



New City  
College

## Group Health & Safety Policy

<b>Title:</b>	Group Health & Safety Policy		
<b>Reviewed / updated by:</b>	Group Head of Health & Safety		
<b>Document Owner:</b>	Group Head of Health & Safety		
<b>Date approved:</b>	29.06.2023		
<b>To Be reviewed:</b>	June 2024		
<b>Approval Committee:</b>	Corporation		
<b>Publication:</b>	<b>Intranet</b>		✓
	<b>VLE</b>		✗
	<b>Website</b>		✗

# Group Health & Safety Policy

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## Appendix 1 Health & Safety policies and procedures

## 1. Introduction

New City College undertakes to meet all statutory requirements to achieve and maintain a high standards of health, safety and welfare for all students and staff. The Group Principal & CEO accepts his responsibility for ensuring that this aim is fulfilled, while delegating day to day management for development and implementation of policy, along with other policies and procedures to nominated post holders.

This document sets out the general policy for protecting the health, safety and welfare of our staff, students, visitors and contractors whilst at work or attending the College and that of others who may be affected by our activities. It describes the College and arrangements for putting more detailed policies and arrangements into place.

## 2. Statement of Intent

We recognise that health and safety has to be managed successfully at all levels. Successful health and safety management contributes to the overall performance by preserving and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. The safety, health and wellbeing of our staff play an integral part of everything we do at New City College.

Therefore, we commit the College to a high standard of health and safety, complying with the Health & Safety at Work Act 1974 and all associated legislation on health and safety. To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, students, visitors and other people working under its control.

The College recognises that health and safety plays an important role in maintaining the reputation of and shaping the future of the College by enabling our learner experience, employer responsiveness and workforce development to evolve within a safe and health College culture.

In pursuit of the overall health, safety and welfare objectives, the Chief Executive Officer, Governors and members of the corporation will ensure:

- Staffing, financial and any other resources are timely provided, enabling the Corporation to promote a positive safety and healthy culture within the College;
- Provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in safety using a risk assessment and management approach;
- Plan and implement the safe use, handling, storage and transport of articles and substances;
- Provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees;
- A safe and healthy place of work and learning is provided for everyone so far as is reasonably practicable and arrangements for their welfare at work;
- Matters of equality, diversity and inclusivity are considered within occupational health and safety;
- Effective procedures are implemented, involving recognised trade unions;
- Developing effective systems of employee engagement and consultation, for both union and non union staff;
- Appointment of competent Health & Safety personnel.

**APPROVED BY:** Group Principal & CEO and SMT.

**DATE:** 29.06.2023

*This date will be the annual review date of our General Policy on Health and Safety.*

FOR AND ON BEHALF OF: New City College

### **3. Responsibilities of key personnel**

#### **3.1. Governing body**

The Governing body have the following responsibilities to ensure:

- a) A clear written policy statement is developed which promotes the correct attitude / behaviours to promote a positive safety culture within the college.
- b) Responsibilities for Health, Safety and Welfare are allocated to specific individuals and that they are informed of these responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Procedures are developed which comply with legislative requirements and identify the hazards and assess the risk that staff and students may be exposed to and ensure suitable control measure are implemented.
- e) Allocate suitable resources to develop and implement safe systems of work.
- f) Monitor the Health and Safety performance of the college and include this in its annual report.
- g) Review the Health and Safety policy and performance by annually.

#### **3.2. Group Principal and CEO**

- 3.2.1. Directly accountable for the publication and acceptance of the College's Policy on Health and Safety, but will delegate the direct responsibility for its implementation across the College to the Deputy CEO, College Principals, Deputy Principals, Directors, Managers and the Group Head of Health & Safety.
- 3.2.2. Fostering and leading a positive health and safety culture throughout the College. Ensuring that health and safety management systems are developed and monitored for effectiveness in all parts of the College activities and business. This includes receiving regular updates on compliance issues against legal requirements and College policy, so that strategic decisions can be made to achieve continual improvement and additional resources identified.
- 3.2.3. Identifying resources needed to achieve compliance with the Health and Safety Policy, and for advising the Corporation on resources necessary to enable effective implementation of the safety management system.
- 3.2.4. Reporting to the Corporation on health, safety and environmental management. Ensuring there are effective arrangements for consultation and communication in health, welfare, safety and environmental management.

#### **3.3. Deputy CEO**

- 3.3.1. To cover the responsibilities when the Group Principal is unavailable.
- 3.3.2. Plan and manage budgets to ensure that health and safety compliance issues are adequately resourced, based on risks and areas of improvement identified via risk assessment and monitoring processes.

### **3.4. Principals and their Deputies shall ensure:**

- 3.4.1. All aspects of safeguarding for their Campuses are properly managed;
- 3.4.2. Relevant safety policies, procedures and risk assessments are in place for all activities across curriculum, including Student Services and Business Enterprise;
- 3.4.3. Fostering a positive health and safety culture throughout their campuses;
- 3.4.4. Ensuring that curriculum development and planning is informed by and complies with current health and safety regulations, statutes and best practice;
- 3.4.5. All curriculum meetings discuss health and safety within each departmental meeting and is included on the agenda as a standing item;
- 3.4.6. Student activities are risk assessed and controlled as well as staff activities;
- 3.4.7. Responsible for ensuring an effective incident management process which includes staff, students, visitors, contractors and tenants;
- 3.4.8. Activities on employer premises are conducted both in accordance with host and College's policies and procedures;
- 3.4.9. A framework is in place for the management and monitoring of work placements, ensuring the use of shared sites conforms to College safety policies and procedures;
- 3.4.10. Any enforcement visits are recorded, addressed where enforcement action is taken, and feedback is escalated to the SMT / H&SMM.

### **3.5. Group Director of Estates**

- 3.5.1. Responsible for ensuring overall compliance on health and safety of premises, facilities and equipment at all locations in the Group;
- 3.5.2. Designated Responsible Person in regard to Fire Safety Compliance, Legionella Management and Asbestos Management at all premises used by the Group;
- 3.5.3. Providing an organisational framework for operational implementation of health and safety measures across all estates;
- 3.5.4. Advising the Senior Management Team on appropriate health and safety training for managers and staff and liaising with Quality to establish a top level health and safety training matrix;
- 3.5.5. Ensuring that there is a system of regular risk assessments carried by appropriately trained staff and timely follow up of issues raised;
- 3.5.6. Ensuring there is an effective method for the monitoring and reviewing effectiveness of H&S policy;
- 3.5.7. Ensuring that all departments/locations under this role-holder's control has effective systems of work established and implemented;
- 3.5.8. Ensuring there is periodic testing and inspection of facilities and equipment as required by legislation.

### **3.6. Directors (General Responsibilities)**

- 3.6.1. The following applies to all those who have director responsibility. In addition, specific Directors may have additional health and safety responsibilities that are relevant to their curricula/ faculty discipline. These will be listed further in this document.
- 3.6.2. Risk assessments are completed for all areas within the Director's area of responsibility, including ongoing monitoring and review at frequencies relevant to the risk;
- 3.6.3. Relevant health and safety targets are set that are suitable and address key risk areas identified from risk assessments and relevant legislation/guidance;
- 3.6.4. Systems are in place to monitor and report on targets that have been set. Termly reporting on compliance against self-set targets will be required to the H&SMM, setting and monitoring through operational objectives and Self-Assessment Reports;
- 3.6.5. Providing appropriate information, training, instruction and supervision to employees to develop their competency in their roles;
- 3.6.6. Ensuring Staff Induction and ongoing training is identified, provided and recorded.
- 3.6.7. Discuss health and safety within each departmental meeting and is included on the agenda as a standing item;

### **3.7. Group Director of Human Resources & Development**

- 3.7.1. Developing a programme (with input and support of the Group Head of Health & Safety) for health and safety training across all campus departments. This will include standard training (e.g. induction) as well as site specific / curricula or task specific training needs;
- 3.7.2. Leading employee consultation via attendance to the H&S Management Meeting;
- 3.7.3. Managing Occupational Health and staff benefits schemes.

### **3.8. Curriculum Group Directors (Specific)**

- 3.8.1. Ensuring a system for identification of students/staff with special needs and PEEPS / individual assessments to ensure ongoing health, safety and welfare;
- 3.8.2. Sufficient methods for ongoing inspection and monitoring of facilities, teaching and workareas;
- 3.8.3. Ensuring the completion of risk assessments including ongoing monitoring and review/update;
- 3.8.4. **Ensuring actions arising from their specific specialist area inspections are completed in a timely manner.**
- 3.8.5. Ensuring additional health and safety training is reported to the Group Head of H&S and Quality

### **3.9. Group Head of Health & Safety**

- 3.9.1. The Group Head of Health and Safety is the College's competent person and is responsible for:

- 3.9.2. Planning, implementation, review and audit of the College Health and Safety Management System;
- 3.9.3. Production of corporate policies, procedures and guidance;
- 3.9.4. Maintaining knowledge on health and safety legislation and advising on potential impact on the College of new legislation;
- 3.9.5. Monitoring health and safety performance, providing statistics and reports as required;
- 3.9.6. Providing advice to College Health and Safety meetings;
- 3.9.7. Advising on and where necessary ensuring the delivery of appropriate health and safety training for staff within the College;
- 3.9.8. Liaising with external bodies and stakeholders, such as the HSE, London Fire Brigade and the local authority;
- 3.9.9. Supporting directors and managers, where requested, with implementation of health and safety systems and procedures;
- 3.9.10. Liaising with HR on development of health and safety training programmes / strategies.

### **3.10. Senior Curriculum Managers and Service Managers:**

The above are responsible and accountable to their respective line manager for ensuring that:

- 3.10.1. They lead the production of the service health and safety policy, risk assessments, ensuring they are reviewed annually or following any change to procedures, accident or incident and any actions arising are implemented.
- 3.10.2. They take part in their specialist areas inspections and ownership of their inspection reports, completing actions in a timely manner.
- 3.10.3. Reporting to Directors on resource needs identified from the risk assessment process;
- 3.10.4. They ensure staff under their line management receive supervision with such information, instruction and training as necessary to ensure their health, safety and welfare at work;
- 3.10.5. They induct new staff under within their area of responsibility to their role, including fire safety, reporting procedures and safe procedures of work, which include the potential hazards that may be associated with their role and any necessary precautions;
- 3.10.6. All employees under their line management supervision understand and comply with the relevant sections of this policy and their statutory duties as it affects their health, safety and welfare at work;
- 3.10.7. Ensuring that accidents, incidents and near misses involving their staff members are reported and any immediate actions taken as necessary;
- 3.10.8. Team meetings are held in which health and safety will be an agenda item;
- 3.10.9. Where required students and staff requiring Personal Emergency Evacuation Plans (PEEPS) are assessed.

### **3.11. College Employees**

- 3.11.1. College employees are legally required to undertake their work in a safe manner having due regard for their own health and safety and that of others who may be affected by their work. Only undertaking work for which they have received adequate information, instruction, or training.
- 3.11.2. All employees must bring to notice any work situation which represents serious or imminent danger or any short coming in protection arrangements.
- 3.11.3. All employees must bring to attention of their line manager a disability (or change in existing disability) that may affect their health and safety so that an assessment can be undertaken to identify any necessary reasonable adjustments or additional protective measures.
- 3.11.4. All employees must co-operate with the College and follow health and safety rules. Failure to do so could render the employee liable to disciplinary or legal action.

### **3.12. Contractors and other non-college employees working in college premises**

- 3.12.1. Any college Manager inviting Contractors or Suppliers onto College premises will be responsible for informing the Contractor and their employees of any risks and instructions relevant to their health and safety prior to work commencing.
- 3.12.2. A copy of the College's Health and Safety Policy (this document) and the College's Contractors Procedures must be provided to the contractor. In turn the manager must request a copy of the Contractor's Health and Safety Policy and information on any risks they may be introducing to the workplace using the standard permit to work form.
- 3.12.3. The Facilities Managers should be informed by College Managers of Contractors on College sites, and receive copies of Health and Safety Policies, assessments and method statements, to ensure appropriate controls are in place.
- 3.12.4. Contractors who have successfully completed RAMS / Contractor Evaluation Form will be included on the College Approved Contractor list which is maintained by the Facilities Manager for the campus.

### **3.13. Students**

- 3.13.1. On commencement at the College, all Learner's will undergo an induction where health and safety will be an integral component. Amongst other aspects, they will be advised to take care of themselves and fellow learners. Students and others using the buildings and facilities provided by the College have responsibilities under the HASWA to ensure that protection given to them is free from 'intentional and reckless interference'. Anything provided in the interests of health and safety must not be misused by them. Any misuse will lead to disciplinary action as specified under the learner disciplinary code.

### **3.14. Health and Safety Representatives**

- 3.14.1. The Corporation's recognised unions, UCU, NEU and UNISON (and any which shall subsequently be recognised), may nominate a safety representative at each of the Corporation's major sites. Staff side representatives will attend the Joint Strategic Health, Safety and Environment Committee, the Environment Committee, Health and Safety Centre Committees and participate in site inspections and risk assessments. In



addition Safety Representatives shall be entitled to inspect the work place or part of it in accordance with the below quoted regulations.

- 3.14.2. Formal consultation and participation will be in accordance with the Safety Representatives as stated in the Safety Representatives and Safety Committees Regulations 1977 and as necessary with the Health and Safety (Consultation with Employees) Regulations 1996.

#### **4. Measuring performance**

- 4.1. Performance will measure, by via KPIs / reviewing trends from accidents and incidents data, closing out actions of any non-conformities from inspections, and other records relating to health and safety. compliance with the online health and safety training is checked termly.

#### **5. Proactive monitoring**

##### **5.1. College Inspections**

- 5.1.1. Formal inspections of college premises will take each term involving staff from Health and Safety, Union Safety representative and the Facilities Manager. Reports will be issued and subject of an action plan to address issues identified. Follow up safety tours between such inspections to ensure actions have been closed off will be undertaken.

#### **6. Thematic inspections**

- 6.1.1. Specific inspections will be undertaken, focused on activities or facilities across the College, these will include termly common area inspections
- 6.1.2. Specialist area inspections will be carried out for all vocational medium to higher hazard areas such as motorvehicle, science, catering and construction trades. These inspections will take place at least once on a 13 month rolling period.

##### **6.2. Inspections of other premises**

- 6.2.1. As required by the Skills Funding Agency, inspection visits will be made to the premises of other employers where students are placed as part of their work experience learning.

##### **6.3. Reactive monitoring**

- 6.3.1. Recording and reporting of accident, incidents and near misses;
- 6.3.2. The College will ensure by implementing effective procedures and training of appropriate managers that all accidents and incidents are properly investigated without delay;
- 6.3.3. All accidents and incidents must be reported using the College's on line reporting system, located under 'report it' on the intranet home screen. For serious accidents and incidents, the Group Head of Health and Safety will carry out an initial investigation and the facts brought to the attention of college senior management. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

#### **7. Occupational health**

- 7.1. The College will provide an Occupational Health Service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by HR in cooperation with the Group Head of Health and Safety in order to identify and control contributory factors so far as is reasonably practicable.

## **8. Reporting performance**

- 8.1. The College recognises its statutory duty to provide effective reviewing of its health and safety provision. This is achieved through a number of informal and formal processes using the health and safety management structure of the College:
- 8.2. Staff and learners are invited to offer evidence of ineffective health and safety practices or procedures either to staff in their learning programme/department or in the centre itself.
- 8.3. Ineffective practices or procedures may come to light during formal inspections or audits.
- 8.4. Concerns may be brought to the Health and Safety department, the College Health and Safety Consultative Committees or Health, Safety and Environment Committee.
- 8.5. Joint Strategic Health, Safety and Environment Committee consider procedures, codes of practice and general health and safety systems in accordance with scheduled review dates or evidence of ineffectiveness. The Committee also consider reports from the Group Head of Health and Safety.
- 8.6. The College health and safety procedures, codes of practice, systems and management will be audited annually by an assessor independent of the health and safety management. The College Health, Safety and Environment committee will consider the report and take appropriate action.
- 8.7. Performance against targets set within campus/department areas and Corporate KPIs that are set.
- 8.8. The Corporation will receive minutes of all Health and Safety Committee meetings.

## **9. Arrangements for managing Health and Safety**

- 9.1. Health and safety arrangements to implementing the objectives of this policy are contained within separate policies and procedures, specific to the aspect of health and safety to which it relates. These are located under central documentation on the intranet.

## **10. Access to this policy**

- 10.1. Access to the policy will be held on the staff intranet.
- 10.2. Copies of this policy are to be given to new employees as part of their induction.

H&S policies, procedures and fire emergency plans –  
located under central documentation click [here](#)

Fire Emergency Plan – Ardleigh Green  
Fire Emergency Plan – Rainham  
Fire Emergency Plan – Havering Sixth Form  
Fire Emergency Plan – Arbour Square  
Fire Emergency Plan – Epping Forest  
Fire Emergency Plan – Redbridge  
Fire Emergency Plan – Ilford  
Fire Emergency Plan – Hackney  
Fire Emergency Plan – Poplar  
Management of Infectious Disease Policy  
NCC Group Fire Policy  
Fire Drill Policy v2  
Electrical Safety Policy & Procedures  
Apprenticeships, Industry Placements and Work Experience Policy and Guidance  
Skills Matrix - All Staff 2020  
Lone Working Policy  
Display Screen Equipment policy  
Control of Substances Hazardous to Health Policy (COSHH)  
Accident Incident Reporting and Investigation Policy and Procedure  
Risk Assessment Policy and Guidance  
Group Health & Safety Policy  
Personal Emergency Evacuation Plan Policy and Guidance (PEEPs)  
Contractor Management Policy  
First Aid Policy & Procedures  
Terms of Reference  
Work at height Policy and Guidance  
Management of Asbestos Policy & guidance  
Control of Noise Policy & guidance  
Personal Protective Equipment Policy and Guidance  
Work Equipment Including Lifting Equipment and Accessories Policy  
Manual Handling Policy and Guidance