



London Region Health and Safety Policy

VERSION	AUTHOR	DATE	CHANGES
V1	Joe Nutt	2.12.16	First draft
V2	Joe Nutt	8.2.17	Signed by the CEO and dated
V3	Mark Smith	9.2.17	Removal of sections not yet relevant to Ada College and further detail added to staff training sections to reflect recent activities
V4	Kora Kumor	21.10.21	Updates to reflect current stats for 2021/2022
V5	Olga Bonney-Glazik	05.06.22	Updates to reflect the college's three locations and changes in roles and responsibilities.
V6	Sophie Clifton	04.11.22	Updates to changes in roles and responsibilities and removal of Manchester campus as this is covered in a separate policy

Distribution

This document has been distributed to:

Name	Date	Version
Audit Committee	Nov. 2022	6
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1.0 Vision, Roles and Responsibilities

Our vision is to support all our students into highly skilled digital roles and lead flourishing lives.

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 Director of Operations as Health and Safety Lead.

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 Substances Hazardous to Health Regulations (COSHH) 2002

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.

The College is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the College.

The College will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instill the adoption of safe methods of work and good practice.

The CEO, Governors, leaders at all levels and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in all of the College's activities, both on and off site.

2.0 General Guidelines

It is the duty and policy of the Director of Operations 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, students 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 students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students 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 (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 Director of Operations 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.

While the CEO has full responsibility for the day-to-day health and safety conditions for all staff, students, 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 Director of Operations in conjunction with the Health and Safety Leads: Front of House and Senior Executive Administrator at the Broad Lane Campus, the Delivery Officer at the Vallance Road Campus and the Delivery Manager at the Manchester Campus.

3.0 Staff responsibility

All College staff will support the Director of Operations to responsibly ensure the implementation and operation of the College's health and safety policy and in helping other members of staff, students 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 students, 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 Director of Operations 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 are provided and 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.
- Staff will attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students 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 the Director of Operations and ensure that the report is logged in the accident book.
- 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.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

3.1 Staff Training and Support:

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 Health and Safety Lead of the College at all locations.

- 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 through a twilight session for staff at the end of the academic day. Multiple sessions may be run over a short period of time to make sure training is accessible by all staff members.
- The nomination of at least 2 members of staff, in addition to the Health and Safety Leads at each location, to undertake certified Health and Safety training to ensure a broad base of knowledge across the college and to share the burden of responsibility.

4.0 Health & Safety Arrangements

4.1 Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.

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

All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use

and records maintained. All emergency lighting will be tested six-monthly and records maintained.

The College will ensure a Fire Risk Assessment at all campuses is completed and kept up to date and that all recommendations are satisfied.

The Broad Lane Campus (London):

The Broad Lane Campus is located in the ground, first and second floor of the Broadband House on Broad Lane. The fire safety arrangements are set in the context of:

- Ada's Fire Evacuation Strategy for the Broad Lane Campus

Responsibility for and designation of the Fire Warden sits with the Director of Operations. The College will have a designated and suitably trained Fire Marshal. In accordance with the Evacuation Procedure, the Fire Marshal will:

- Assist with the evacuation process by checking their specific suites, if safe to do so, and to report to an MSP Fire Warden (who will be wearing an orange high visibility vest) after taking their roll call.
- No Fire Marshal is expected to place themselves in danger, they should check their allocated suites swiftly.
- Evacuate to the nearest Fire Assembly Point which is located outside the College building on Broad Lane.
- Take their Roll Call and report all staff and visitors present and/or missing to the Fire Warden who will be located at the Fire Assembly Point.

The Director of Operations has overall responsibility for the fire alarm system, alarm tests and fire drills, and emergency lighting, and signage on evacuation routes. 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.

The Vallance Road Campus (London):

The Vallance Road Campus is located on the ground, first and second floor of the building that is part of the Osmani School estate. Ada's fire safety arrangements are set in the context of:

- Ada's Fire Evacuation Plan for the Vallance Road Campus
- The Osmani School's Fire and Evacuation Handbook

Responsibility for and designation of the Fire Warden sits with the Osmani School. Stuart McGregor Juniper Ventures is used as the competent qualified fire risk assessor on an annual basis and has responsibility for the fire alarm system, alarm tests and fire drills, and emergency lighting, and signage on evacuation routes. The College will have a designated and suitably trained Fire Marshal. The College, via the Marshal, 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.

In accordance with the Evacuation Procedure, the Fire Marshall will:

- Assist with the evacuation process by checking their specific suites, if safe to do so, and to report to an MSP Fire Warden (who will be wearing an orange high visibility vest) after taking their roll call.
- No Fire Marshal is expected to place themselves in danger, they should check their allocated suites swiftly.

- Evacuate to the nearest Fire Assembly Point which is located next at the disabled bays in the Vallance Road car park.
- Take their Roll Call and report all staff and visitors present and/or missing to the Fire Warden who will be located at the Fire Assembly Point.

4.2 Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the College's accident report form. 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 (The Director of Operations) is informed of reportable incidents.

4.3 First Aid

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 Governing Body seeks to adopt this guidance on good practice.

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

In the academic year 2021/2022 the College has 160 Sixth formers, 300 Apprentices, and 43 members of staff. 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.

The College holds a well-stocked medical box in addition, supplies of first aid material are held at various locations throughout the College. These supplies are checked on a monthly basis by a qualified first-aider.

4.4 Housekeeping

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

The Health and Safety Leads will also monitor the efficiency of the waste collection service.

4.5 Equipment

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).

Portable electrical appliances more than three years old must be tested annually (PAT) by a certified contractor.

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.

4.6 Visitors to the College Site

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 that must be clearly visible while they are in the College building. These badges may be differently coloured from staff badges and students 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.

Whilst on site, all contractors must wear a College visitor's badge, which may be differently coloured to denote their status. Cleaning contractor's 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.

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.

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. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

4.7 Covid-19 Response

In light of the prevalence of Covid 19 the College shall keep an updated risk assessment specifically responding to current Covid rates and the latest guidance for colleges and places of work. Please see the latest risk assessment for current arrangements.

4.8 Security

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.

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, students and bona fide visitors and contractors. Staff will be required to wear their College Identity Badges at all times.

Visitors and volunteers will sign in and be identified by wearing badges during college training hours (when apprentices are on site).

Students will be allocated and asked to wear identifying lanyards.

4.9 Critical Incidents

As part of its commitment for the wellbeing of staff, students 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.

The Broad Lane Campus:

This procedure mirrors the fire and safety evacuation strategy for the Campus. The Business Manager in conjunction with the leadership team should do a complete sweep of the College premises and ensure that all students and staff are immediately evacuated from the premises and assemble at the designated Fire evacuation meeting points outside of the building as outlined to all students and staff during their induction to the College.

All accidents to staff, students and visitors occurring at the Campus must be reported, in writing, using the accident report book stored at the reception. This will be done by the Appointed Person (Business Manager). Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Business Manager will ensure that the Health and Safety Executive (The Director of Operations) is informed of reportable incidents.

The Vallance Road Campus:

This procedure mirrors the Vallance Road Fire Evacuation Plan. The Fire Marshal in conjunction with the leadership team should do a complete sweep of the College building and ensure that all students and staff are immediately evacuated from the premises and assemble at the designated Fire evacuation meeting points outside of the building as outlined to all students and staff during their induction to the College.

All accidents to staff, students and visitors occurring at the Vallance Road Campus must be reported, in writing, using the accident report book stored in the staff office on the second floor. This will be done by the Appointed Person (Delivery Officer). Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Office Manager will ensure that the Health and Safety Executive (The Director of Operations) is informed of reportable incidents.

4.10 Training

Staff Training and Support:

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 Health and Safety Leads of the College.

- 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 through a twilight session for staff at the end of the academic day. Multiple sessions may be run over a short period of time to make sure training is accessible by all staff members.
- 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.

4.11 Students

All students 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. Students are expected to observe the safety rules of the College, especially any instructions from teaching staff in the event of an emergency.

4.12 Construction and Maintenance Work

Where construction or maintenance work is being carried out on site the Director of Operations will ensure with contractors or service providers that appropriate health and safety plans are in place.

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 welfare issues applying to the works to be carried out.

Where works fall within the scope of the Construction Design and Management (CDM) regulations 2014, the Director of Operations 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. The Director of Operations will also ensure that the Contractor/Service Provider updates the safety file on completion of the works and conducts an appropriate handover.

4.13 Monitoring and review of this guidance

The Director of Operations will monitor the implementation of these guidelines 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.

The Director of Operations will implement all Health and Safety precautions required by law and those advised procedures required by other national and advisory bodies.

This policy has been reviewed by the College’s Director of Operations on 4th November 2022.



Signed:

Sophie Clifton
Director of Operations