



London Professional Academy (LPA)

HEALTH AND SAFETY POLICY

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| Sep, 2004 | Revised: Sep, 2005 |
| 3.8: Manual handling: muscular-skeletal | musculo-skeletal |

Part 1-STATEMENT OF INTENT AND COMMITMENT

London professional Academy (LPA) is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by its undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

LPA recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under it. LPA will comply with the above legislation and accepts its responsibilities for the health, safety, and welfare at work of all its employees.

LPA believes that ensuring the health and safety of staff, students and visitors is essential for the success.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Promoting a positive health and safety culture through communication and consultation with employees, students and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the college
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. The Director, Principal, Senior Management Team(SMT), Health and Safety Advisor, staff and students will play their part in its implementation.

PART 2 - THE ORGANISATION FOR HEALTH AND SAFETY

To comply with the Statement of Intent, LPA management team have had additional responsibilities assigned to each level, as follows:

2.1 Senior Management Team

Senior Management Team (SMT) and Health and Safety Advisor have the following responsibilities to ensure:

- A clear written policy statement is developed which promotes the correct attitude / behaviours to promote a positive safety culture within LPA.
- Responsibilities for health, safety and welfare are allocated to specific individuals and that they are informed of these responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- 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 measures are implemented.
- Allocate suitable resources to develop and implement safe systems of work.
- Monitor the health and safety performance of LPA and include this in its annual report.
- Review the Health and Safety Policy every four years or upon significant changes in circumstances or legislation.

2.2 Teachers and Other Staff

Classroom staff and teachers are expected to:

- Exercise effective supervision of their pupils, to ensure that students are aware of the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant policy and procedures and to ensure that they are applied.
- Give clear health and safety instructions and warnings to students when necessary.
- Follow safe working procedures at all times.
- Supervise the use of protective clothing and guards where necessary.

2.3 Technical and Administrative Staff

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with LPA's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with LPA's management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform SMT of what they consider to be shortcomings in the LPA's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.

2.4 College Health and Safety Representatives

- Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.
- They will also be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions.

Safety functions also include:

- To discuss safety related matters
- To study accident and other safety related statistics and trends, in order that corrective action may be recommended
- The examination of safety audits (if performed)
- Consideration of reports and factual information provided under the Health and Safety at Work Act 1974
- Consideration of reports that safety representatives may wish to submit
- To assist in the development of safe systems of work
- To monitor the effectiveness of the content of safety training (if in place)

- To consider the adequacy of safety, health, communication and publicity of health and safety resources in the workplace
- The provision of a link with the enforcing authority.

2.5 Individual Employees

LPA expects its employees to take reasonable care for the health, safety and welfare of themselves and students and of others who may be affected by their actions, or failure to act. Each employee is accountable to SMT for achieving this. In particular, employees must:

- Remedy any unsafe situation within their competence or report such to their line manager or supervisors in the first instance, who will ensure that the appropriate action is taken.
- Not misuse or interfere with anything that is provided for health and safety.
- Ensure Risk Assessments for all areas of activity within the College are complied with.
- Use machinery, equipment, substances, and any safety device according to their training or instruction, and in compliance with the law. Report all accidents and incidents, near misses and dangerous occurrences to their immediate line manager.
- Undertake online induction training in health and safety within the first six weeks of the probationary period.

2.6 Students

All students are expected to:

- Understand their responsibilities within the Health and Safety Policy
- Exercise personal responsibility for the health and safety of themselves and others
- Report all accidents /incidents to staff immediately
- Observe all the health and safety rules of LPA and in particular the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with things provided for their health and safety.

PART 3 - ARRANGEMENTS FOR IMPLEMENTATION

Further HSE guidance relating to each area of risk can be found on the HSE website.

3.1 Accident Reporting

Accident: an event that results in injury or ill health

Incident: all other events or dangerous occurrence that takes place that do not cause injury or ill health to a person (including fire, building/structural collapse or disturbance of asbestos).

Near Miss: an event not causing harm, but has the potential to cause injury or ill health Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

LPA aim to reduce accidents to a minimum, and will carry out detailed analysis of the number and type of accidents, and near misses occurring within LPA area of responsibility to ensure trends are identified and remedial steps are put in place to prevent reoccurrence. All accidents, incidents and near misses will be investigated in line with procedures to prevent recurrence. Where an accident, incident or near miss requires reporting to the Health and Safety Executive (HSE) under RIDDOR, this report must only be submitted by the Health & Safety Advisor and SMT.

LPA delegates to the Principal the responsibility to report all accidents via the forms prescribed by the 'Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 'in addition to, the reporting arrangements for incidents not necessarily leading to accidents.

The Principal is responsible for instigating an investigation and, where appropriate, authorising remedial work or action. Serious accidents as defined under RIDDOR will be reported to LPA Health and Safety Officer. A report on health and safety will be presented to each meeting of the responsible authority in LPA.

3.2 Asbestos Control

LPA recognises the significant hazards posed by asbestos containing materials and will comply fully with The Control of Asbestos Regulations 2012. Where areas of asbestos have been identified they will be managed in accordance with the AMR. Where contractors are appointed to carry out works in areas that may contain asbestos, they will be provided with a copy of

the AMR. LPA will ensure all employees and others that face the potential risks of working in areas containing asbestos have received the appropriate level of asbestos awareness training and/or hold the relevant competencies.

3.3 Business Continuity Plan (BCP) and Lockdown Procedure

LPA BCP establishes Emergency Response Teams that manage appropriate response strategies and allocate resources to ensure a major incident has minimal impact on LPA business operation. This plan links with the College's specific emergency procedures relating to emergency evacuation, dealing with bomb threats and building closure/lockdown procedures, in addition to departmental BCP's. Dynamic Lockdown procedures aim to quickly restrict any entrance or exit to a site or building in response to a threat, either external or internal. The aim of Lockdown is to keep people safe, prevent people moving into danger areas and stopping attackers accessing LPA building. Procedures are in place to minimise the disruption to the teaching whilst ensuring the safety of the college community.

3.4 Electrical Safety

LPA has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances. Employees must take all necessary precautions to avoid working with or coming into contact with live electricity. Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety measures including working under LPA permit to work system. Fixed electrical systems and portable appliances will be maintained and tested at the recommended intervals.

3.5 Fire Safety

LPA recognises that fire is probably the foremost risk to both persons and property and will therefore comply in full with the Regulatory Reform (Fire Safety) Order 2005. LPA buildings have fully maintained and monitored fire detection and alarm systems, portable firefighting equipment and personnel trained in fire prevention and fire evacuation. Fire Risk Assessments will be maintained and reviewed annually by a competent person and all control measures identified will be put in place to ensure the risk can be reduced to an acceptable level. Practice evacuations will be held at least termly.

It is the responsibility of managers in control of the facilities to ensure that fire safety issues are managed in line with this document in LPA building under their control. Specific actions include to

- Attend fire risk assessment training prior to carrying out a fire risk assessment
- Complete a fire risk assessment
- Ensure remedial actions identified by the fire risk assessment
- Establish a clear evacuation procedure
- Include arrangements for visitors and contractors in evacuation procedures
- Ensure adequate arrangements in place for evacuating people with disabilities, including the creation of Personal Emergency Evacuation Plans (PEEPs)
- Implement regular fire safety checks
- Have a clear position on the use of fire extinguishers
- Ensure employees receive adequate information, instruction and training on fire safety arrangements at induction and at least annually thereafter.

3.6 First Aid Arrangements

The Health and Safety Advisor will ensure that the appropriate arrangements are made for first aid provision in line with The Health and Safety (First Aid) Regulations 1981. The number of trained personnel and first aid equipment will be determined after having conducted risk assessments of the areas of activity within LPA.

3.7 Health and Safety Inspections and Audit

In order to satisfy the requirement to monitor that health and safety procedures are being correctly applied the Health & Safety Advisor will arrange regular inspection visits to all areas of LPA, prioritised by the degree of risk in each area.

3.8 Manual Handling

LPA recognises that musculo-skeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Training will be given to those required to complete manual handling tasks.

3.9 New and Expectant Mothers

To protect the health and safety of new and expectant mothers, LPA has a process in place where by the Health and Safety Advisor will assist the line manager in completion of a risk assessment.

3.10 Personal Protective Equipment (PPE)

PPE is equipment which is intended to be worn by a person at work to protect the individual against risks to their health. PPE should always be considered as a last resort. Where health and safety risks cannot be controlled by other means, LPA will ensure appropriate PPE is identified through risk assessment and will provide it free of charge, in line with The Personal Protective Equipment Regulations 2002. Suitable training and information in PPE use storage care and defect reporting will be given to employees and students where it is issued. Records of the issue of PPE must always be maintained and monitoring of its use will take place.

3.11 Plant and Equipment

All items of fixed plant i.e. boilers, fixed wiring, fire alarm systems, lifts, emergency lighting systems, water systems etc. will be subject to strict maintenance regimes and statutory inspections carried out by a competent person. Any additions or changes to such systems will only be carried out by competent persons and be subject to relevant legislation requirements. All equipment provided for the use of employees and students will be suitable for its purpose, safe to use and inspected and tested in accordance with manufacturer instructions. Training on the use of equipment will be provided to the relevant standard and competency established before an individual is allowed to use that equipment. Appropriate PPE will be provided for use with plant and equipment. The College will comply in full with The Workplace (Health, Safety and Welfare) Regulations 1992, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Pressure Systems Safety Regulations 2000.

It is the responsibility of the Director, Principal, Health & Safety Officer and Teachers, or any other persons with management responsibility for a service, to ensure that this policy is implemented in all areas for which they have overall responsibility.

The checklist below identifies key actions involved in ensuring adequate first aid provision:

- Complete a first aid risk assessment for LPA using the risk assessment form

- Ensure an adequate number of trained first aid personnel
- Ensure adequate first aid cover for annual leave and other foreseeable absences
- Supply and stock first aid kits
- Ensure arrangements are in place to keep first aid kits checked and stocked
- Ensure up-to-date first aid notices posted in the premises.

3.12 Risk Assessments

LPA recognises that risk assessment is central to the management of health and safety and the role it plays in reducing accidents, near misses etc. It allows the identification of hazards and risks associated with the premises, area of work/study, specific individuals and sensible measures to put in place to ensure these risks are removed or controlled, thus ensuring a safe working and learning environment for all. Risk assessments are required for all work activities proportionate to the degree of risk as detailed within The Management of Health and Safety at Work Regulations 1999. Specific risks assessments are also required by other regulations e.g. Manual Handling Regulations, Use of Display Screen Equipment Regulations and the Control of Substances Hazardous to Health Regulations.

Specific risk assessments are also conducted for staff members working both on and off site and for those individuals with additional needs and criminal records. This links with the relevant Code of Conduct (staff), Code of Conduct (students), the Admissions, the Safeguarding Adults at Risk Policy and the Progressions Policy and Respect for All - Student Disciplinary Policy & Procedure.

When completing a Risk Assessment any residual risk calculation that is greater than 8 must be escalated to the Health & Safety Advisor for review and advice. All risk assessments are reviewed annually as a minimum or if any significant changes occur. Where new teaching provisions, such as new buildings/facilities, training or equipment are introduced additional risk assessments will be completed a minimum of 4-6 weeks prior to the commencement of teaching.

For work based learning provision including student work placements, annual Health & Safety Plans (HASPS) are completed by competent Assessors and the forms are signed off by the Principal or checked by the Health & Safety Advisor or the Director.

3.13 Stress management

LPA recognises that stress creates many harmful effects for both LPA and for the individual, and acknowledges its importance for resource management and for individual welfare. LPA is committed to maintaining and improving staff wellbeing and identifying and reducing stressors in the workplace. LPA will undertake to:

- Carry out an assessment of potential risk areas for stress
- Implement appropriate control strategies to reduce the risk
- Ensure a clear system is in place for reporting instances of stress and is communicated to all staff
- Ensure appropriate support and counselling is in place
- Ensure staff are consulted as part of developing appropriate control measures
- Promote and support student wellbeing through the pastoral system, ensuring tutorial coverage of the issues and support from Tutors, Additional Learning Support and Councillors.

3.14 Violence at Work and Lone Working

LPA recognises the responsibility to take measures to protect employees from violence at work and make suitable arrangements to ensure the safety of employees working alone, either from fellow employees, students or members of the public. This responsibility will be fulfilled through the following framework:

- Carry out an assessment of potential risk areas for violence and assess instances of lone working
- Implement appropriate control strategies to reduce the risk of incidents
- Ensure all such incidents are reported and investigated
- Ensure staff who are victims of violence receive appropriate support
- Write procedures for dealing with violence into local health and safety arrangements and LPA behaviour management policy as appropriate
- Ensure staff are aware of and involved in developing procedures to control

these risks.

3.15 Workplace Requirements and Display Screen Equipment (DSE)

LPA recognises that the workplace has an impact upon the health and wellbeing of all those within it. As a result, it is committed to providing a safe workplace, without risks to health and appropriate welfare facilities in line

with The Workplace (Health, Safety and Welfare) Regulations 1992. Measures will be applied to protect employees, students and all others from risks associated with the working environment. Health and wellbeing reports are provided to SMT on a regular basis. All enclosed, substantially enclosed or open parts of LPA site including the car park are designated as smoke-free and all staff are expected to comply with and enforce this Policy which is set out in the relevant Code of Conduct (Staff). LPA has in place a process to ensure all staff Access to Work requirements are addressed. The procedure falls in line with the Governments Access to Work scheme guidelines.

LPA aims to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc. and includes the work environment. Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day.

3.16 Site Security and Personal Safety

LPA takes its responsibility for the safety of staff seriously. The Facilities Officer is responsible for the security of the premises and LPA has developed and maintained a lockdown procedure for use in the event of a clear security risk.

3.17 Portable Appliance Testing

LPA will ensure to make arrangements for the testing of portable electrical appliances and will:

- Ensure an inventory of all portable electrical equipment is made
- Incorporate training on performing user checks into staff induction briefings
- Identify persons to carry out portable appliance inspections and checks
- Ensure adequate training is given to enable staff to perform such checks
- Ensure a system is created to deal with new and personal equipment
- Ensure faulty equipment is removed from use until repaired or replaced

3.18 Control of Substances Hazardous to Health

It is the responsibility of LPA to ensure that any hazardous substances needing to be assessed have been, and that the necessary controls have been implemented.

The checklist below identifies key actions involved in controlling the health and safety risks arising from the use of substances hazardous to health.

- Ensure all hazardous substances been identified
- Ensure that substances used are the safest possible alternative
- Assess the risks associated with substances used
- Identify controls within the risk assessment and implement it.
- Prevent or reduce exposure to hazardous substances
- Ensure individuals who use, or are exposed to, hazardous substances have been provided with adequate information, instruction and training
- Ensure employees prevented from bringing in their own substances
- Monitoring or complete health surveillance if required.
- Ensure all substances are stored correctly and those that are no longer used are disposed of properly
- Regularly review the risk assessment

3.19 COVID-19 / Epidemic / Pandemic Management

LPA will follow all Government guidance and subsequent advice issued by the Department of Education, the Health and Safety Executive and Health Security Agency in relation to all LPA activities during a declared epidemic or pandemic outbreak. A high level risk assessment will be undertaken by the Health & Safety Advisor, taking into consideration all premises, activities, students, staff and visitors. This will be approved by SMT in consultation with other staff. This will be regularly reviewed in line with the current Government advice. Specific risk assessments will be completed for all individual activities by SMT and signed off by Health & Safety Advisor prior to commencing activities. Only planned activities in specified locations with specified staff and students, which have been risk assessed, may be undertaken. The management of staff related health issues will be undertaken by SMT.

Part 4– COMMUNICATION OF THE HEALTH AND SAFETY POLICY

4.1 Communication Arrangements

Copies of the Health and Safety Policy are circulated to all employees on its revision and provided to all new employees on commencement. Health and safety information will be cascaded through the normal line management chain as and when required.

4.2 Health and Safety Training

Health and safety training is provided to all new employees and must be completed within the first six weeks of the probationary period. Those employees with a particular role to play, for example conducting risk assessments, first aiders, will receive additional specific training. Training requirements are identified between employees, line managers, senior managers and the Health & Safety Advisor.

4.3 Consultation Arrangements

LPA's SMT and Health and Safety Advisor meets regularly throughout the year to enable management and employees to discuss health and safety matters, monitor compliance and performance and set priorities.

4.4 Contractors and Partners

All contractors undertaking work at LPA and partners delivering services on behalf of LPA will be made aware of this Health and Safety Policy through the relevant procurement and/or contractual arrangements.

PART 5 – REVIEW OF THE HEALTH AND SAFETY POLICY

5.1 Health Safety and Welfare Arrangements

A range of safe systems of work will provide the framework for compliance with specific policy and topic requirements are in place and subject to ongoing maintenance and development.

5.2 Arrangements for Consultation on Health and Safety Matters

Consultation between SMT, senior staff, employees, and students is provided by LPA which meets each term.

5.3 Training of Staff

The Admin is responsible for assessing training needs on the advice of SMT and other supervisors and for arranging the appropriate training.

All training will be recorded and records are kept up-to-date all records will be kept in the personal files.

5.4 Provision of Information to Staff

All newly appointed staff - including supply and other staff - will be informed of LPA's Health & Safety Policy and procedures. Health & safety Information circulars, memos and other briefing sheets received in LPA will be brought to the attention of staff by their manager.

A copy of the Health and Safety Policy and other supporting documentation will be maintained by the Admin and made available to staff.

Details of circulars maintained will be included in the staff handbook.

5.5 Environmental Protection Act

LPA will maintain and review procedures to comply with the Environmental Protection Act.

5.6 Business Planning and Policy Implementation

Responsible managers are required to establish and maintain local planning and implementation strategies for health, safety and welfare matters in accordance with the established College business planning mechanisms.

These must, in particular, address health, safety and welfare matters in all respects where there is significant foreseeable risk of harm or loss arising. They must seek to promote a positive health, safety and welfare culture by setting priorities, performance standards and realistic timescales for action, whilst allocating the necessary resources to achieve objectives.

The Health and Safety Officer, Director and the Principal are responsible for setting out an annual plan that addresses the issues and the implementation of health, safety and welfare legislation.

5.7 Raising and Resolution of Health, Safety and Welfare Concerns

Any employee who has a health, safety and welfare concern must always first raise the issue with their line manager who must investigate as appropriate and determine the course of action to be taken. The employee also has the right to bring the matter to the attention of their Health and Safety Officer for guidance and support.

If issues cannot be readily resolved at local level, or if additional guidance is needed, contact Admin for advice and support. Unresolved matters must be referred to the Principal or Director who will determine the appropriate course of action to suit the circumstances.

Whilst we are committed to continuous improvement in health, safety and welfare performance across LPA, it should be recognised that on occasion issues may take some time to reach a resolution. We must bear in mind that to investigate, research and consult regarding a matter raised and then to plan and implement a solution can prove a time consuming and resource-hungry task, so patience and understanding are required as well as a determination to achieve an acceptable outcome.

Staff must give each different level of management the opportunity to resolve issues in a constructive and collaborative manner.

5.8 Measuring Performance

Measuring performance has become a standard mechanism across all our organisation's disciplines as part of the means by which we ensure our plans are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes and report on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with Academic Head/ Director. The Admin will report routinely to the Health and Safety Officer regarding performance, by way of records on accident, violence to staff near miss reports and cause for concern reports identifying any trends as appropriate.

It is important to gauge how effectively risks are being controlled and how well a positive health, safety and welfare culture is being developed. Where necessary remedial actions and interventions will be required in order that we may learn from our experience, enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

5.9 Auditing and Reviewing Performance

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The day-to-day reviewing of performance, on the other hand, is a routine responsibility of line management. The Health and Safety members may be requested to carry out some health and safety performance reviews.

The Admin will carry out annual reviews of health and safety documentation and procedures to ensure that we are performing to the appropriate standard.

The Admin will also produce an Annual Report to the Director.