

HEALTH AND SAFETY POLICY

NOVEMBER 2024

Effective Date: 1st November 2024

Last Reviewed: New joint policy

Next Review Date: 1st November 2025

Version: 1.0

Ratified:

By: Judith Abbott, Chief Financial and Operating Officer (CFOO)

Significant changes this version		
Para No	Title	Page No
	Policy covers both Newham College and Newham Sixth Form College (NewVIC). All references to Newham College include all staff and premises of the two colleges that have come together as part of the newly merged College.	ALL

Health and Safety Policy Statement

Newham College London (NCL) has merged with Newham Sixth Form College (NewVIC), with the new entity known as Newham College. This Health and Safety Policy Statement sets out the commitments of the merged college and all staff who work there.

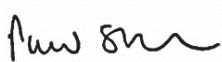
Newham College acknowledges its duty of care towards its staff, students, visitors and to anyone else affected by our acts or omissions. The college is committed to providing a safe environment and to the maintenance and improvement of high standards of health, safety and welfare throughout the premises, activities and operations. The college aims to meet all the legal obligations under the Health and Safety at Work Act 1974 and associated regulations and will endeavour, so far as is reasonably practicable, to ensure the health, safety and welfare of all employees, students, visitors and others who may be affected by its activities.

Newham College will actively encourage a positive culture of good health and safety practice where risks are identified and hazards reduced to the lowest reasonably practicable level.

Newham College is committed to:

- The establishment and maintenance of a safe and healthy working environment including safe access and exit throughout its premises and areas of operation.
- Control over risks arising from College activities through process and activities risk assessment, preparation and implementation of safe working practices and procedures.
- Provision and maintenance of plant, equipment and systems of work that are safe and without risks to health.
- Regular consultation with employees and students on matters of health, safety and welfare.
- Safe handling, use, storage and transport of hazardous substances and materials.
- Providing such information, instruction, training and supervision as may be necessary.
- Provision of effective procedures for use in the event of accident or emergency.
- Provision of effective safeguarding processes for the protection of young people, vulnerable adults and those with disabilities.
- Provision and maintenance of adequate welfare facilities.
- Providing specialist competent advice and personnel to ensure compliance with statutory duties, regular monitoring, annual review and adjustment of health and safety processes.
- Provision of health surveillance for employees where necessary.

The college will provide adequate and appropriate resources to implement this policy statement and will ensure that it is communicated and understood throughout the organisation.

Signed: 

Paul Stephen
Principal and Chief Executive
Date: 1 November 2024

Signed: 

Paul Jackson
Chair of Governors
Review date: 1 November 2024

HEALTH AND SAFETY POLICY

1. This policy applies to all staff and students of Newham College, created from the merger of Newham College London (NCL) and Newham Sixth Form College (NewVIC), across all premises and activities. As the branding of the two former colleges will continue to be in use beyond merger, this policy makes references to NCL and NewVIC where appropriate, noting that these are sub-brands of the merged entity Newham College.

2. Statutory position

The Health and Safety at Work Act, 1974 places duties in respect of health and safety on employers and on each person, who has to any extent control of Newham College premises. Related regulations such as the Management of Health and Safety at Work Regulations 1999 as amended extend these duties in various respects as set out within the health and safety procedures located on NCL / NewVIC SharePoint.

3. Policy

- 3.1.** The Board of the Corporation of Newham College along with the Principal and Chief Executive have the ultimate responsibility to take all measures within their power to ensure that the premises are safe and without significant risk to the health of staff, students and members of the public. In practice, the Directors of departments and Heads of School will ensure that the appropriate measures are carried out and will co-ordinate health and safety policy and practice across the organisation. All College management teams will, in turn, be responsible for health and safety within their respective areas of responsibility.
- 3.2.** Individual responsibility is however an important feature in the legal framework for health and safety, and therefore all staff and students of Newham College must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and must co-operate with their employers or teachers on health and safety matters and not misuse or interfere with any object or equipment provided for the purposes of health and safety.
- 3.3.** Failure by any manager, member of staff or student to comply with either a statutory requirement or any aspect of Newham College Health and Safety Policy may result in disciplinary action against the individual(s) concerned.
- 3.4.** A copy of the policy statement and arrangements is available to all staff, both full-time and part-time. The reference material referred to above is available on NCL / NewVIC staff Intranet and is available to all staff.

All staff must familiarise themselves with Newham College Health and Safety Policy and procedures.

4. ORGANISATION

Health and safety should be a recurring agenda item on all weekly Executive team meetings. Action plans will be created from health and safety walks and will be discussed at health and safety committee meetings. Directors will allocate responsibilities to members of their team for elements of health and safety (e.g. training, equipment checks, inspections and maintenance, checking protective equipment).

Everyone at Newham College has a responsibility to do all they can to make sure the College premises are safe places. Responsibilities of individuals and groups are as follows:

- 4.1. The Board of the Corporation of Newham College** has ultimate responsibility for all aspects of health and safety within the College with one governor identified with a health and safety remit.
- 4.2. The Principal and Chief Executive** is responsible for the overall health and safety strategy, resourcing and implementation of the College Health and Safety Policy including access to competent advice and is the responsible officer under fire safety regulations.
- 4.3. The Chief Financial and Operating Officer** is responsible for monitoring the delivery of the health and safety strategy, oversight of the health and safety committee and reporting health and safety issues and activity to the Chief Executive and Board.
- 4.4. The Chief People Officer** is responsible for communicating the H&S induction process to all new staff at the point of recruitment and ensuring health and safety related training provision is included within the college CPD programme.
- 4.5. The Directors** of each college department are responsible for the effective implementation of the Health and Safety Policy including induction, training and for holding staff to account through regular monitoring to implement health and safety arrangements.

4.6. The Executive Director of Estates and Capital Development is responsible for ensuring:

- 4.6.1. The premises, buildings and external areas are clean, secure and maintained in safe condition.
- 4.6.2. Each campus complies with regulations concerning fire safety, buildings and health and safety.
- 4.6.3. Site safety inspections and tests are undertaken, recorded and actions taken.
- 4.6.4. Emergency procedures are drafted, implemented, tested and reviewed.
- 4.6.5. Contractors meet statutory and health and safety standards of the College when undertaking work for and on College premises.
- 4.6.6. Construction projects are delivered in accordance with CDM 2015 with regular monitoring of project management and on-site health and safety compliance.
- 4.6.7. Equipment purchased for the college is fit for purpose and meets regulatory standards.

4.7. The Health and Safety Manager provides competent advice for the College and is responsible for:

- 4.7.1. Drafting, reviewing and ensuring the Health and Safety Policy and procedures comply with statutory duties.
- 4.7.2. Arrangements and for supporting effective implementation and monitoring of procedures.
- 4.7.3. Arrangement of practice evacuations and lockdowns, ensuring appropriate emergency roles are identified, staffed and debriefs with remedial action occur.
- 4.7.4. Assisting with the provision and recording of risk assessments and control measures and ensuring regular review and monitoring.
- 4.7.5. Undertaking regular safety inspections across college premises and activities.
- 4.7.6. Monitoring and investigating college accidents and incidents making reports under RIDDOR as necessary.
- 4.7.7. Reviewing construction phase plans for construction projects H&S compliance and monitoring health and safety standards as projects progress to ensure risks are properly managed.
- 4.7.8. Providing reports to and arranging health and safety committee meetings.
- 4.7.9. Liaison with statutory bodies such as the HSE and London Fire Brigade concerning health and safety.

4.8. The Health and Safety Committee provides oversight and assurance of operational H&S activity, reviews serious incidents, recommends changes to policies and procedures where appropriate and is the forum for staff consultation on health and safety. By agreement Trade Union appointed health and safety representatives are invited to represent NCL/NewVic staff on health and safety matters.

4.9. Heads of School/Department (particularly in high-risk areas such as Design Technology, Science and PE) have additional responsibilities to ensure that their staff are trained, briefed and supervised so that they effectively implement health and safety procedures.

4.10. The Estates team in each campus have specific roles and responsibilities for inspections, testing, maintenance, repairs, making safe identified defects and a key role in the emergency action plan.

4.11. Departmental Technicians (Science, Engineering, Construction, Hair and Beauty, PE) have specific responsibilities for ensuring that their areas of work are operated safely. They should carry out workplace inspections, ensure safe working practices including managing controls on articles and substances and maintain equipment in a safe condition.

4.12. All leaders and managers must ensure that new staff they line manage are briefed, as part of their induction, on the Health and Safety Policy, associated procedures, safeguarding policy and on their own health, safety and welfare responsibilities.

4.13. All Heads of School, managers and staff with responsibility for teams or individuals, designated areas and/or programmes or activities must:

- Be familiar and keep up to date with the Health and Safety Policy and procedures.
- Monitor implementation by others; participate in and contribute to wider evaluation and audit of health and safety; report health and safety matters to their line manager.
- Ensure statutory compliance checks are undertaken and remedial action taken e.g. statutory annual local exhaust ventilation checks and maintenance in motor vehicle engineering and Science.
- Recognise that they have a key role in relation to the emergency procedures and Lockdown - know what they are and do what they say.
- Make students and other staff aware of their responsibilities for health and safety, with regular reinforcement through training and instruction. Brief staff about what action to take in an emergency in line with the College emergency procedures.

- Make regular inspections of areas of responsibility and take prompt remedial action where necessary. Ensure each member of their team does an annual check (e.g. classroom risk assessment), to identify hazards and report or remove them.
- Carry out and keep up to date risk assessments and associated control measures. Monitor and promote safe working practices – challenge and advise staff where there may be a risk.
- Agree and implement any work area rules required for health and safety e.g. use of machinery, protective clothing or eye protection and take action to prevent staff or students using machinery or equipment or carrying out activities that may be unsafe.
- Manage the use and storage of hazardous substances avoiding accumulation of excessive quantities, not mixing hazardous chemical stores, only retaining substances required for current curriculum delivery or other operational activity and ensuring substances remain within best before storage dates.
- Ensure that emergency equipment and signage are in place.
- Participate as required in activities linked to the Health and Safety Committee.
- Participate in health and safety training and ensure that their team members do too.
- In high-risk areas use and ensure adherence to specialist industry guidance such as CLEAPSS and confirm implementation as requested by line managers.
- The senior Head of Department for Health Sciences is responsible for monitoring management, teaching activities and ensuring the Standard Safe Operating Procedures are always applied.
- Ensure that all students under their control are instructed about their own individual responsibility regarding health and safety.
- Give health and safety a high priority in lessons.

4.14 All staff members have a responsibility to ensure that they act with reasonable care regarding the health and safety of themselves, other team members, students, contractors and members of the public. They are required to cooperate with supervisors, line managers, safety representatives and senior leaders and to adhere to safety guidance given in helping to maintain standards of health and safety throughout the college. All employees should also:

- Be familiar with this policy, meet its requirements and ensure they know how issues are reported, including accidents, incidents and near misses. Participate in training, follow safety advice (including any action to manage risk) and cooperate with any investigation, audit or evaluation related to health and safety.
- Carry out a daily visual check of their work areas and report defects or concerns as soon as possible.

- Report any accident, incident or near miss using the Be-Online reporting tool, assist as necessary and co-operate with any investigation following such incidents.
- Carry out a careful safety check of their work areas with their line manager at least once a year and report issues to the relevant manager.
- Not misuse or tamper with any equipment provided for the purposes of health and safety and operate such equipment in accordance with instructions.
- Always wear equipment provided for the purpose of protecting their person.

All staff employed at Newham College have a duty to comply with the provisions of this policy.

4.15 Students are expected:

- To exercise personal responsibility for the safety of themselves and their classmates.
- To observe standards of dress consistent with safety and/or hygiene (this would include unsuitable footwear, and other items considered dangerous).
- To observe all the appropriate college safety rules and codes of conduct, particularly instructions of teaching and non-teaching staff given in an emergency situation.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

5. Monitoring and review

The health and safety policy will be reviewed annually or more frequently where required. Each procedure will be reviewed in accordance with the procedures review schedule or more frequently if required. The impact and effectiveness will be determined through annual audit.

6. Dissemination

- All policies that need to be conveyed to students, staff and families will be available on the college website.
- Staff will be informed about policies by their line manager during induction and through ongoing In-Service Training.
- General health and safety issues of importance for students will be included within the college code of conduct, promoted via briefings and included within lesson plans.

ARRANGEMENTS

The arrangements to deal with the various facets of health and safety management at Newham College are set out on the College Policies / Health and Safety pages of the NCL/NewVic staff Intranet.