



# Bromley Adult Education College Health and Safety Policy 2022-2023

## Introduction

In line with **the Safety, Health and Welfare at Work Act 2005**, Bromley Adult Education College (BAEC) accepts that it has a duty to ensure, as far as is reasonable, the health, safety and welfare of its employees.

## General Statement of Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all BAEC employees and to provide such information, training and supervision as they need for this purpose.

**BAEC also accepts responsibility for the health and safety of staff and learners and other people who may be affected by our activities. We recognize that all learners and centre users, including visitors and letting customers, have a personal duty of care.**

The duties for safety matters and the particular arrangements which BAEC makes to implement the policy are set out below.

The policy will be kept up to date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has been operated will be reviewed annually.

This document will be displayed on the BAEC website, in the administrative offices of the Kentwood and Poverest Centres.

This policy forms part of the induction training given to new staff.

## Health and Safety Responsibilities

Final responsibility for Health and Safety within BAEC lies with the Head of Service (stated as 'Head of Service ' throughout this document).

A Safety Liaison Officer has responsibility for coordinating Health and Safety matters within BAEC. The Safety Liaison Officers for each centre are Phil Vanstone (Kentwood) and David May (Poverest).

It is the duty of every member of staff, both teaching and non-teaching, to report any unsafe conditions to the Safety Liaison Officer or a member of the Health and Safety



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Group. In addition, an attempt should be made to eliminate danger before reporting it, but only if this does not endanger the safety of others.

All employees and centre users have the responsibility of co-operating to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Specific areas of responsibility are divided in this way:

- i) Premises
- ii) Specialist teaching areas
- iii) All portable equipment
- iv) Online/remote working equipment

### **The Health and Safety Group**

The Health and Safety Group meets regularly to discuss matters raised, identify training needs and how further to improve all aspects of health and safety. Members of the Group are the Head of Adult Learning, the Head of Curriculum and Quality, and the Safety Liaison Officer(s) as appropriate. Meetings are held alternately at Poverest and Kentwood Centres. All aspects of the Group are coordinated by the Head of Adult Learning.

### **Premises**

Regular inspections are undertaken at the Kentwood and Poverest Centres by the site staff.

All premises used by BAEC but administered by others are required to have their own Health and Safety Policy. These will be checked annually and on the inception of new sites.

The following areas of BAEC premises are the day-to-day responsibility of the site staff:

- all teaching areas
- administrative offices
- stairs, foyers, corridors, halls and sports areas
- refreshment areas
- toilets
- storage areas
- boiler room
- exterior of buildings and car parks
- internal/external lighting
- visual checks and PAT testing of electrical equipment
- workshops/studios
- Security equipment and CCTV monitoring



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We also expect all Centre users to exercise their personal responsibility with regard to health and safety.

### **Refreshment areas**

The refreshment areas are the responsibility of the Safety Liaison Officer at each centre. However, the installation and maintenance of non-BAEC catering equipment at the Kentwood centre is the responsibility of Kitty Vanstone .

### **Specialist teaching areas**

Teaching areas containing specialist equipment are the responsibility of tutors using them. Tutors must report any hazard to the site staff who should attempt to resolve the problem through LBB's maintenance contractors or local specialist firm/expertise where necessary (after reporting and getting clearance where appropriate from a member of the Health and Safety Group). Should the site staff not be able to resolve the problem, they should remove the hazard and report the problem to the Safety Liaison Officer or a member of the Health and Safety Group. In all cases, the problem, action taken and final outcome should be recorded and reported to the Head of Adult Learning.

### **All portable equipment**

Site staff are responsible for carrying out annual PAT checks of all electrical equipment. Site staff who have attended the relevant training course are nominated 'competent persons' in this regard.

The Senior IT technician is responsible for updating the inventory of BAEC computing equipment and also has responsibility for BAEC laptops and sundries.

### **Classroom equipment**

Equipment in classrooms and offices is initially the responsibility of the staff and tutors who should report faults to the relevant Centre office.

### **Home working equipment**

Staff working remotely are responsible for maintenance and upkeep of their own equipment. The Senior IT Technician is responsible for maintenance of BAEC-issued computing equipment. It is the responsibility of individual staff to liaise with the Senior IT Technician to schedule upgrades etc.

### **Equipment on loan to learners**

Students in receipt of loaned computing equipment are responsible for ensuring that hardware and software are protected from accidental or deliberate misuse, and abide by BAEC Internet Code of Conduct.



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A loan agreement will be signed at time of collection and updated when the equipment is returned.

### **Health and Safety arrangements**

#### **Risk Assessments**

##### **General Statement**

Risk assessments will be carried out by Health and Safety Group members or other trained staff annually, or when there have been any significant changes to working practices or equipment. The assessments will identify hazards associated with BAEC's activities together with necessary actions to remedy them. These records will be kept by The Head of Adult Learning on behalf of the Health and Safety Group.

##### **1-Action on identifying hazards**

If any member of staff or learner identifies a hazard, it is their duty to report the fact to the site staff on duty who should let the Safety Liaison Officer know as soon as possible. The Safety Liaison Officer should ensure that any hazard is made safe as soon as practically possible.

If the hazard is of a nature that it may cause actual harm, then staff have a further duty to take immediate action to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary. Such actions are only to be undertaken without taking undue personal risk. Once reported, the Safety Liaison Officer may seek expert help from the Central Safety Unit or the Bromley Borough Surveyor to eliminate the hazard or report the matter further to LBB on 020 8464 3333.

##### **2-Arrangements for Persons with Disabilities**

BAEC has access and egress arrangements in place for people with disabilities at work or attending courses. This includes access ramps and lifts to some floors for wheelchair users. People with disabilities are able to seek assistance from staff at any time during the working day.

Accessible toilets are available in the two main Centres. Sanitary provisions are checked and maintained daily by cleaning staff.

BAEC holds the Disability Confident Award and is committed to comply with disability discrimination legislation.

##### **3-Communicating**



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The Head of Service has the duty of ensuring that all members of the Health and Safety Group and staff have access to the Health and Safety Policy and that copies are displayed on the BAEC website and staff notice boards.

Any amendments to any policy will be circulated to all staff. Key points will be disseminated through BAEC Shared Drive (s), email system, notice boards and curriculum group meetings. There will be specific training for staff groups, such as site staff, administrative staff, tutors and managers. There are BAEC-wide opportunities for First Aid training.

The Head of Adult Learning delegates responsibility for ensuring that staff are trained in the use of specialist equipment and for the dissemination of any handout to the relevant staff.

The relevant Safety Liaison Officer will investigate and report to the Health and Safety Group all injuries, accidents, near accidents and damage that may lead to a hazard. The Health and Safety Group will ensure that it is reported to the appropriate authority. The Safety Liaison Officer is also responsible for collating safety report information.

Health and Safety is a regular item on the agenda of management meetings.

### **4-Contractors**

All contractors must report to the office in BAEC own buildings and make themselves known and also clarify the purpose of their visit to administrative staff or site staff. They must sign in and out of a visitors' book located at each Centre's reception. The site staff should also be asked to speak to the contractor before any work is started, including induction to the building. Segregation of the work area must be maintained.

Monitoring of contractors on site will be carried out by site staff at each centre. All contractors should be drawn from a list of approved suppliers and easily identified.

If anyone feels that something is dangerous, site staff or a member of the Health and Safety Group should be informed without delay.

### **5-Covid-19 precautions**

BAEC complies with the guidance issued by the HSE, Public Health England and LBB to ensure the safety of all centre users.

Risk assessments are undertaken with regards to the premises and individuals, and regularly updated. Following the assessment recommendations, BAEC will make necessary changes to reduce risks and make the environment 'Covid-secure'.



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### **6-Control of Substances Hazardous to Health**

No substance, which falls under COSHH Regulations, is to be used unless a COSHH assessment for it has been undertaken. If an assessment cannot be found for a particular substance, then the Central Safety Unit must be contacted for further guidance.

Safety instructions must be displayed in specialist classrooms and tutors must ensure that learners understand these procedures and are competent to carry them out.

#### **COSHH Regulations**

There will be annual reviews of substances on which COSHH assessment should be applied.

Staff who use these substances will take part in these reviews. If necessary, the Safety Liaison Officer will refer to the Central Safety Unit for further advice.

#### **Broken Glass/Shards**

These must be swept away into a brush and dustpan and placed in a bin. A notice on the bin should show the site staff/cleaner that broken glass is inside

#### **Clinical Waste**

Used sanitary products are removed from all premises under contract. Sanitary napkins are removed from the premises under contract. Body fluid treatment kits are available for use.

#### **Electrical/Gas Mains**

Annual checks on appliances will be arranged by the Safety Liaison Office at each centre with appropriate specialist firms.

#### **Smoking / Vaping**

All (substantially enclosed) public places and workplaces will be smoke-free and all staff and students have the right to work and study in a smoke-free environment. This Policy applies to all tobacco products including electronic cigarettes and vaping products.

#### **Water Safety**

There are monitors on the hot water and calorifiers. Checks are carried out by LBB Environmental Services.

### **7-Display Screens**

All Centre users will be made aware of the need to adjust furniture and equipment to suit their needs (rather than adjusting their posture to the workstation). Systems of work will



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be encouraged to avoid a static posture and prolonged Display Screen Equipment (DSE) work without a change of activity.

Any problems with furniture, equipment or eyesight should be reported to a manager as soon as they arise. A close assessment of users' work areas will be made. DSE risk assessments will be carried out by the LBB Health and Safety staff on relevant staff and reviewed when changes occur.

Staff working remotely/from home will be provided with advice and guidance on avoiding bad posture, taking regular breaks and moving around, and minimise eye fatigue.

### **8-Evacuation**

All staff are to be made aware of emergency escape routes, assembly points and evacuation procedures. Fire exits and egress routes must never be obstructed.

Learners are to be made aware of emergency escape routes, assembly points and evacuation procedures as part of classroom induction at the first session of their course.

### **9-Electricity**

Tests using a portable appliance tester are to be carried out annually and recorded by site staff who are 'competent persons'. Pieces that have passed the test will be labelled appropriately. Pieces that cannot be repaired must be identified 'non-usable' and disposed of.

Electrical items that do not belong to BAEC should only be brought in when necessary and should be tested beforehand by a competent person. These items should be marked clearly with the owner's name and the use identified to the tutor.

The use of multi-adapters is to be avoided as is the use of extension leads unless they are fully unwound. Trailing leads should be avoided unless they are correctly protected to prevent anyone tripping.

Minor electrical repairs i.e. rewiring plugs and/or replacing fuses will only be carried out by suitably 'competent' people.

Other electrical equipment (both fixed and portable) in need of repair must be carried out by specialist firms.

### **10-Fire**



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BAEC will organise regular Fire Risk Assessments. Fire alarm call point tests and emergency lighting tests are carried out under contract. Fire extinguishers are available at each of the main centres and regularly tested under contract. Findings of tests carried out are kept on record.

All staff are responsible for knowing where their nearest alarm point is and what steps to take on finding a fire, and ensuring that learners/other centre users are aware of the evacuation procedures.

**Fire drills will be carried out in all the main Centres at least once a term at different times of day and evening. Records will be kept by the Safety Liaison Officer at each centre. Fire signs are posted in all sites showing the location of fire exits and evacuation procedures.**

### **11-First Aid**

The names of qualified first aiders are displayed in each centre.

Contents of first aid boxes are checked and replenished by administrative staff at least once per term or as required. Medication should never be kept in first aid boxes. Disposable latex free gloves will always be available in or near first aid boxes. Body fluid disposal kits are available.

### **12-Major incidents**

BAEC will follow LLB procedures in case of major incident, including Terrorism Emergencies. These procedures are in accordance with the Bromley Prepared Major Emergency Plan (2010). Further guidance can be found on the following links

[http://www.bromley.gov.uk/info/200039/emergencies/672/responding\\_to\\_emergencies\\_in\\_london](http://www.bromley.gov.uk/info/200039/emergencies/672/responding_to_emergencies_in_london)

<https://www.london.gov.uk/about-us/organisations-we-work/london-prepared/planning-emergencies-capital#acc-i-43126>

### **13-Manual Handling**

Simple common sense measures should be taken to reduce risk of injury through manual handling activities. Staff will be made aware of using lifting aids and safe lifting techniques to encourage a safe system of work. Staff must not take personal risks when manual handling. Staff should report any problem with work activity or equipment as soon as they occur. London Borough of Bromley provides training for relevant staff.

### **14-Personal Safety**





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Where possible, staff should not work alone in any premises. When lone working is necessary, BAEC will make every effort to ensure the safety and well-being of workers. BAEC makes use of a walkie-talkie system at its two main sites to summon assistance. Managers will keep in direct regular contact with lone workers working remotely to make sure they are healthy and safe.

### **15-Reporting Accidents**

All staff, as part of induction training, will be made aware of procedures and criteria for filling in a HSE Accident Form and/or LBB relevant form. All Accident Forms, once completed, will be passed to the Health and Safety Group who will check to see if it constitutes a report under RIDDOR. BAEC will report all RIDDOR reportable accidents to the HSE, LBB, GLA, ESFA and successor bodies.

All incidents of physical violence or verbal abuse will be reviewed in accordance with BAEC's 'Learner Code of Conduct' policy and/or relevant Bromley staff guidelines.

### **16-Sports and Fitness**

The safety of learners undertaking any physical activity is the responsibility of the class tutor.

Tutors are told of their responsibility for themselves and their learners. Tutors are responsible for ensuring that Health Screening Forms are completed by every learner and assessed. Tutors should ensure that learners wear appropriate clothing / footwear for each activity and that everyone has understood what they are going to do within their capabilities. All tutors responsible for Sports and Fitness should ensure that working surfaces are safe to work on and equipment is in good working order.

Where there is concern with any aspect of safety, or the tutor has identified a potential hazard, he/she must segregate the learners from the problem area and report the problem/hazard to the site Safety Liaison Officer. If the risk is considered too great on any given occasion, the session will be cancelled. Tutors will ensure that all accidents are recorded on an Accident Form.

### **17-Substance Misuse**

BAEC is committed to providing a safe, healthy and productive environment. BAEC applies the LBB 'Substance Misuse Policy 2.16' and uses it as a framework. BAEC takes substance abuse very seriously. Please refer to the policy for detailed information.

### **18-Working at Height**



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Working at height should be avoided wherever possible. When reaching, site staff will use a suitable form of access e.g. industrial quality ladder. Site staff will receive training on the use of such equipment and the risk assessment process will apply to such activities.

### **19-Mental Health**

BAEC is committed to reduce stress at work and to support employees and centre users in reducing instances of stress-related issues. HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

Staff will be provided with training and guidance on how to reduce stress. Managers will signpost to all LBB support opportunities and ensure that individual help is put in place immediately if any staff member requests it.

A 'wellbeing week' for staff and learners is held every year to promote good mental health. Other wellbeing opportunities will be regularly delivered throughout the academic year within BAEC and in conjunction with LBB activities.

Staff working remotely will be given advice on how to recognise signs of stress as soon as possible, managers will keep in regular contact with staff and act as an emergency point of contact for people to get help if they need it.