



Health & Safety Policy

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1 About this policy

- 1.1 This policy outlines our understanding of our legal requirements in accordance with the Health & Safety at Work Act 1974 and details how we:
- Identify, mitigate and/or control risks in our premises.
 - Deliver and maintain a healthy college environment.
 - Implement and manage safe ways of working throughout our national estates portfolio.
 - Define and train our responsible persons so they understand their role and can deliver it effectively.

This policy applies to all premises within Ada's national premises portfolio:

Ada London Victoria

1 Sutherland Street
Pimlico
London
SW1V 4LD

Ada Manchester Ancoats

16 Blossom Street
Ancoats
Manchester
M4 5AF

- 1.2 This policy sets out the overarching governance of all premises procedures and processes, with each directly linking back to this policy.
- 1.3 This policy has been implemented following consultation with the Executive Leadership Team (ELT) members.

- 1.4 This policy does not form part of any contract of employment or other contract to provide services and we may amend it at any time (subject to agreement with ELT members).

2 Who does this policy apply to?

- 2.1 This policy applies to employees, agency workers, self-employed contractors, volunteers, learners and interns.

3 Who is responsible for this policy?

- 3.1 The Executive Leadership Team (ELT) has overall responsibility for the effective operation of this policy. The ELT has delegated oversight of the implementation of the policy to the Head of Premises. Suggestions for changes to this policy should be directed to the policy owner.
- 3.2 Any questions you have about the day to day application of this policy should be referred to your line manager in the first instance
- 3.3 This policy is reviewed annually or where there are applicable changes to statutory legislation (whichever is earlier) by the Head of Premises in consultation with ELT members.

4 Vision, Roles and Responsibilities

- 4.1 Our vision is to support all our learners into highly skilled digital roles to lead flourishing lives, and educate and empower the next generation of diverse digital talent.

The responsibility for the implementation of this policy and provision has been delegated by the Governing Body to the CEO of the College who in turn has appointed the Head of Premises as Health and Safety Lead.

- 4.2 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity.

Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below:

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 2013
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations amended 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 2006
- The Education (School Premises) Regulations 2012
- The Control of Asbestos at Work Regulations (amended) 2002
- The Construction (Design and Management) Regulations 2015

The College will comply with all legal requirements as a minimum and will strive towards continual improvement

5 General Guidelines

5.1 It is the duty and policy of the Head of Premises so far as reasonable and practicable to:

- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the College, in particular the Management of Health and Safety at work regulations 1999.
- Establish and maintain a safe and healthy environment throughout the College.
- Establish and maintain safe working procedures among staff, learners and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the College.
- Ensure that any organisation or individual using the facilities for community use, can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.
- Ensure that any outside agency working on maintenance or adaptation of the building or grounds within the College site provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and learners receive information, instruction and supervision to enable them to recognise and avoid hazards minimising potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and learners have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all appropriate personnel.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures are carried out at least once per term, the results recorded and any remedial action to improve procedures are quickly and efficiently carried out.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (both statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and

how to access it.

- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe, is safely removed and repaired, or replaced.
- The Head of Premises will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm and make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision

5.2 Whilst the CEO has full responsibility for the day-to-day health and safety conditions for all staff, learners, visitors and anyone else using the premises or grounds whilst engaged on College business, the operational management, leadership and monitoring of this will be undertaken by the Head of Premises in conjunction with the local health and safety leads: Facilities Manager at the London Victoria Campus and Facilities Manager at the Manchester Ancoats Campus.

6 Staff Responsibilities

6.1 All College staff will support the Head of Premises to responsibly ensure the implementation and operation of the College's health and safety policy and in helping other members of staff, learners and visitors to comply with its regulations.

As part of their day to day duties they will:

- Assist with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the College.
- Carry out risk assessments on all learning and teaching practices and activities including equipment and substances. All general advice on safety matters given by the national bodies such as the DfE and DBIS and other relevant bodies in relation to the College are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform learners, staff and visitors as to their own personal safety and make sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to any College provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the Head of Premises or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate protective clothing and equipment including fire appliances and first aid have been provided and are readily available in all areas of the College, where required.
- Ensure any signage in relation to Health and Safety is clear, up to date and that everyone is able to understand the label and instructions, irrespective of ability or need.
- Attend regular training provided by Ada to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety

6.2 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, learners and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the College's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety Lead.
- Report accidents irrespective of any injuries to their local Health and Safety lead and the Head of Premises, ensuring the report is logged in accordance with Ada's accident reporting procedure.
- Attend training and awareness courses in regard to Health and Safety.
- Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising

7 Health & Safety Arrangements

7.1 Fire Safety

- a. Fire safety across the Ada national premises portfolio is managed in accordance with Fire Management Strategy. Appropriate procedures, compliant with this strategy, to ensure that safety precautions are properly managed and will be formulated and disseminated to all staff.

The College's evacuation procedures will be prominently displayed in all teaching rooms, offices and curriculum areas at all College's campuses.

All staff and learners must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term.

The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

- b. All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm is tested weekly and records maintained. All emergency lighting will be tested six-monthly and records maintained.
- c. The College will ensure a Fire Risk Assessment is completed and kept up to date and that all recommendations are satisfied.
- d. The Head of Premises has overall responsibility for the fire alarm system, alarm tests and fire drills, and emergency lighting, and signage on evacuation routes, working closely with senior teaching staff to ensure learner safety.
- e. The College will monitor the maintenance and testing of the sensors, weekly alarm tests, and fire drills to ensure these are taking place, and that the signage is in place and suitable.

7.2 Reporting Accidents

- a. All accidents to staff, learners and visitors must be reported in accordance with the accident reporting procedure, as per Ada's First Aid Strategy
- b. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Health and Safety Leads will ensure that the Health and Safety Executive is informed of reportable incidents.

7.3 First Aid

- a. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there is adequate and appropriate equipment and facilities for providing first aid in the workplace.

A DfE good practice guide, 'Guidance on First Aid for Colleges', has been written to provide advice for Colleges on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which Colleges may find helpful when undertaking a risk assessment. The Board of Governors seeks to adopt this guidance on good practice.

- b. The Head of Premises should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law.

As per Ada's First Aid strategy, for every 50 people, there is at least one EFAW trained first aider, and for every 100 people, there is at least one FAW trained first aider.

- c. The College holds a well-stocked medical box in and supplies of first aid material are held by the premises team in each building. These supplies are checked on a monthly basis by a qualified first-aider.

7.4 Housekeeping

The local Health and Safety leads will monitor the cleaning standards of our outsourced cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The local Health and Safety leads will also monitor the efficiency of the waste collection service

7.5 Equipment

- a. Protective clothing (e.g. gloves, goggles, helmets) are not required for the campuses. A supply of single use face masks will be available for disease control to be made available in accordance with specific procedures that are in place (e.g. Covid-19 management and response).
- b. In accordance with Ada's electrical safety strategy, class 1 portable electrical appliances are tested every 12 months with class 2 and class 3 portable electrical appliances tested every 36 months.

When new equipment is purchased, it is the responsibility of the Health and Safety Leads to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

7.6 Visitors

- a. All legitimate visitors will be given a warm welcome to the College and will be directed to sign in at reception. All visitors will receive a badge and a red lanyard that must be clearly visible while they are in the College building. These badges and red lanyards are differently coloured from staff badges and learners are made aware of their significance.

Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the College.

- b. Whilst on site, all contractors must wear a College visitor's badge, including the visitors lanyard which is red to denote their status.

Cleaning contractor employees must wear an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the College by reporting to reception, signing in and wearing a visitors badge.

- c. If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the College reception or off the site, as appropriate.
- d. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

7.7 Security

- a. All staff should be aware of every aspect regarding the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- b. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, learners and bona fide visitors and contractors. Staff will be required to wear their College Identity Badges at all times.
- c. Visitors and volunteers will sign in and be identified by wearing badges and red lanyards during college training hours (when learners are on site).
- d. Learners will be allocated and asked to wear identifying lanyards, as per the following schedule:
 - 6th Form (Year 12) - Green Lanyards
 - 6th Form (Year 13) - Black Lanyards
 - Apprentices - Purple Lanyards

7.8 Critical Incidents

- a. As part of its commitment for the wellbeing of staff, learners and visitors, the College has set out a procedure which is to be adopted in the event of a critical incident occurring on the College premises
- b. The procedure for a critical incident depends on the nature and either mirrors the fire and safety evacuation strategy or follows our lockdown protocol.

In an evacuation, the local Facilities Manager in conjunction with appropriate members of the leadership team, should do a complete sweep of the College premises and ensure that all learners and staff have evacuated from the premises and assemble at the designated fire evacuation meeting point outside of the building as outlined to all learners and staff during their induction to the College.

- c. In the event of an intruder or similar, the lockdown alarm and protocol will be activated, which locks all access control doors and teachers will lock their classroom doors to keep learners and staff safe until the intruder has been dealt with.

7.9 Training

The following opportunities will be made available to staff during induction and on an annual basis. The oversight of staff training and support will be provided by the Head of Premises and local health & safety leads.

- Induction briefing for all new members of staff on how the College operates, its health and safety policy (this document) and how that is practically applied on a day-to-day basis at the College.
- Annual Health and Safety training included in Adas statutory all staff CPD sessions, which take place at the end of an academic day. Additional training available for staff unable to attend the relevant CPD session.
- The nomination of at least 2 members of staff, in addition to the Health and Safety Leads, to undertake certified Health and Safety training to ensure a broad base of knowledge across the college and to share the burden of responsibility

7.10 Learners

All learners are expected to be aware of the College's surroundings and to exercise personal precautions to prevent and mitigate any possible injury to themselves and others around them. Learners are expected to observe the safety rules of the College, especially any instructions from teaching staff in the event of an emergency.

7.11 Construction and Maintenance Work

- a. All contractors working within Ada's national premises portfolio are obliged to work in accordance with Ada's contractor site rules.
- b. Where construction or maintenance work is being carried out on site the Head of Premises will ensure with contractors or service providers that appropriate health and safety plans are in place.
- c. Contractors or Service Providers will be made aware of the Health and Safety Policy in place at the College and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the College and Contractor/Service Provider before any works commence to confirm specific health, safety and
- d. Where works fall within the scope of the Construction Design and Management (CDM) regulations 2014, the Head of Premises will cooperate fully with the Contractor/Service Provider and their appointed safety coordinator and will ensure that the College's safety manual is made available at the start of the Project.
- e. The Head of Premises will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover.

7.12 Monitoring and review of this policy

- a. The Head of Premises will monitor the implementation of this policy and will make a written report to the Governing Body on an annual basis, detailing any changes and summarising requests for information received over the last year.
- b. The Head of Premises will implement all Health and Safety precautions required by law and those advised procedures required by other national and advisory bodies.