health, Safety and Wellbeing Team audits/inspections for Kingston and Sutton, and ensuring that the Governing Body identifies sufficient resources to support necessary improvements.
2. **Actively participating** in College inspections and monitoring the implementation of any follow-up actions.
3. Reviewing Health & Safety data, including accident reports, and providing updates to the Governing Body on progress towards creating a safer and healthier College environment.
4. **Recognising and commending** staff and learners where Health & Safety improvements have been achieved.
5. **Demonstrating best practice** by setting a personal example for staff and learners.

## **E. Senior Leadership Team**

### **Senior Leadership Team (SLT) Responsibilities**

The Senior Leadership Team (SLT)—comprising the Principal, Director of Learner Experience, Vice Principal, and Director of Executive & Corporate Operations —plays a critical role in setting the agenda for improving Health & Safety performance. By directing and monitoring employee performance, the SLT helps reduce risks and achieve cost savings while maintaining a safe, healthy learning and working environment.

The SLT will:

1. **Risk Assessment Oversight** – Ensure suitable risk assessments and supporting procedures are in place to meet the operational needs of the College.
2. **Training & Competence** – Maintain a comprehensive training programme for managers and staff, enabling them to work safely, competently, and confidently, while minimising risks to themselves, learners, and others.
3. **Performance Review** – Review regular reports from the Director of Learner Experience and to track progress towards a safer and healthier College.
4. **Compliance Monitoring** – Monitor and act upon advice from regulatory bodies, Borough Health & Safety Officials, and the College Director of Learner Experience / Head of Centre Operations.
5. **Reporting to Governors** – Directly report to the Governing Body.
6. **Communication** – Ensure clear, consistent communication with staff and learners about Health & Safety issues and actions taken to address them.
7. **Workplace Monitoring** – Actively monitor Health & Safety performance and promote a positive safety culture by conducting periodic Learning Walks and workplace tours.
8. **Ongoing Training** – Attend Health & Safety training as identified and agreed with their line manager.
9. **Lead by Example** – Demonstrate safe working behaviours for colleagues and learners to follow.

## **F Director of Learner Experience & Head of Centre Operations Responsibilities**

The Principal has appointed the Director of Learner Experience and the Head of Centre Operations as the College's Health & Safety Leads (HSL) and facilities administrators. These roles are pivotal in improving Health & Safety performance through liaison with Curriculum Managers, staff, and Senior Leadership Team (SLT), ensuring progress is reported and acted upon.

The Director of Learner Experience has immediate management responsibility for the implementation and day-to-day operation of the Health & Safety Policy at Sutton College and line-manages the Head of Centre Operations. The Head of Centre Operations reports to the Director of Learner Experience, who in turn reports directly and regularly to the Principal, SLT, and Governing Body.

The DLE and HOC will:

1. **Policy Compliance & Culture** – Ensure College policy and relevant legislation are implemented effectively, fostering a positive Health & Safety culture.
2. **Operational Oversight** – Review, report, and resolve Health & Safety matters across all College centres.
3. **Governors' Reporting** – Where required prepare Health & Safety reports and action plans for the Governing Body.
4. **Contractor Management** – Ensure robust arrangements for the selection, supervision, and monitoring of contractors.
5. **Curriculum Liaison** – Work with Curriculum Managers to receive regular updates on risk assessments, management actions, and outstanding issues.
6. **Maintenance & Records** – Ensure inspections and maintenance of plant and equipment are carried out in line with guidance, with adequate records maintained.
7. **Training Provision** – Identify and coordinate suitable Health & Safety training for managers, staff, and learners.
8. **Risk Assessment** – Carry out specific site risk assessments and follow up on control measures.
9. **Partnership Working** – Liaise with the LBS Health & Safety Team, relevant officials, and other organisations to share best practice.
10. **College Representation** – Represent the College on Health & Safety matters as required.
11. **Active Monitoring** – Promote a positive Health & Safety culture by conducting regular learning walks and workplace tours.
12. **Accident & Incident Investigation** – Ensure thorough investigation of accidents and incidents, reporting findings to the Health and Safety Team for Sutton and to Senior Leadership Teams.
13. **Lead by Example** – Model safe working behaviours for colleagues and learners.

## **G. Responsibilities of the Vice Principal**

The Vice Principal and Heads of Curriculum & Quality are responsible for implementing this policy within their respective areas of the College. Their duties include:

1. **Risk Management Oversight**
  - Working with staff and receiving regular reports on how risks have been assessed, what actions have been taken, and any outstanding issues.
2. **Inspections and Maintenance**
  - Along with the Head of Centre Operations and Support Staff and Technicians, ensuring that inspections and maintenance of plant and equipment are carried out in line with guidance, and that adequate records are maintained.
3. **Training Provision**
  - Identifying and promoting suitable Health & Safety training opportunities for staff, and learners.
4. **Contractor Management**
  - Ensuring adequate arrangements are in place for the selection, supervision, and monitoring of specialist contractors working in relevant areas (e.g. Pottery, Jewellery, Workshop).
5. **Communication**
  - Establishing comprehensive communication channels with staff and learners regarding Health & Safety issues and the measures being taken to address them.
6. **Monitoring and Culture**

- In conjunction with the Director of Learner Experience and the Head of Centre Operations actively monitoring Health & Safety performance and promoting a positive safety culture through periodic Health & Safety Learning Walks.

## 7. Professional Development

- Attending Health & Safety training as identified and agreed with their line manager.

## 8. Leading by Example

- Setting a personal example for colleagues and learners, including maintaining tidy classrooms, studios, and work areas.

## H. Responsibilities of the Heads of Curriculum & Quality

The Heads of Curriculum & Quality have responsibility for the implementation and day-to-day operation of Health & Safety within their curriculum areas, reporting directly to the Vice Principal or Senior Leadership Team (SLT). Their duties include:

- Operational Oversight** - Monitoring, implementing, and managing the day-to-day operation of Health & Safety policies and practices within their programmes of work and areas of responsibility.
- Knowledge and Compliance** - Acquiring and maintaining the knowledge of Health & Safety regulations and codes of practice necessary to ensure workplace safety.
- Risk Management** - Ensuring that Health & Safety guidelines, risk assessments, and COSHH assessments are regularly reviewed, updated, and communicated effectively to staff and learners.
- Inspections and Maintenance** - Ensuring that inspections and maintenance of plant and equipment are carried out in line with guidance and specified timescales, and that adequate records are maintained.
- Staff Guidance and Good Practice** - Sharing good practice, providing guidance to staff, and ensuring that instructions and advice are acted upon.
- Issue Escalation** - Taking concerns raised by staff and learners to the Director of Learner experience and/or the Head of Centre Operations, and reporting back on any actions taken.
- Training and Development** - Working with staff to identify appropriate Health & Safety training relevant to their roles. Attending Health & Safety training as identified and agreed with their line manager.
- Promoting Positive Culture** - Encouraging a positive Health & Safety culture and setting a personal example for colleagues and learners, including maintaining tidy and safe work areas.
- Incident and Hazard Management** - Ensuring all hazards, accidents, and incidents are promptly reported, recorded, and followed up with appropriate action to reduce the risk of recurrence. Cooperating fully with investigations of accidents and incidents, and reporting outcomes to the Director of Learner experience and the Head of Centre Operations.
- Compliance with Requirements** - Cooperating with all other Health & Safety requirements as directed by the College.

## I. Responsibilities of Tutors

Tutors are responsible for ensuring that learners are made aware of the College's Health & Safety procedures and guidelines at the start of every course. This includes:

- Induction of Learners
- Fire safety and emergency evacuation procedures.
- How to report hazards and accidents.
- How to obtain first aid treatment.
- To read, understand and comply with College Risk Assessments and control measures
- Any machine-specific or classroom-specific Health & Safety information, with training provided on the correct and safe operation of equipment.
- To report any Accident & Incidents
- To lead by example

## **J. Managers and Deputies**

Managers and Deputies are responsible for implementing and managing Health & Safety within their designated areas. They report directly to the **Director of Learner experience** and liaise closely with the **Head of Centre Operations** to ensure compliance with College policies and legal requirements.

### **Key Responsibilities:**

1. Develop, implement, and maintain appropriate risk assessments, COSHH assessments, procedures, and guidelines to meet College needs.
2. Regularly review and update Health & Safety documentation, such as guidelines, risk assessments and COSHH Assessments, ensuring any changes are effectively communicated to staff and learners.
3. Monitor and oversee the practical application of Health & Safety policies and practices within their areas of responsibility and programme areas.
4. Ensure clear and consistent communication with staff and learners regarding Health & Safety matters and the actions taken to resolve and address issues.
5. Promote a strong Health & Safety culture by setting a positive example and maintaining tidy, clean, safe, and orderly working environments.
6. Attend all relevant Health & Safety training as identified and agreed with their line manager.
7. Fully co-operate with investigations into accidents or incidents and report findings to the **Director of Learner Experience** and **Head of Centre Operations**.
8. Ensure inspections, testing, and maintenance of plant, equipment, and facilities are completed in line with guidance, as required, and that accurate records are kept.
9. Share good practice, provide advice and guidance to staff, and ensure Health & Safety procedures and instructions are understood and followed.
10. Escalate Health & Safety concerns raised by staff or learners to the **Director of Learner Experience** and/or **Head of Centre Operations**, and provide timely feedback on actions taken.
11. Work collaboratively with staff to identify and arrange appropriate Health & Safety training opportunities.

## K. Site Supervisors

Site Supervisors play a key role in ensuring that the College buildings, plant, and facilities are maintained in a safe and serviceable condition. They are responsible for the day-to-day management of site safety, maintenance, and compliance activities.

### Key Responsibilities:

1. Liaise with the **Director of Learner Experience** and/or **Head of Centre Operations** to ensure all maintenance and minor works are planned, carried out safely, and minimise the risk of accidents or ill health.
2. Ensure the College premises are kept clean, tidy, and free from hazards to reduce the risk of slips, trips, and falls or accidents.
3. Maintain accurate records of all works undertaken, including equipment inspections, furniture checks, weekly fire alarm tests, and other statutory requirements.
4. Attend all required **Health & Safety**, **First Aid**, and **Paediatric First Aid** training, as identified and agreed with their line manager or the Director of Learner Experience, including participation in induction training.
5. Undertake and regularly review **Risk Assessments** and **COSHH Assessments** relevant to Role and site operations.
6. Promote a strong Health & Safety culture across the College, leading by example and encouraging safe working practices among staff and learners.
7. Participate in building inspections, record findings, and ensure remedial actions are implemented promptly.
8. Oversee and monitor contractors working on behalf of the College, ensuring that appropriate supervision and safety arrangements are in place and monitor works carried out
9. Ensure that all inspections, maintenance, and testing of plant and equipment are carried out in accordance with statutory and College requirements, and that comprehensive records are maintained.
10. Ensure full implementations and compliance with the College's **Health & Safety Policy** within their area of work and responsibility.
11. Actively contribute to the College's **Health & Safety Committee** (where applicable) and promote continuous improvement in safety performance.
12. Lead by example promoting a positive culture of health & Safety

## L. All Staff

All staff have a shared responsibility to uphold the highest standards of Health & Safety across the College. Every member of staff is expected to act safely, remain aware of potential hazards, and contribute to a positive safety culture that protects learners, colleagues, contractors, and visitors.

### Key Responsibilities:

1. Work safely at all times to protect themselves and others, actively promoting a positive Health & Safety culture.
2. Comply with all statutory regulations, College Health & Safety procedures, and control measures identified in risk assessments. Report any issues or concerns promptly to their line manager.
3. Ensure control measures and emergency procedures are correctly applied, used, and maintained.
4. Attend all required Health & Safety training, including **Induction**, **First Aid**, **Stairlift/Evacuation Chair**, and **DATA** training.
5. Read and understand the College's **Emergency Evacuation Procedures** and comply fully with instructions, knowing their role and responsibilities in the event of an emergency.
6. Provide appropriate support to learners, contractors, and visitors to ensure their safety while on College premises.
7. Familiarise themselves with all emergency procedures and safety equipment and **never intentionally or recklessly misuse** or interfere with any Health & Safety equipment.
8. Use all equipment, tools, and materials **only for their intended purpose** and in accordance with training and instructions.
9. Read and understand the College's **Bomb Threat** and **Lockdown Procedures**, ensuring they know their personal responsibilities in these situations.
10. Immediately report any illnesses, accidents, unsafe conditions, hazards, acts of violence, or near-miss incidents to their line manager, Director of Learners Services or Head of Centre Operations

11. If safe to do so, and within their competence, take immediate action to remove or reduce serious hazards that present imminent danger. If unable to do so, report the hazard immediately to a manager so appropriate action can be taken.
12. Do not bring any illegal or unsafe substances, unsafe equipment, or materials onto College premises.
13. Do not bring or use anything that could compromise the safety or security of themselves, learners, staff, or visitors.
14. Cooperate with line managers and colleagues to maintain safe working conditions and promote a safe environment.
15. Participate fully in investigations of accidents, incidents, or near misses when requested.
16. Report significant Health & Safety concerns directly to the **Director of Learner Experience** or **Head of Centre Operations**, as appropriate.
17. Give all necessary help to learners, contractors, visitors and colleagues to ensure their safety whilst on college premises
18. Set a positive example for colleagues and learners by consistently demonstrating safe working practices.

#### **Risk Assessment Responsibilities:**

- Carry out or contribute to risk assessments relevant to their work areas, equipment, materials, and workstations, as required.
- Identify potential hazards and formally assess risks when necessary.
- Read, understand, and sign relevant risk assessments to confirm awareness and compliance.
- Communicate applicable risk assessments and control measures to learners, visitors, and contractors, ensuring these are effectively implemented.

#### **Support and Guidance:**

Staff may seek advice or clarification on Health & Safety matters from the College's **Health & Safety Representatives** or **trade union-appointed safety representatives** at any time.

<b><u>Senior Leadership Team</u></b>	
Tom Dillon	Principal Cross College - SLT member
Delrose Earle	Vice Principal - SLT Member
Laurie Nicholls	Director of Learner Experience – SLT member
Barbara Eayrs	Director of Executive & Corporate Operations
<b><u>Support Staff Name</u></b>	<b><u>Post Area of responsibility</u></b>
Teresa Traetto	Head of Customer Service & Enrolment
Vicki Lucas	Head of Centre Operations
John Quarcoopome	Finance Manager
John Thorburn	Head of IT & Digital Innovation
Janine Harrison	Head of Learning Support & Wellbeing
Faye Bilyard	Head of MIS & Data Services
Kasumi Witty	Head of Marketing, Events & Growth
Catherine Rouhan	Exams Lead
Nazia Cekin	Sills and Engagement Service Lead

**Curriculum**

<b>Name</b>	<b>Title Courses</b>
Michaela Moher	Head of Curriculum & Quality Vocational & Creative
Mahtab Mostofian	Head of Curriculum & Quality ESOL
Genevieve Gould	Head of Curriculum & Quality Essential Skills
Britanny Barnes	Head of Curriculum & Quality SEND
Lesley Maguire	Head of Curriculum & Quality - Employment & Skills inc - Apprenticeships
Sonia Rosum	Head of Curriculum & Quality - Leisure & Hobbies

## **M. Learners**

The College is committed to providing an excellent, safe, and supportive learning environment. To help maintain this, learners are encouraged to develop their **risk awareness** and build essential **life skills** that enable them to manage risks to themselves and others.

Learners share responsibility for their own health and safety and that of those around them. They are expected to adopt appropriate standards of behaviour and to follow all safety procedures and guidelines designed to protect them.

### **Learners' Responsibilities:**

1. Follow all Health & Safety instructions and guidance, including **risk assessments**, **COSHH assessments**, College **procedures**, and any subject-specific guidelines issued by tutors or staff.
2. Evacuate the building promptly and calmly and in a controlled manner when instructed to do so by Sutton College staff.
3. Carry out all activities in a way that ensures the safety of themselves and others.
4. Maintain behaviour and performance that are not impaired by alcohol, illegal substances, or prescribed medication while participating in College activities.
5. Inform their tutor if they believe another learner may be under the influence of alcohol or substances in a way that could endanger themselves or others.
6. Refrain from being under the influence of alcohol or illegal substances during any College-related activity.
7. Do not bring onto College premises any illegal substances, unsafe materials, or equipment that could compromise the safety or security of learners, staff, or visitors.
8. Notify their **Tutor** or **Head of Curriculum & Quality** if taking prescribed medication that may affect safe working or participation in College activities.
9. Raise any Health & Safety concerns immediately with Sutton College staff and report all accidents, incidents, or near misses without delay.

### **Health and Wellbeing:**

The College respects the privacy of all individuals, particularly regarding health matters, where conduct or performance is not affected. However, the College has a duty of care where health or behaviour could impair safety, learning, or performance.

The misuse of alcohol, drugs, or certain prescribed medicines may lead to such impairment. Learners and prospective learners are therefore encouraged to inform the College—preferably before enrolling—of any condition or difficulty that may affect their own safety or that of others.

Where appropriate, the College will apply its **Safeguarding Policy and Procedures** to ensure suitable support and protection measures are in place.

## **O. 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.

## **P. 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.

## Q. Monitoring

- I. The SLT 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 learners' accident and incident statistics will be monitored by the Head of Centre Operations and reviewed by the College SLT/ Governors.

## Premises Hirers

All individuals or organisations hiring College premises must sign a **Hire Agreement/Contract** and comply fully with the **Sutton College Health & Safety Policy** and the terms of hire.

Copies of relevant College **risk assessments** will be provided to the hirer, and the College will obtain copies of the hirer's own **risk assessments** prior to the start of the hire period.

College **Site Supervisors** will monitor activities during the hire and report any Health & Safety concerns or incidents to the **Director of Learner Experience** or **Head of Centre Operations**.

Hirers are responsible for the **Health & Safety** of their own learners, staff, and visitors while on College premises. This includes ensuring appropriate **first aid provision** is in place for all participants.

Failure by a hirer to comply with Sutton College's Health & Safety Policy, hire terms, or any additional safety measures required by the College may result in the **immediate termination of the hire agreement**.

## Commitment and Review

Sutton College recognises that a strong commitment to Health & Safety can only be achieved through the **active cooperation and engagement of all employees** in implementing and upholding this policy.

An **annual Health & Safety audit** will be undertaken, incorporating a review of risk assessments, site inspections, training records, and an analysis of accident and incident statistics. The findings will be used to inform continuous improvement in Health & Safety performance across the College.

This policy statement will be **reviewed annually** or sooner if significant changes occur. Revisions, additions, or amendments may be made at any time and may be supplemented by specific statements or procedures relating to particular departments or activities, in line with current legislation, regulations, or approved codes of practice.

Sutton College is fully committed to the **implementation, monitoring, and continuous improvement** of the highest standards of Health, Safety, and Welfare. Every member of the College community is expected to share this commitment and work collaboratively to achieve a safe and healthy environment for all.

Date of latest review – October 2025

Next review – August 2026 or where changes are required

## **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 Head of Centre Operations within set timescales in order to comply with legislation.

The Head of Operations Manager &/or the Director of Learners Experience will ensure the London Borough of Sutton Health & Safety Unit receives 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 learners Services &/or the Head of Centre Operations.

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 learners). Information identifying individuals on the reports will be destroyed after these time scales.

## **Animals**

If the dog is registered as an Assistance Dog - The Equality Act 2010 makes it unlawful to refuse access to a disabled person accompanied by an assistance dog except in the most exceptional circumstances. An assistance dog is legally permitted to accompany its client, owner, or partner, at all times and in all places, within the United Kingdom with only a very few exceptions where there is a genuine health and safety risk.

Emotional Support Animals - At present, emotional support animals are not formally classed as assistance animals. At present emotional support or therapy animals are not classed as assistance animals and so they do not enjoy the same legal right of access. Such animals will generally not be allowed other than in very limited circumstances and where the need for this is supported by evidence of medical need. Learners who feel that they require access for a support animal for should discuss their situation confidentially and a needs assessment should be conducted and if appropriate, provide suitable medical evidence

Where any animal is brought into the premises, it is the responsibility of the owner of an animal that is not a registered assistance dog, to demonstrate that it is fulfilling a legitimate and essential support need for the individual comparable to that of a guide dog, hearing dog or medical alert dog. Where such a need can be shown, comparable access rights will normally be allowed. A key test will be whether the owner has a physical need for the animal to be present to perform some necessary function.

Companion animals often provide great support and comfort to many people. However, it is important to balance that against the right of other users to work and study in an environment that they find comfortable, healthy and safe. Many people may be physically uncomfortable around animals, however well behaved those animals may be. There are also potential issues of allergy and hygiene that those who do not own animals may find unacceptable within their working environment. In some cases, animals may be disruptive either in normal circumstances or, potentially, in an emergency. The default position is therefore that companion animals should not be brought into the communal areas, unless there are demonstrably good reasons for this. This will generally mean that that animal must be fulfilling some recognised and demonstrable assistance or support role. When present in communal areas, dogs should be kept on a lead, as a courtesy to other building users who may be nervous of animals.

The overall default position is that the animal should not be allowed access unless this can be provided without adverse effect on others, or health and safety risk.

## **Asbestos**

The College has 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 containing materials.

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

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

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. Director of Learner Experience / 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 and 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 experience 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.

### **Children on College Premises**

Please refer to - Guidelines for Children on College Premises REF NO. INF-LSS-010

### **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, learners 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 Experience and/or Head of Centre Operations of any risks that may affect the College staff, learners and visitors.

Contractors who are required 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 Experience, or their representative, will take such actions as are necessary to protect the safety of College staff, learners and visitors.

There will be regular meetings held between contractors and the Director of Learner Experience, Head of Centre Operations and /or 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 learners 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 learners with mobility issues are notified to the Learner Services staff and / or Line Managers and where required can have a Personal Emergency Evacuation Plan (PEEP) put in place. Emergency Evacuation forms are held online within the comms folder for tutors to complete for any learners requiring assistance in evacuating the building. A mobility spreadsheet is held and accessed on a regular basis.

## **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 Driving Safety Policy, which is to be adhered to.

### **Tutors driving learners**

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

## Learner Travel

The College does **not manage, supervise, or take responsibility** for learners driving their own vehicles or those of family members, including transporting **other learners**. Any travel arrangements made by parents, carers, or learners themselves are considered **private matters** and fall outside the control or influence of the College

## Educational Visits

All educational visits are input onto the College systems. Risk assessments are carried out by the tutors / staff and the forms and the external visit is approved by the Head of Curriculum and Quality and the Vice Principal

## Electrical Safety and Portable Appliance Testing (PAT)

Site Supervisors at Sutton College are trained and certified by City & Guilds to carry out Portable Appliance Testing (PAT) on all portable electrical equipment. They carry out regular testing, and the plugs of all appliances, except computers, are checked, labelled, and signed. When Site Supervisors are unavailable, an independent, fully qualified PAT tester is contracted to the College to ensure testing is completed.

Electrical appliances brought in from home must not be used on College premises unless they have been PAT tested and approved by the Director of Learner Experience or the Site Supervisor.

The College's fixed electrical installation undergoes inspection and testing by an NICEIC-approved contractor at least once every five years. The Director of Learner experience or Head of Centre Operations is responsible for organising these inspections and maintaining full records. Any deficiencies identified during inspections are promptly corrected. Where immediate correction is not possible, the affected part of the installation is electrically isolated until repairs can be carried out.

Staff are requested to monitor the condition of the electrical equipment they use and carry out visual inspections to check for obvious defects. Any defects must be reported immediately to Centre staff, and the equipment must be secured. Staff must not attempt to carry out electrical repairs themselves.

Work on the electrical installation, as well as minor repairs such as fitting or changing plugs or replacing bulbs or tubes in lighting units, is organised or undertaken by Site Supervisors or a qualified NICEIC-approved contractor. Such work is only carried out when the relevant part of the installation has been safely isolated.

Portable mains electrical equipment may only be used outside College buildings if it has been approved by the Director of Learner experience or Marketing Manager as suitable for the intended use. The equipment must be adequately protected from mechanical damage, adverse weather, or contact with water, and it must always be protected by a 30mA RCD

## Charging and Storage of Electrical Devices and Vehicles

The College does not permit the charging of **e-cigarettes, electronic devices, or electric vehicles**, including e-bikes and e-scooters, on College premises. In addition, **storing electric vehicles on College premises is not allowed**. These restrictions are in place to **reduce the risk of fire, electrical hazards, and damage to College property**, ensuring the safety of all staff, learners, and visitors. Any such devices or vehicles must be charged and stored off-site before being brought onto College premises.

## **Events and Use of College Premises by External Bodies**

Any event planned within College premises must be approved by the Principal, SLT, or Director of Learner Experience. A Health & Safety risk assessment and plan for the event must be prepared by the staff member responsible for organising the event or, where applicable, by the external body running the activity.

The Health & Safety plan and risk assessment must address fire safety procedures, requirements for the use of College facilities, the safety of any equipment brought onto the premises, first aid arrangements, and arrangements for serving food.

Where a series of events of the same type is held, a single Health & Safety plan may be used to cover all such events.

When an external body is responsible for the event or activity, the relevant requirements of the Health & Safety plan must be agreed in writing with the external body as a condition of using or hiring College premises.

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

An up-to-date fire risk assessment is kept in the **Fire Safety Emergency Procedures** box. The fire risk assessment is reviewed at least annually, and any action plans for improvement are completed promptly.

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

**Evacuation training** is provided to staff, including Evac Chair training, and staff are required to notify their managers when they have attended. Stairlift training is also offered on an ad hoc basis. The stairlift is intended for use only if the main lift breaks down and may be used once during an evacuation.

Line Managers are responsible for ensuring that all members of their team understand what to do in the event of a fire or any other situation requiring evacuation. Evacuation practice drills are conducted at least once per term.

Fire Wardens and trained staff are responsible for sweeping the building during an evacuation to ensure that everyone has safely left the premises.

The **Director of Learner Experience**, Site Supervisor, or their deputy acts as the **Fire Marshal**, coordinating with Fire Wardens and providing updates to the Fire Brigade regarding 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 learners. This will include suitably 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

## **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 learners. 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, SLT, Director of Learner Experience, Head of Curriculum and Quality, Deputies, Site Staff, are responsible for approving control measures and ensuring the action required is implemented.

Staff can discuss completing a risk assessment with the Heads of Curriculum & Quality, Director of Learner Experience and Head of Centre Operations.

## **Safety Rules**

The Principal is ultimately responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the learners 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 regard to Health & Safety, e.g. -aprons
- Please refer to Guidelines for Children on College Premises - where it has been agreed that children are allowed on college premises, the 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 Experience and Site supervisors will ensure that the Centres are kept clean, reporting any faults to the cleaning supervisor (or Director of Learner Experience)
- A protocol is available for learners who have declared health issues.

## Security Policy

We try to achieve a balance between making our College welcoming and accessible and keeping learners and equipment safe. The site supervisor is responsible for the opening and closing of the Centre. 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 learners, contractors and all visitors to the College are to wear identity badges at all times whilst on Sutton College premises and follow any College set out control measures (i.e. COVID, Flu).

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

## 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.

The College does not permit the charging of E Cigarettes in the College premises.

## 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 learners.

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 learners. Behaviour Contracts are also put in place and used.

Violence towards staff or other learners 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 Experience/ Head of Centre Operations / Heads of Curriculum and Quality or ICT Helpdesk.

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

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

## **Working at Height**

The Site Supervisor is responsible for the 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.

Working 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 Temperature

Lighting Workplace space design Flooring and travel routes cleaning (including windows) Glazing at risk of human impact  
Washing

Drinking and rest arrangements

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

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

Principal –Tom Dillon

Vice Principal - Delrose Earle

Governor responsible for Health & Safety – TBA

Director of Learners Experience – Laurie Nicholls

Heads of Curriculum & Quality, Genevieve Gould, Sonia

Rosum, Mahatab Mostofian, Lesley Maguire, Britanny

Barnes, Michaela Moher.

Head of Centre Operations– Vicki Lucas

Site Supervisor – Connor Moore, Glen Kendall, Saniya Kamboj

### **Trained First Aiders**

Glen Kendall

Andrew Eayrs

Daniella Borini

Coralie Dye

Richard Holliday

Beverley Moore

Connor Moore

Saniya Kamboj

St Johns Trained - Laurie Nicholls

### **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 on 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

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 by HR on individual CPD's and Unit E

Additional Note -

Anyone who cannot adhere to our control measures will be asked to leave the College premises