

Sutton College of Learning for Adults

HEALTH & SAFETY GENERAL POLICY STATEMENT

At Sutton College of Learning for Adults we are committed to ensuring a safe and healthy working environment for every employee, student, contractor and visitor.

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.

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

The College will, as far as reasonably practicable, endeavour to:

1. Provide and maintain plant and equipment and systems of work that are safe and without risk to health
2. Ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
3. Provide such information, instruction, training and supervision as is necessary to promote the Health & Safety of all users
4. To ensure the safety and wellbeing of all students by implementing the Safeguarding policy and promoting it within the College
5. Provide and maintain all areas in a safe condition without risk to health, including means of access to, and exit from, all areas, including evacuation routes
6. Set-up safe systems of work to try to prevent all injuries and occupational ill-health associated with SCOLA activities
7. Provide and maintain adequate first aid facilities, insofar as these are under the control of the College
8. Ensure that employees are fit for the work they are required to do, ensuring that disability is prevented and a loss of working time due to injury or illness is minimal
9. Ensure that personal protective equipment is supplied to necessary staff and reviewed frequently
10. Hold termly H&S meetings involving representatives from various Academic/Admin departments within SCOLA to ensure the on-going development of H&S in the College
11. Ensure Health & Safety is an agenda item for all meetings within the College

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.

HEALTH & SAFETY POLICY

INTRODUCTION

1. This 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's Corporate Health & Safety Policy.
2. It is the College's general policy to take all steps within its power to meet the obligations laid upon it by the Health & Safety at Work etc Act 1974, 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 Principal 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 PPE, and reviewing this on a regular basis;
 - viii) ensuring that this policy statement is kept up to date, together with relevant directives setting out Learning for Life Performance Committee Policy and CYPLS group procedures and guidance notes related to particular work situations and activities.

ROLES, RESPONSIBILITIES AND ORGANISATION

(refer to appendix for organisation chart)

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 Corporate Health & Safety manual as well as advice from the Corporate Health & Safety Unit.

B. SUTTON LEARNING FOR LIFE GROUP

Copies of guidelines and policy notes issued by Sutton Learning for Life Group disseminated to all college centres. College represented on CYPLS Health & Safety Group consultative committee.

C. GOVERNING BODY

The Governing Body has executive responsibility for adopting an effective Health & Safety policy. All issues for decision by the Governing Body would normally have been considered by its Finance & Resources Committee.

D. PRINCIPAL

Responsible to the Governing Body for effective implementation and development of the College Health & Safety policy.

E. DIRECTOR OF CENTRAL ADMIN SUPPORT SERVICES

Line management responsibility for the Health & Safety Officer, Heads of Centres and other Administrative and Support staff.

F. HEALTH & SAFETY COMMITTEE

Responsible for the planning and co-ordination, 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 Principal on matters connected with the formulation and implementation of the College Health & Safety policy:

- Keeping policy/implementation issues under review
- Monitoring and evaluating incident/accident reports
- Identification of RISK and COSHH assessments as required
- To give consideration and advise the Finance & Resources Committee on needs identified by RISK and COSHH assessments.

G. STRATEGIC PLANNING GROUP

To share responsibility for the effective implementation and monitoring of Health & Safety policies, together with the Health & Safety committee. Additional responsibility for amending/reviewing Health & Safety policy prior to recommendation to the Governing Body via the Principal.

H. **STRATEGIC DIRECTORS**

Responsible for the monitoring and implementation and operation of Health & Safety policies in their areas of responsibility. Line management responsibility for Programme Managers.

I. **HEADS OF CENTRES**

Immediate responsibility for the implementation and day-to-day operation of Health & Safety policy in centres. Responsible to Director of Central Admin Services.

J. **PROGRAMME MANAGERS**

Immediate responsibility for monitoring the implementation and day to day operation of Health & Safety policies for their programme of work. Responsible for carrying out regular Risk and COSHH assessment and reviewing annually.

K. **HEALTH & SAFETY OFFICER**

Immediate operational responsibility for reviewing, reporting and resolving Health & Safety matters across the College's centres and sites. To assist with the preparation of the annual Health & Safety report. Liase with London Borough officials and those in other organisations and agencies. Represent the College as appropriate.

L. **INDIVIDUAL STAFF RESPONSIBILITIES**

All individuals have overall responsibilities to conduct their work with due regard to the Health & Safety of themselves and others who may be affected by their acts or omissions.

All employees have the responsibility for complying with statutory obligations. Their responsibilities include:

- working safely in the interests of themselves and others
- co-operating with their line managers in creating and maintaining safe working conditions
- making themselves familiar with all emergency procedures and equipment on the premises
- not intentionally or recklessly interfering or misusing anything provided in the interest of Health & Safety
- attending Health & Safety training as identified by their line managers
- giving all necessary assistance to contractors and members of the public to ensure their safety
- reporting promptly to their manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise Health & Safety

- to carry out Risk Assessments for their own area of work, including equipment, materials and work station assessments on a regular basis.

Line managers for all staff are as shown in the organisation chart.

Named staff will be required to undertake lead responsibility for specific curriculum areas, facilities or operations.

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

NAME	POST	AREA OF RESPONSIBILITY
Maria Sopp, Laurie Nicholls, Pam Isted, Kelly Cotton, Tracy Smith, Jessica Keegan; Angela Basusi, Linda Moore	Heads of Centres	College centres and sites
Anne Doerr	Programme Manager	Business, Management Professional/Public services
John Faulkner	Programme Manager	E-learning/ICT
Michele Humphreys	Programme Manager	SfL LLDD
Chris Jackson	Programme Manager	SfL English/Maths
Geoff Kenward	Programme Manager	Art, Crafts, Design, Photography
Caroline O'Reilly	Programme Manager	MFL, Cultural Studies
Jenny Roden	Programme Manager	SfL English/ESOL
Kevan Samwells	Curriculum Manager	Performance, Health Fitness, Hospitality
Vanessa Turner	Senior Technician	ICT
Malcolm Langan	Technician	AVA, Photocopying
George Skillen	Senior Site Supervisor (Sutton)	Cleaning operations, non-teaching areas
Tom Humphries	Senior Site Supervisor (Wallington)	Cleaning operations, non-teaching areas
Colin Speck	Site Supervisor	Cleaning operations, non-teaching areas
Cherry Yates	Strategic Director	Central administration offices/facilities management/building projects
Jenny Sims Margaret White	Strategic Directors	Offices in own areas of responsibility/line management for PMs

Jackie Dowden	Finance Manager	Central administration office/ Finance
John Edwards	Personnel Manager	Central administration office/Personnel
Simon Hargrave	Information and Data Manager	MIS office and administration network
Kasumi Witty	Learner & Client Services	IAG, Enrolment office
Vicki Lucas	Health & Safety Officer	College Health & Safety
Community Development Team/SPPO/DOS	Locations & venues responsibility of groups supported. Desk review/checklist to be undertaken at initial stage	Outreach Community & Family Centres

Health & Safety will be included as a standing agenda item for termly meetings between the Principal and recognised unions. It will also be included in all Governing Body, staff, committee and management meetings.

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

