

# Westminster Tutors



## Health and Safety Policy

2023-2024

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## 1. Introduction

- 1.1 The college believes that ensuring the health and safety of staff, students and visitors and positively promoting health and safety is essential to the success of the college.
- 1.2 We are committed to:
- Providing a safe and healthy working and learning environment on and off-site.
  - Preventing accidents and work-related ill health.
  - Providing safe premises (including access and egress) and equipment.
  - Maintaining safe work systems among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and students.
  - Assessing and controlling risks from curriculum and non-curriculum work activities.
  - Providing a safe means of using, handling, storing and transporting articles and substances.
  - Formulating effective procedures for use in case of fire or the need for emergency evacuation of the college.
  - Providing staff and students with adequate information, instruction, training and supervision.
  - Consulting with staff, students and their representatives on health and safety matters.
  - Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement.
  - The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records, and health and safety-related issues, complaints, etc.).
  - Ensuring adequate welfare facilities exist throughout the college.
  - Ensuring adequate resources are made available for health and safety issues, as reasonably practicable.

The college will establish a Health and Safety Management System to meet the above commitments. The Proprietor, Governance Advisor Board, Principal, staff, and students will participate in its implementation.

## 2. Organisation

- 2.1 The Proprietor is responsible for ensuring the implementation of this Health and Safety Policy.
- 2.2 The Proprietor delegate responsibility for health and safety management to the Principal.

### 3. The Principal's Responsibilities

#### 3.1 The Principal is responsible for:

- The promotion of a health and safety culture within the college and on off-site visits to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated following legal obligations, relevant HSE and DfE and other appropriate guidance.
- The effective management of health, safety and welfare of staff, students, contractors, visitors and others so far as is reasonably practicable. This policy applies to all students, including those in the Early Years.
- Adequate control of health and safety risks arising from the college's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks, i.e., they have sufficient experience, knowledge and training to perform the duties required of them and have adequate time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and students and others such as contractors, where appropriate.
- The minutes of discussions of health and safety through weekly SLT meetings.
- That arrangements are in place for adequate consultation with staff, nominated trade union representatives, and students regarding health and safety matters.
- Clear procedures are created for risk assessment, developing safe working practices and reporting accidents, incidents, dangerous occurrences, and near misses.
- The formulation of effective procedures for use in case of fire and the need for emergency evacuation of the college.
- Sufficient funds are set aside for health and safety management.
- The college complies with its reporting and record-keeping obligations.
- Accidents, incidents, absence and complaints about health and safety matters are appropriately investigated if required, and the college co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority if needed.
- Health and safety performance is measured both actively and reactively, and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The college's health and safety policy is reviewed annually in light of any significant change throughout the academic year. Performance is monitored regularly, and reports on the health and safety performance of the college are prepared for the Chair of the College Governance Advisory Board.

## 4. The Directors of Studies' Responsibilities

4.1 The Director of Studies are responsible for the following:

- The promotion of a positive health and safety culture within the college.
- Maintained liaison with other specialist health, safety, and fire safety roles appointed within the college to coordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance, ensuring all compliance duty holders and other key parties within the college are included.
- Central coordination and access as a key point of contact for any accident, incident or near-miss occurrence.
- Ensuring thorough investigation, review, information recording, and escalation have been conducted, and final actions closed out.
- Support as the key contact to co-operate with any enforcement agency, such as the HSE, HPA, local, and fire authority, as required.
- Support the Principal constructing systems to allow staff (both teaching and non-teaching) to receive adequate information, supervision, and training (induction and ongoing training) in health and safety matters relevant to their specialist area.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues reported to them or referred to the Principal.
- Routine monitoring is established at the college, including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.

## 5. Teachers' Responsibilities

5.1 Teachers are responsible for:

- Co-operation with the SLT on health and safety matters.
- Taking reasonable care for their health and safety and for staff, students, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures regarding fire, first aid and other emergencies and carrying them out as required.
- Exercising adequate supervision of students and giving clear oral and written instructions and warnings to students as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to SLT on health and safety equipment and additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant safety aspects into the teaching process and, where necessary, provide special lessons on health and safety in line with curriculum requirements for safety education.

- Avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences through the Near Miss or Incident Reporting Forms.

## 6. Non-Teachers' Responsibilities

### 6.1 Teachers are responsible for:

- Co-operation with the SLT on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff, and other persons at the college.
- Exercising adequate supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the college or any other person delegated to be responsible for a relevant aspect of health and safety at the college.
- Implementation of safe working practices which comply with the approved college policies and procedures and set a good example personally.
- Following any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise); ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting any defects in tools and equipment and actual or potential hazards to the SLT and ensuring that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents following current procedure.
- Any accidents, incidents, dangerous occurrences, or near misses are reported to the Head.
- Assistance in investigating any accident (or incident where personal injury could have arisen) and taking appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare, they satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence.
- Minimisation the occasions when an individual is required to work or study in isolation.
- No interference with or misuse of anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times, mainly where there are vehicles on site and when activity is taking place at height.

## 7. Students' Responsibilities

### 7.1 Students are responsible for:

- Co-operation with the SLT and staff on health and safety matters; in particular, they must follow the staff's instructions in an emergency.
- Taking reasonable care for their health and safety and that of others at the college.
- Observation of the college rules and dress standards consistent with safety and hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

## 8. Visitors' and Contractors' Responsibilities:

### 8.1 All visitors and other users of the college premises (including contractors, delivery people and visitors to the college) must:

- Co-operate with the college on health and safety matters and, in particular, follow the staff's instructions in an emergency.
- Observe the rules of the college.
- Ensure that they comply with the college's signing-in/out visitors' and contractors' procedures and the appropriate means of access to and egress from the college site and the host arrangements whilst on site.
- Ensure they know the college's fire and emergency evacuation procedures.
- Ensure they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos-containing materials where intrusive works are to be conducted).

Updated by S Doherty, Summer 2023

Date of Next Review: Summer 2024