Health and Safety Principles and Policy

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Introduction

Current legislation requires AA London College, as an employer and premises occupier, to ensure, so far as is reasonably practicable, the health, safety and welfare of members of staff, students and other people who may be affected by its activities. All members of staff have a role to play in health, safety and welfare matters. Such roles include observing approved AA London College policies, operating to standards and guidelines adopted by AA London College and carrying out specific procedures in the event of particular incidents. Ensuring health and safety is a non-delegable duty of care owed by AA London College's Management.

General Statement of Policy and Principle

AA London College is committed to best practice in ensuring health and safety. It aspires to continual improvement beyond basic legal compliance in respect of members of staff, students, visitors, contractors who may be carrying out work on AA London College sites, and any other persons who could be affected by its activities.

The Director/Principal has overall responsibility for health and safety matters in AA London College, although staff and students share responsibility for their own health and safety and that of others whilst engaged upon AA London College business.

The Health and Safety Policy will be implemented through a commitment to the following objectives:

- Provision and maintenance of safe and healthy working conditions, equipment and systems of work.
- Implementation of a health and safety management system involving regular audits, inspections and resulting actions.
- Effective consultation with members of staff and health and safety representatives.
- Provision of sufficient resources and activities for the promotion of best practice in health and safety within AA London College.
- Ensuring the competence of staff and students who have designated health and safety responsibilities.
- Consideration of health and safety issues at all stages of project management.
- Allocation of adequate resources and access to specialist advice where required.
- Encouragement of a fit and healthy workforce.
- Monitoring by the Quality Assurance Committee to ensure that this Policy is implemented through appropriate strategies, policies and action plans.

General Policy and Organisational Responsibility

This section summarises the responsibilities of individuals and groups within AA London College to help ensure that health and safety is successfully managed in accordance with relevant legislation and good practice.

Director/Principal

The Director/Principal of AA London College:

- Has overall responsibility for health and safety matters within AA London College.

- Has overall responsibility for ensuring that the Health and Safety Policy and organisational responsibilities are kept under review.
- Has overall responsibility for ensuring that the objectives of the Health and Safety Policy are achieved.
- Will ensure that appropriate resources are available to comply with statutory requirements and address identified health and safety risks.
- Will ensure proper management procedures exist to secure the implementation of AA London College's health and safety arrangements.
- Will ensure that suitable arrangements are in place for consultation with members of staff regarding health and safety matters.
- Will ensure that AA London College's Health and Safety Policy, organisational responsibilities and detailed arrangements concerning the health, safety and welfare of staff and students are made known and implemented.
- Will ensure that detailed health and safety arrangements are reviewed regularly, particularly when organisational or legislative changes occur.
- Will ensure that suitable and sufficient risk assessments are carried out in relation to risks to the health and safety of staff, students, visitors and others affected by AA London College activities.
- Will ensure that significant health and safety incidents and unresolved risks are appropriately escalated and addressed.
- Will be proactive in stimulating interest and awareness of health and safety throughout the institution.

AA London College Executive

AA London College Executive, including the Director/Principal:

- Will be responsible for achieving the objectives of the AA London College Health and Safety Policy within their individual areas of responsibility.
- Will ensure that organisational responsibilities and detailed arrangements concerning the health, safety and welfare of staff and students are made known and implemented within their areas of responsibility.
- Will aim, as an integral part of management responsibility, to achieve a progressive reduction in accidents and incidents by:
    - ensuring that staff understand their responsibilities for health and safety and are appropriately trained to discharge those responsibilities;
    - establishing appropriate arrangements to identify and reduce potential causes of accidents and incidents.
- Will conform with applicable health and safety legislation, regulations and relevant Codes of Practice.
- Will ensure suitable procedures exist to identify, report, assess and, where reasonably practicable, eliminate hazards.
- Will ensure suitable risk management procedures are established and implemented.
- Will be responsible for:
    - the provision of plant, equipment and systems of work that are safe and without risks to health;
    - the safe use, handling, processing and storage of substances and articles;
    - provision of a working environment that is safe and without risks to health;
    - provision of adequate welfare facilities and arrangements for staff and students.
- Will ensure that equipment within their areas of responsibility is maintained, so far as reasonably practicable, in a safe condition and without risk to health.
- Will ensure that health and safety arrangements are considered in relation to:

    - current working programmes;
    - new operations or working methods;
    - acquisition or introduction of new buildings, equipment or systems.
- Will arrange appropriate consultation with staff and health and safety representatives regarding measures designed to promote health, safety and welfare.
- Will ensure that suitable and sufficient risk assessments are carried out relating to staff, students, visitors and others who may be affected by activities within their areas of responsibility.
- Will ensure that risk assessments include not only physical locations, but also working methods, activities, equipment and relevant operational arrangements.
- Will ensure that where hazards cannot be completely eliminated, appropriate safe systems of work are designed, implemented, recorded, monitored and reviewed.
- Will ensure that workplace inspections are carried out and that actions arising from inspections are addressed within appropriate timescales.
- Will ensure that necessary information, instruction, training and supervision are provided to protect staff and students.
- Will ensure that health and safety requirements relating to specific jobs, roles and duties are established and communicated effectively.
- Will keep under review the effectiveness of the Health and Safety Policy, organisational responsibilities and detailed health and safety arrangements.
- Will demonstrate leadership and commitment to health and safety and encourage managers and staff to do the same.
- Will ensure that appropriate priority is given to health and safety where there is a potential conflict with competing operational objectives.

The Health and Safety Officer

The Health and Safety Officer is responsible to the Director/Principal for general health and safety matters throughout AA London College.

This responsibility includes:

- Advising and assisting staff and students with their health and safety responsibilities.
- Ensuring that AA London College Executives are made aware of the requirements of new or proposed health and safety legislation.
- Promoting and advising upon appropriate health and safety standards.
- Maintaining up-to-date health and safety policies, procedures and relevant codes of practice.
- Carrying out or arranging safety audits and workplace inspections.
- Maintaining appropriate records relating to accidents, incidents, hazards, risk assessments and corrective actions.
- Monitoring the implementation and completion of health and safety actions.
- Reviewing reported hazards, accidents, incidents and significant near misses.
- Supporting investigations and identifying appropriate preventive or corrective actions.
- Advising the Director/Principal where significant health and safety risks require senior management action.
- Being responsible for fire prevention, fire protection and emergency escape arrangements and advising the Director/Principal on these matters.

Reporting Hazards, Accidents, Incidents and Near Misses

AA London College requires staff, students and visitors to report hazards, accidents, incidents and near

misses promptly so that appropriate action can be taken to protect individuals and prevent recurrence.

Reporting by Staff

Staff must report any identified hazard, unsafe condition, accident, incident or near miss to the Health and Safety Officer or an appropriate member of AA London College Executive.

Where there is an immediate risk of injury or serious harm, the matter must be reported immediately and appropriate action must be taken to prevent access to or use of the affected area, equipment or activity.

Reporting by Students

Students should report health and safety concerns, hazards, accidents, incidents or near misses to:

- their tutor;
- Course Co-ordinator;
- the Health and Safety Officer;
- reception; or
- another appropriate member of staff.

The member of staff receiving the report must ensure that the matter is passed to the Health and Safety Officer where investigation or further action is required.

Reporting by Visitors

Visitors should report any hazard, accident or incident to reception or to the member of staff responsible for their visit.

Where immediate assistance is required, the nearest available member of staff should be informed.

Reporting Timescales

The following reporting timescales will normally apply:

- **Immediate danger or serious hazard:** report immediately.
- **Accident involving injury:** report immediately or as soon as reasonably practicable on the same day.
- **Significant incident or near miss:** report as soon as possible and normally within 24 hours.
- **Other health and safety concerns:** report promptly once identified.

All significant accidents, incidents and near misses must be appropriately recorded.

Accident and Incident Investigation

The Health and Safety Officer will ensure that accidents, incidents, significant near misses and serious hazards are reviewed and investigated where appropriate.

The purpose of an investigation is to:

- establish what happened;
- identify immediate and underlying causes;
- determine whether existing control measures were suitable and effective;

- identify whether any risk assessment requires revision;
- identify corrective and preventive actions; and
- reduce the likelihood of recurrence.

An investigation may include:

- speaking with the individual involved;
- obtaining information from witnesses;
- examining the location of the incident;
- reviewing relevant equipment;
- examining procedures or systems of work;
- reviewing training or supervision arrangements;
- reviewing existing risk assessments; and
- identifying weaknesses in existing control measures.

Investigation Timescales

The following timescales will normally apply:

- Serious incidents or hazards presenting an immediate risk will be reviewed immediately.
- An initial review of a significant accident or incident should normally begin within one working day.
- Routine incidents should normally be reviewed within five working days.
- More complex investigations may take longer depending on the circumstances, evidence available and seriousness of the matter.

Any significant findings, required actions and responsible persons must be recorded.

Serious incidents must be brought to the attention of the Director/Principal without unnecessary delay.

Where an accident or incident is legally reportable to an external authority, AA London College will ensure that the appropriate statutory reporting requirements are followed.

Hazard Mitigation and Corrective Action

Where hazards are identified, AA London College will take reasonably practicable steps to eliminate them or reduce the associated risk to an acceptable level.

Control measures may include:

- stopping an unsafe activity;
- restricting access to an affected area;
- isolating defective equipment;
- repairing or replacing equipment;
- improving maintenance arrangements;
- changing working procedures;
- introducing safe systems of work;
- providing additional information or instruction;
- providing additional training;
- increasing supervision;
- introducing appropriate physical or administrative controls;
- reviewing or updating risk assessments; and

- obtaining specialist advice where necessary.

Immediate and high-risk hazards will receive priority.

Where a permanent solution cannot be implemented immediately, appropriate temporary control measures must be introduced to protect staff, students, visitors and others until permanent action is completed.

Corrective actions must identify:

- the action required;
- the responsible person;
- the agreed completion date; and
- any interim control measures.

The Health and Safety Officer will monitor actions until completion.

Where actions are not completed within an agreed timescale, the matter will be escalated to the Director/Principal or another appropriate member of AA London College Executive.

Risk Assessments

AA London College will ensure that suitable and sufficient risk assessments are undertaken where there is a foreseeable risk to staff, students, visitors or other persons who may be affected by College activities.

Risk assessments may relate to:

- premises and work areas;
- teaching and learning activities;
- equipment and machinery;
- fire safety;
- working methods;
- events and activities;
- new or changed processes;
- substances or materials;
- vulnerable persons; and
- other relevant health and safety risks.

A risk assessment will normally identify:

- the hazard;
- who may be harmed;
- how harm may occur;
- existing control measures;
- the level of risk;
- additional controls required;
- the person responsible for implementing further action;
- the date of the assessment; and
- the review date.

Risk assessments must be proportionate to the nature and level of risk.

Where reasonably practicable, hazards should be eliminated. Where elimination is not possible, appropriate control measures must be introduced to reduce the risk.

Review of Risk Assessments

Risk assessments will be kept under review to ensure that they remain suitable, sufficient and effective.

As a minimum, risk assessments will normally be formally reviewed **at least annually**.

Risk assessments will also be reviewed earlier where:

- an accident, incident or significant near miss occurs;
- a new hazard is identified;
- there is reason to believe that an existing assessment is no longer valid;
- existing controls are found to be ineffective;
- there are changes to premises;
- new equipment is introduced;
- working practices or processes change;
- new activities or courses are introduced;
- there are significant staffing or organisational changes;
- relevant legislation or official guidance changes; or
- concerns are raised by staff, students or other persons.

Following a review, any necessary changes to control measures must be recorded and implemented.

Workplace Inspections

AA London College will carry out appropriate workplace inspections to identify hazards and monitor the effectiveness of health and safety arrangements.

Inspections may include consideration of:

- access and escape routes;
- fire safety arrangements;
- electrical equipment;
- general housekeeping;
- trip and slip hazards;
- furniture and fittings;
- emergency arrangements;
- welfare facilities;
- equipment condition; and
- other relevant hazards.

Findings from workplace inspections will be recorded where appropriate, and any corrective actions will be allocated and monitored until completion.

Monitoring and Record Keeping

AA London College will maintain appropriate records relating to health and safety.

Records may include:

- risk assessments;
- workplace inspections;
- accident and incident records;
- near-miss reports;
- hazard reports;
- investigation records;
- corrective action records;
- training records; and
- health and safety audit information.

Health and safety information will be monitored to identify recurring risks, patterns or areas requiring improvement.

The Health and Safety Officer will ensure that significant or recurring issues are brought to the attention of AA London College Executive.

Information, Instruction, Training and Supervision

AA London College will provide staff and students with appropriate information, instruction, training and supervision necessary to enable activities to be carried out safely.

Health and safety information will be communicated through appropriate means, including induction, staff communication, training, guidance, notices and relevant policies and procedures.

Individuals with specific health and safety responsibilities will receive appropriate information and support to enable them to perform those responsibilities effectively.

Consultation

AA London College recognises the importance of consultation in maintaining effective health and safety arrangements.

Staff and students are encouraged to raise health and safety concerns and contribute to the identification and resolution of risks.

Where appropriate, health and safety matters may be considered through management meetings, Quality Assurance arrangements, staff consultation or other suitable forums.

Emergency Arrangements

AA London College will maintain appropriate arrangements to respond to foreseeable emergencies.

Staff and students must follow emergency procedures, instructions and evacuation arrangements communicated by AA London College.

The Health and Safety Officer will oversee fire prevention, fire protection and emergency escape arrangements and advise the Director/Principal on any necessary improvements.

Policy Monitoring and Review

The effectiveness of this Policy will be monitored through:

- health and safety inspections;
- audits;
- review of accident and incident records;
- review of risk assessments;
- monitoring of corrective actions;
- staff and student feedback; and
- management review.

This Policy will normally be formally reviewed annually.

An earlier review may be carried out where:

- relevant legislation changes;
- there are significant organisational or operational changes;
- a serious accident or incident occurs;
- monitoring identifies weaknesses in existing arrangements; or
- significant new risks are identified.

Meaning of AA London College Executive

For the purposes of this Health and Safety Policy, AA London College Executive includes:

- Principal/Director
- Head of academics
- Head of Administration
- Programme Leaders