

Hillingdon Adult and Community Learning

Health and Safety Policy Statement

1. Introduction

This Policy Statement should be read in conjunction with the Local Authority Health and Safety (H&S) Policies and Statement. This provides the overall aims and responsibilities of health and safety management in for Hillingdon Adult Learning.

2. Staff responsibilities within Adult & Community Learning

2.1 Senior Leadership Team

The Senior leadership Team takes responsibility for the management of health and safety within Adult & Community Learning (ACL). A Statement of Intent demonstrating a commitment to health, safety and welfare, setting out our vision, is signed by the Head of Service and displayed at every centre.

It is also within their remit to ensure that :

- the Health & Safety Policy is implemented
- any additional local policies, management organisation and procedures necessary to ensure safe service delivery are established
- Health & Safety policies and ACL procedures are developed, reviewed, understood, accepted and practised.
- all accidents, incidents, near misses are recorded, investigated and appropriate action taken.
- risk assessments are conducted and comprehensive risk portfolios are produced for each centre, and that controls are put into place to reduce or eliminate the risk where reasonably practicable.
- health and safety roles and responsibilities for all ACL staff and service users are identified
- all staff receive the appropriate health and safety training to enable them to carry out their duties safely.
- safe working methods are developed, introduced, practised and reviewed within the work place.
- there are suitable systems in place for monitoring the management of health and safety and developing and reviewing safe working practises.
- health and safety management is included in performance monitoring and is available in the Tutor and Learner handbooks.
- ACL Health & Safety Policy Statement is reviewed and updated in response to need and in consultation with the Local Authority Health & Safety Advisor.

2.2 Area Learner Services Manager-North and Learner Services Managers

The Area Learner Services Manager-North takes the Service lead role for health and safety within ACL. It is within her remit to ensure :

- close communication and effective partnership working with Residents Services H&S Advisor for Education to make certain procedures are current and effective
- health and safety policies and procedures are accessible at all times and staff are aware of them

- managers fulfil their mandatory duty to attend any health and safety training appropriate to their role
- identify health and safety training needs for staff appropriate to the job they undertake and also ensure health and safety induction for new staff members

To work with Learner Services Managers to :

- undertake risk assessments relevant to centre, reviewing annually, identify and implement methods of control.
- ensure accidents, incidents and near misses are appropriately recorded and reported promptly and appropriate action is identified and taken to reduce the risk of recurrence.
- ensure that defective/unsafe equipment is withdrawn from service immediately and that the correct method for reporting faulty equipment is implemented.
- ensure that fire procedures, drills and equipment checks are undertaken
- ascertain any resources required to ensure effective management of health and safety within the centre

2.4 All Employees

Employees have specific duties under the Health and Safety at Work Act (HASAW) 1974. They must:

- take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.
- co-operate with regard to actions implemented by the Local Authority to comply with HASAW Act 1974.
- carry out work activities in accordance with the training they have received.
- inform their manager of any work situation where there is serious and/or immediate danger, and to identify any shortcomings in the health and safety arrangements for protecting learners and other visitors.
- bring to the notice of managers any equipment, which may be defective or unsafe.
- dress sensibly, safely and appropriately for their working environment.
- read, understand and comply with health and safety policies - employees have a duty to update themselves about relevant policies and procedures.
- comply with instructions in relation to emergency procedures, including first aid procedures and major incident procedures as well as procedures for hazardous substance spillage where relevant.
- attend relevant training provided and apply knowledge gained during training in their work area
- use or wear protective equipment and/or clothing, where and when required.

- all staff are required to have a satisfactory enhanced CRB check to maintain their employment.

2.5 Tutors

Tutors are accountable for their own health and safety as well as the health & safety of all persons present in their class.

They are required to:

- ensure they operate within a safe environment in compliance with relevant Health and Safety regulations and to take care of resources being used.
- undertake risk assessments for their courses in accordance with generic risk assessments drawn up by the Curriculum Management Team.
- report any accident, incident or near miss, however small, to the centre staff to enable timely recording.

If a tutor identifies a hazard, near misses, defect in a classroom or needs to report an accident, Health & Safety Fault or Incident at any venue associated with adult education, that has to be reported on line on Safety Net which is the council's accident reporting system in the first instance.

Fire evacuation notices are displayed in each classroom in ACL centres as well as in registers. Tutors are required to be aware of the fire procedures and to inform learners and others in their classroom, about fire safety procedures and evacuation, at induction. When working in external venues, tutors should familiarise themselves with evacuation points and local fire procedures and make learners aware of these.

There are some subject areas that have specific health and safety requirements, e.g. art and craft and physical activities. Tutors must be familiar with the requirements of their work and must hold qualifications from relevant national bodies or have evidence of suitable competence.

Where tutors are working alone in a venue, they should consider any additional safeguards that may be appropriate. A lone working risk assessment is available.

2.6 Curriculum Managers

Curriculum Managers are accountable for:

- the quality of the teaching and learning that is undertaken.
- ensuring that tutors are implementing their health & safety responsibilities through risk assessments for their courses using generic risk assessments for the subject drawn up by the Curriculum Management Team, induction training, and by classroom observation.

They will inform Learner Services Manager or Health & Safety Lead for the Service where health and safety issues arise e.g. concerns about equipment or building fabric. They will also ensure that tutors provide relevant risk assessments appropriate to their course or activities undertaken within the course ie off site visits. These are held in the course quality files. Any concerns raised into Senior Management Meetings (held weekly).

2.7 Widening Participation Curriculum Team

Curriculum staff are responsible for:

- the quality of the teaching and learning that is undertaken.
- ensuring that tutors are implementing their health & safety responsibilities through risk assessments for their courses using generic risk assessments for the subject, induction training, and by classroom observation.
- ensuring that all venues used have a current inspection check (Weekly, Quarterly etc.) before any teaching activities take place (i.e. ensuring that the teaching environment is in a safe state).
- addressing any identified health and safety concerns in external venues

2.7 Learners

Learners have a duty to act in a way that ensures that they can study in a healthy and safe environment that does not threaten their own, or others', safety in accordance with the Learner Charter. Tutors must inform learners of this responsibility and ensure that learners sign the H & S in their Individual Learning Plans (*ILP*). Learners and tutors should report any concerns that they may have about the attitude or actions of a specific learner to either Centre staff, curriculum staff or the designated Safeguarding Officers.

3. Specialist Functions and Responsibilities

3.1 Health and Safety Advisor of the Local Authority

The Residents Services Health and Safety Advisor for Education is appointed in an advisory capacity and as a competent person.

4. Organisation for Joint Consultation

4.1 Consultation

London Borough of Hillingdon fully accepts its responsibilities under the Health and Safety at Work Act 1974 and recognises that these cannot be fully discharged without co-operation of employees at all levels. Therefore endorses the requirements of the Safety Representative and Safety Committee Regulations 1997 and Consultation with Employees Regulations 1996. HAL will consult with duly appointed safety representatives in good time on matters concerning the introduction of measures that will affect the health and safety of employees.

There are a number of committees and groups that consider Health and Safety issues within HAL.

5. Organisation and Arrangements

5.1 Management of Risk Assessments

The Learner Services Managers and Curriculum Teams are required to undertake venue risk assessments to ensure that appropriate standards are achieved.

They will:

- identify the hazards in their areas of responsibility.
- complete risk assessments

- identify means to eliminate risks and where this is not possible, identify means to reduce risks.
- ensure risk assessments are prioritised.
- ensure that all staff are aware of risk assessments
- where they do not have the resources to eliminate or to control the risk, they should inform Senior Leadership Team. This process should be continued until the risk has been eliminated or it reaches H&S within the Local Authority.
- copies of risk assessments are stored at ACL venue relevant to that centre
- risk assessments are reviewed annually or in response to need, where complaints, accidents, incidents or near misses continue or where there is significant change to work activity.
- carry out Quarterly Workplace Inspections and address any issues and/or flag them up with the Health and Safety Advisor and/or report them to facilities management and their line management.

5.2 Audit

The SLT will review health and safety management and risk assessments through their meetings. The Service's Lead for H&S through the Contract and Resources Manager will inform SLT of significant issues that need resolution and trends that will need consideration at a higher and wider level. An annual audit of health and safety at centres is conducted by Residents Services Health & Safety Advisor for Education in conjunction with the Service's Lead for H&S. A report of his findings highlighting any issues including training needs is sent to the Service's Lead for H&S.

5.3 Accident Reporting and Investigation

Accidents, incidents and near misses are reported using the borough online reporting system (i.e. Safety Net), which can be accessed at any centre. The accident reports can be accessed by the appropriate line manager for investigation.

5.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

As described in sec. 2.5, all near misses, accidents and incidents etc. are to be reported on Safety net. Any RIDDOR reportable ones will be detected and reported to the Health and Safety Executive (HSE) by the Residents Services Health and Safety Advisor for Education.

5.5 Tutors and other employees working off sites

Curriculum Managers are responsible for the health and safety of employees and must ensure that suitable arrangements are in place for their safety. This should include introduction of safe working practices for personal security and lone working.

5.7 Control of Substances Hazardous to Health (COSHH) 2002 (as amended)

The use of dangerous substances are either prevented or adequately controlled to ensure compliance with the Control of Substances Hazardous to Health Regulations. This specifies how employers must manage all work activities, which create risks from dangerous substances for employees or other persons. Curriculum Managers will ensure that risk assessments are undertaken for all courses using hazardous substances and these are filed in the centre health and safety folder together with the appropriate data sheets.

Curriculum managers will ensure tutors are trained and competent to use and handle hazardous substances, provide personal protective equipment, where necessary, free of charge to

relevant employees and ensure it is worn/used appropriately.

Tutors will be responsible for ensuring that all items used within their area of learning are correctly controlled. They are also responsible for ensuring that any materials brought onto site are safe for use and are adequately controlled.

5.8 Multiple Occupancy

Where Centres hire out space, a condition of use for the occupier is co-operation to ensure their respective legal requirements are met. Where external venues are hired, a risk assessment should be used to ensure any risks are identified and the venue are meeting their own legal responsibilities.

5.9 Health & Safety Training

There is a legal requirement to ensure that employees receive relevant and appropriate health and safety training. The Senior Management Team who have responsibility for Health & Safety will ensure the development and delivery of a training programme that the following staff groups must attend:

- Curriculum and Quality Managers
- Area Learner Services Managers – Learner Services Managers
- Curriculum Services Administrators
- Programme Area Leaders and Senior Course Tutors
- Tutors
- Technicians

The training programme consists of the following subjects:

- Health and Safety Induction for all new staff

For Managers

- Health and Safety Awareness
- Conducting a risk assessment
- Safeguarding
- General Health and Safety Awareness
- Basic Food Hygiene (for appropriate staff)
- First Aid (for appropriate staff)

Refresher training will be provided at least every 3 years. Other specific training will be arranged as required.

AIMS

1. Hillingdon Adult Learning aims to be an outstanding service making Hillingdon a better place. As part of this commitment the service takes due care for the health, safety and welfare of employees, residents and others affected by its activities. This statement explains the policy for minimising such risks, who actions it and what needs doing.

2. A&CL an employer, is ultimately responsible for ensuring compliance with this policy as required by health and safety law. The only way it can achieve this is through actions controlled by its elected members and employees. It has adopted the following working principles to manage this process.

- Managers must ensure that safe working methods determined via valid risk assessments exist for all work activities under their control.
- Managers must inform their staff about risks affecting them, instruct them to use safe working procedures and supervise to ensure compliance.

- Workers must act on safe working instructions. If circumstances prevent this they must stop work in the safest possible way and report the situation to their manager or another person capable of initiating remedial action. This principle – do what you can, report what you can't – applies all the way up the management chain.

RESPONSIBILITIES

6. The Service is collectively responsible for implementing all Hillingdon Council's executive decisions. The Health and Safety Advisor is responsible for the strategic management of health and safety in the service which is based on the policies of the Occupational Health and Safety section within the local authority.

7. Adult Learning is responsible for ensuring the implementation of this policy and is accountable for ensuring that their Service:

- comply with corporate health and safety policy, and
- establish any additional local procedures and risk assessments to ensure safe service delivery.

INFORMATION AND INSTRUCTIONS

8. This statement should be read in conjunction with London Borough of Hillingdon's health and safety policy.

The full corporate policy, recording health and safety information and instructions the Council is required by law to provide, is easily available on the Horizon under the sub-heading of Health and Safety.

9. The Safety standards are available on Horizon and also under Health and Safety (LHS Menu). The procedures and example risk assessment proformas for implementation are available on Horizon, under Directorates and under Education Health and Safety. If you require a copy contact a manager.

CONSULTATION

10. All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk.

DEFINITIONS

11. Acceptable standards of health and safety are defined as:

- Recognised national or international statutory or professional standards.
- Standards agreed via London Borough of Hillingdon Council's consultation procedures.
- Local agreements between managers, staff and competent persons.

12. A competent person is defined as one with sufficient knowledge, training, experience and other qualities relevant to the health and safety standards under consideration.

TRAINING

13 The Senior Leadership Team are responsible for allocating funding to provide training necessary to ensure compliance with this policy, acting on information provided by the local authority.

REVIEW

14 Adult Learning will review its corporate health and safety policy:

- in response to significant change.
- direction from the Local Authority
- if monitoring or reporting indicates that acceptable standards are not being achieved.
- periodically, if review has not been triggered by change or feedback.

15. Where review indicates the need for change this will be agreed via consultation, issued on the Safety Manual website and publicised using corporate and service communications. All managers will ensure staff under their direct line management will have seen and read the most recent version of this policy.