



## **HEALTH AND SAFETY POLICY**

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## Section B

### Policy Statement

It is Homerton College policy to create a Health and Safety culture, across all levels of the College, to ensure the health, safety and welfare of all College staff, students, visitors, contractors and members of the public who may be affected by college activities. The Governing Body regards health and safety matters as a priority and an integral part of all its activities.

The Governing Body bears the legal responsibility for all matters of health, safety and welfare within the College and ensures that statutory requirements are met and appropriate standards applied by the officers responsible. The executive authority for the development and implementation of the health and safety policy is delegated by the Designated Health and Safety Officer (Bursar) to the Deputy Health and Safety Officer (Assistant Bursar).

The Deputy Health and Safety Officer (Assistant Bursar) will work across the College to oversee the implementation of Health and Safety practices, policies and procedures to ensure legal compliance is met in accordance with the Health and Safety at Work Act 1974 and HSE guidance.

The College will continuously monitor health and safety policies and arrangements, will review them as appropriate, either annually or whenever there is cause to do so, and develop them in consultation with employees and student representatives. The College Health and Safety Committee, chaired by the Deputy Health and Safety Officer, or the authorised deputy, will report on all Health and Safety activities and arrangements, in conjunction with the monitoring of policy implementation and consultation, on all matters affecting the health and safety of staff and students.

Homerton Health and Safety Policy is to:

- Create and maintain a health and safety culture across the College
- Prevent accidents and cases of work-related ill health. If accidents do occur, investigate, understand the cause and, where possible, set corrective and preventative measures.
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training, to ensure employees and sub-contractors are competent to do their work
- Maintain accurate health and safety training and reporting records
- Provide personal protective equipment (PPE)
- Consult with our employees on matters affecting health and safety
- Provide and maintain safe plant and equipment, including any sub-contracted
- Ensure safe handling and use of substances, to comply with COSHH regulations.
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incidents
- Review and revise this policy regularly

Heads of Departments and Administrative Managers are responsible through their line managers to the Designated Health and Safety Officer (Bursar) and Deputy Health and Safety Officer (Assistant Bursar) for the implementation of health and safety policies and procedures in their respective areas

and compliance with the Health and Safety at Work Act 1974 and HSE guidance.

By assessing capabilities and providing training as appropriate, the College will ensure that all members of staff are competent to carry out their work without risk to themselves or others, and that those staff who manage or supervise others are aware of relevant legislation and good practices, to manage health and safety effectively.

All College employees have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, College policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to the appropriate managers without delay.

All students will receive written guidance on health and safety matters and will receive specific instruction as appropriate. All students taking part in college-controlled activities must take care of their own health and safety and that of others. They must comply with legislation, College rules and policies, and instructions from staff, and report hazards or dangerous situations to the Porters on duty at the Porters' Lodge. The members of Porters Lodge staff will inform their supervisor or the Deputy Health and Safety Officer (Assistant Bursar).

Visitors (including contractors) are required to comply with legislation and with college policy and rules, and to report any problems to staff on duty at the Porters' Lodge. The Porters will immediately inform their supervisor or the Deputy Health and Safety Officer (Assistant Bursar).

Health and safety performance will be externally audited, to check that policies and practices are effective in driving progressive improvements in safety management.

This Policy Statement is available to all staff and students through various means including the website and will be subject to periodic review in the light of experience and developments in health and safety activities and legislation and any relevant changes to college statute.

Gary Sharp  
**Assistant Bursar**

November 2024

## **Section C**

### **Distribution List**

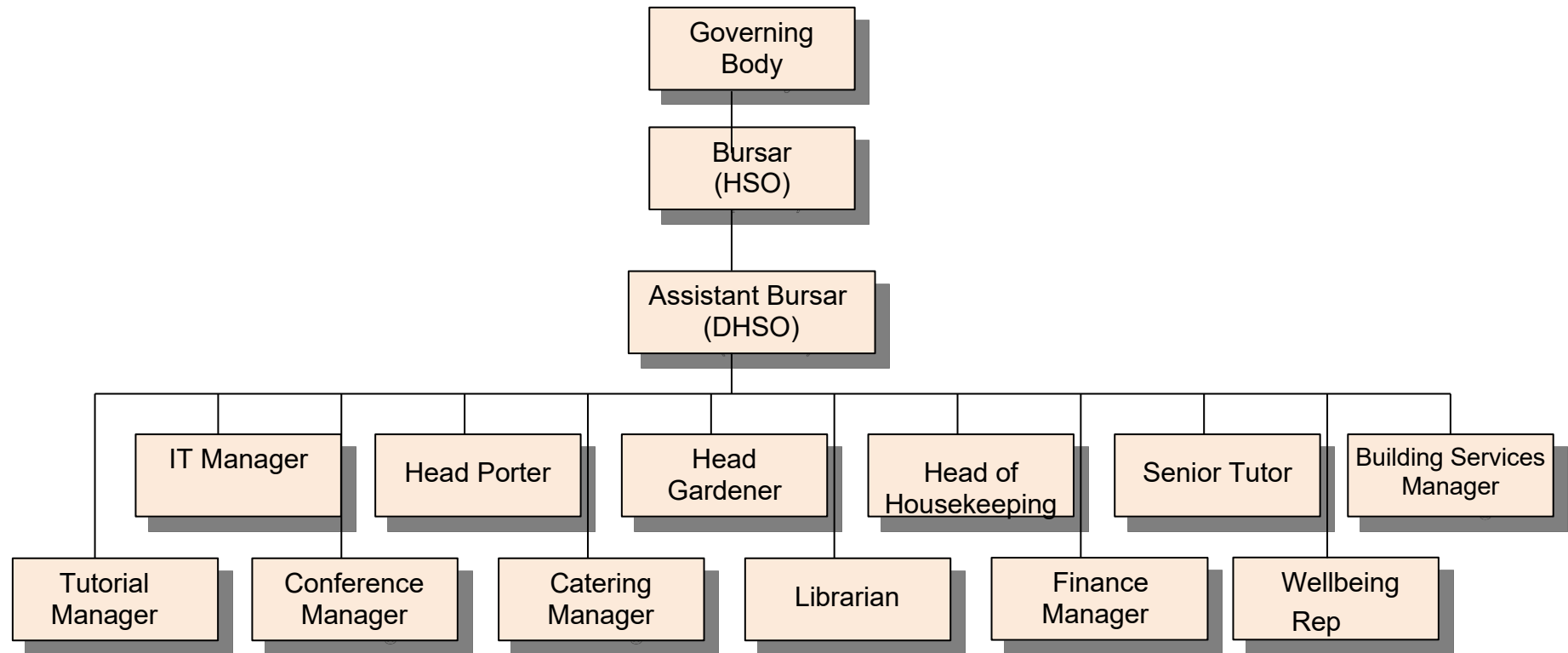
1. Governing Body
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5. Employees

**Section D**

**Responsibilities for Health and Safety**

**DI - Organisation Chart**

**HOMERTON COLLEGE ORGANISATION FOR HEALTH AND SAFETY**



## **D2 Governing Body**

- 2.1 The Governing Body takes ultimate responsibility for health and safety and for ensuring that this policy is for the benefit of its employees and others who are affected by college activities.
- 2.2 The Governing Body will annually review this Health and Safety Policy and authorise the incorporation of those proposed amendments of which it approves.
- 2.3 The Governing Body requires an annual report, in June each year, from the Designated Health and Safety Officer (Bursar) on health and safety to be tabled for its consideration. The report will cover the following:
  - A list of all the reportable accidents, diseases and near misses to employees, students or others affected by the college's activities.
  - Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety.
  - Any prosecutions taken against the college by any of the enforcing authorities.
  - Any major incidents such as a fire or other events of significance affecting employees, students or others.
  - Any significant failings in health and safety reported by the Health and Safety Officer, Enforcement Officer, Insurance Company Representative or Health and Safety Advisor.
- 2.4 The Governing Body accepts responsibility for ensuring that the College allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations, and the standards set out in this policy.

## **D3 Health and Safety Officer (HSO)**

- 3.1 Unless otherwise determined by the Governing Body, the College's HSO is to be the Bursar. A Deputy HSO (DHSO) will be designated and will fulfil the duties below in the HSO's absence. The DHSO will normally be the Assistant Bursar who will deal with health and safety on a day-to-day basis.
- 3.2 The Bursar will be responsible to the Governing Body for all health and safety matters.
- 3.3 The HSO will encourage and support all Heads of Department and staff in maintaining high standards of health and safety.
- 3.4 The HSO will be responsible for ensuring that the college Accident Book is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the local area office of the Health and Safety Executive. In practice, they will delegate this task to the DHSO.

## **D4 Deputy Health and Safety Officer**

- 4.1 The DHSO will normally be the Assistant Bursar who will deal with health and safety on a day-to-day basis and assume the HSO's duties in the HSO's absence.
- 4.2 The DHSO will be responsible through the HSO to the Governing Body for the oversight of managing health and safety matters, including:
  - Organising and chairing, at least termly, a Health and Safety Committee.
  - Overseeing all College activities to ensure that the current health and safety regulations and

standards are being maintained and that this policy is being followed.

- Responding to complaints or queries from Heads of Department or other staff.
- Appointing sufficient first aiders and ensuring that they are given adequate training that is periodically updated.
- Appointing sufficient staff to deal with emergencies and ensuring that they are given adequate training, particularly in emergency evacuation procedures.

- 4.3 The DHSO will encourage and support all Heads of Department and staff in maintaining high standards of health and safety.
- 4.4 The DHSO will usually be given formal delegated responsibility for ensuring that the College Accident Book is kept up-to-date and for ensuring that any reportable accidents (or diseases) are reported to the local area office of the Health and Safety Executive (HSE).
- 4.5 The DHSO will be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if possible and minimizing future risk.
- 4.6 The DHSO will collate accident statistics for purposes of analysis and presentation to the Health and Safety Committee and use in the annual report to the Governing Body.
- 4.7 The DHSO will be responsible for liaising with the HSE, Fire Officers, Insurance Assessors and other officials in relation to health and safety matters.

## **D5 Heads of Departments**

- 5.1 Heads of Departments shall be responsible for health and safety within their area of control. Heads of Department will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 5.2 Heads of Departments shall ensure that, on a day-to-day basis, health and safety standards are maintained and that employees are not placed at risk. Where they are in doubt, they should seek advice from the DHSO.

In particular Heads of Department will be responsible for:

- Creating a culture of health and safety in the workplace
- Preventing accidents and cases of work-related ill health. If accidents do occur, investigate, understand the cause and, where possible, set corrective and preventative measures.
- Managing health and safety risks in our workplace
- Providing clear management, instructions and information and adequate training, to ensure employees and sub-contractors are competent to do their work
- Maintaining accurate health and safety training and reporting records
- Providing personal protective equipment (PPE)
- Consulting with our employees on matters affecting health and safety
- Providing and maintaining safe plant and equipment, including any sub-contracted
- Ensure safe handling and use of substances, to comply with COSHH regulations.
- Maintaining safe and healthy working conditions
- Implementing emergency procedures, including evacuation in case of fire or other significant incidents
- Reviewing and revising the above policies and procedures regularly

- Leading by example to staff in all matters relating to health and safety.
- 5.3 Heads of Department shall notify the college DHSO in the case of a serious accident or a circumstance and liaise with external investigators with the DHSO.
  - 5.4 Heads of Department shall regularly consult employees, as and when necessary, to identify matters relating to their health and safety that need to be addressed.
  - 5.5 Heads of Department should inform and instruct their assistants and their teams, to ensure that they are capable of identifying hazards and risks to health and safety, dealing with accidents and complaints and taking preventative action.
  - 5.6 Heads of Department shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.
  - 5.7 Heads of Department shall produce risk assessments relating to significant risk within the area of their responsibilities, in accordance with the “Management of Health and Safety at Work Regulations 1999” (Regulation 3). Copies of risk assessments to be kept locally and easily accessible with a master copy sent to the DHSO.
  - 5.8 Heads of Department shall assume any appropriate health and safety duties determined by the College.

## **D6 Employee Responsibilities**

- 6.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have responsibility under their Contract of Employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

### ***HASAWA Section 7: General duties of employees at work.***

#### ***It shall be the duty of every employee while at work***

- (a) ***to take responsible care of the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work; and***
- (b) ***As regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.***

#### ***MHSWR regulation 12 employees' duties***

- (a) ***every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in***

**compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.**

**(b) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of their fellow employees of any work situation which a person with the first mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety.**

6.3 Employees are required to:

- follow the arrangements and information contained in this safety policy and other guidance or training given by the College
- observe and have regard to the various signs and notices displayed on the College premises
- use personal protective equipment provided by the college
- in cases of doubt seek guidance from his or her Head of Department or the DHSO

6.4 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.

6.5 Report any hazards or defects to his or her Head of Department immediately.

## **Section E**

### **Arrangements for Health and Safety**

#### **Risk Assessment**

Homerton College will adhere to the Management of Health and Safety at Work Regulations 1999, will complete relevant risk assessments for all activities and act accordingly. Homerton College will review risk assessments annually or where there has been significant change to the matters to which it relates or where there is reason to believe it is no longer valid.

#### **First Aid**

Homerton College will ensure there are adequate, trained and qualified First Aiders available for all College activities. All Porters will receive Emergency First Aid at Work training, as a minimum requirement, and other appropriate staff members will also receive Emergency First Aid at Work training to ensure First Aid representation of at least 1 trained and qualified First Aider for every 20 employees on site.

#### **Accident Reporting**

Homerton College will report all accidents using the accident reporting procedure, completing both parts A and B. All accidents will be investigated by an appropriate line manager and raised for the attention of the DHSO. If changes to working systems, practices or procedures are required after investigating to prevent future occurrences of the accident/incident, these will be implemented immediately, and training provided where appropriate. A summary of accident reports and findings from investigations will be presented at the Health and Safety committee meetings. Any accidents or incidents reportable under RIDDOR will be reported immediately by the DHSO in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<https://www.hse.gov.uk/riddor/index.htm>

Information relating to reportable incidents and ill health can be found here:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

#### **Training**

Homerton College will give staff health and safety induction and provide appropriate training including, but not limited to, working at heights, manual handling, hazardous substances and COSHH, food hygiene, work equipment such as Display Screen Equipment, electrical safety and fire safety, noise and vibration training.

Homerton College will provide appropriate personal protective equipment

Homerton College will ensure suitable arrangements are in place for employees who work remotely

## **Consultation and Communication**

Homerton College will consult staff routinely on health and safety matters, as they arise and formally when we review health and safety policies and procedures.

Homerton College will ask staff to read all risk-related assessments, sign to say they have done so, understanding the risks related to their job roles, and how they can keep themselves safe.

Homerton College will invite staff to contribute or attend the monthly health and safety forum meetings where all aspects of general health and safety across the college are discussed in an informal setting.

Homerton College will ensure appropriate signage and Health and Safety Law posters will be displayed throughout the College and on departmental noticeboards and communications.

## **Fire Safety and Evacuation**

Homerton College will ensure escape routes are well signed and kept clear at all times.

Homerton College will provide training on all emergency equipment and fire/emergency evacuation procedures

Homerton College will test emergency equipment and alarm systems on a regular basis, reporting any issues or defects and arranging for repair or replacements.

Homerton College will test evacuation plans regularly, report on any issues and update the plans as required.