



WESTMINSTER ADULT EDUCATION SERVICE



City of Westminster

## WESTMINSTER ADULT EDUCATION SERVICE Health & Safety Policy

<b>Lead Responsibility</b>	Principal & Head of Service	<b>Approved by</b>	WCC and WAES Board of Governors
<b>Version</b>	v.4	<b>Reviewed</b>	September 2021
<b>Policy applicable to</b>	All stakeholders	<b>Date of next review</b>	September 2022



**HEALTH & SAFETY POLICY STATEMENT, ORGANISATION AND ARRANGEMENTS**

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The content of this document is wholly defined by the issue number. This document is issued in its entirety following any revisions and subsequent approval.

**DOCUMENT RECORD**

<b>Issue No.</b>	<b>Date of Issue</b>	<b>Review date</b>	<b>To be Reviewed by</b>	<b>Comments</b>	<b>Approval Date</b>
Draft	31/07/13		WAES Health and Safety Committee	To be considered by first meeting of the WAES H&S Committee	
Draft			Board of Governors	Draft policy approved by Board of Governors	18/12/13
Final	14.02.2014	14.02.15	WAES Health and Safety Committee	Considered by WAES H&S Committee	14.02.14
Revised	06.07.2017		WAES Health and Safety Committee	Revised in line with Corporate Policy	
Amended	28.09.2019			Added role of H&S Operational Group and role of H&S Champions	Sept 2019
Amended	27.09.21	27.09.22	WAES Health and Safety Committee	Changed some language and org charts.	27.09.21

**This policy statement, the organisational structure and the arrangements detailed herein apply to all staff, managers, staff, work locations and work activities in Westminster Adult Education Service**

## Westminster Adult Education Service Health and Safety Statement

Westminster Adult Education Service is committed to achieving a positive and effective health and safety culture throughout the organisation. This document sets out our policy for the organisation and arrangements for the health and safety of our employees and others affected by our service delivery.

Our aim is to achieve and maintain a standard in the management of health and safety that provides a safe working environment for our employees and safe access to services for our learners, customers and apprentices, and where applicable is above and beyond mere compliance with legal standards. We strive for continuous incremental improvements in our health and safety standards to achieve this aim.

Our health and safety management system is based upon the structures detailed in the Health and Safety Executive's HSG 65 and is certified to the British Standards Institute Health and Safety Management Standard OHSAS 18001.

The size and complexity of the Service presents many varied health and safety risks. It is essential therefore that we have effective health and safety management throughout the organisation. All employees, learners, apprentices, service delivery partners, contractors and other third parties have a role to play in achieving and maintaining success.

It is our intention to ultimately eliminate all work related accidents, injuries and illnesses to any person, or damage to any property that may result from our activities. In pursuance of the above objectives, I will ensure that we:

- work on the principle that accidents, assaults, injuries and dangerous occurrences at work can be prevented and actively promote amongst all employees, learners, apprentices, service delivery partners, contractors and other third parties associated with our activities the high standards of health and safety consciousness, discipline and individual accountability that this principle demands;
- recognise the vital importance of the continued commitment of all employees and will ensure that they have the necessary skills and support to achieve high standards of health and safety;
- actively promote employee participation and co-operation in establishing and maintaining measures to improve health and safety at work;
- have systematic risk assessment programmes that see to it that the significant risks inherent in the services delivered by the Council are identified and then eliminated, reduced or adequately controlled;
- provide adequate finance and resources to achieve our health and safety aims and objectives and to implement our health and safety management system;
- recognise that an effective health and safety culture and management system will further benefit us by reducing financial and resource losses;

- require that all other service delivery partners, contractors and other third parties delivering services have health and safety standards consistent with our own;
- Inform all Governors about the significant health and safety implications of any matters determined by them.

I recognise that for this policy to be effective the management of health and safety must be fully integrated into strategic objectives.

The contents of this policy and its objective constitute an integral part of our health and safety management system and will be made freely available to staff and appropriate parties and will be reviewed annually or sooner when legislative or business change requires. This policy and its contents provide the setting and framework by which we will review our Health and Safety objectives.

**Signed**

**Arinola Edeh, Head of Service Westminster Adult Education Service**

A handwritten signature in black ink, appearing to read 'Arinola Edeh' with a superscript '2' at the end.

Date: 27 September 2021

## Organisation Arrangements

### Introduction

This part of the policy explains how we develop and implement our organisation and our arrangements for health and safety. It describes the way we manage the effective planning, organisation, control, monitoring, review and auditing of the preventive and protective measures.

This is achieved by securing health and safety management control of the organisation; encouraging the co-operation of employees, learners, apprentices and safety representatives; ensuring the communication of necessary information throughout the service; and securing the competence of employees, contractors and other third parties delivering services.

In addition to the management hierarchy outlined below, Governors are provided with suitable and sufficient information to enable them to give due regard to health and safety matters when making decisions.

### Specific Responsibilities

#### **1. The Head of Service of Westminster Adult Education Service**

1.1 Has ultimate responsibility for health, safety and welfare matters within the Service.

1.2 Is ultimately responsible for the policy decisions and arranging for the adequate provision of finance and resources to achieve the objectives expressed in this policy.

1.3 The Head of Service is specifically responsible for:

- Ensuring the Westminster Adult Education Service Executive Board and Service Management Team (WAES SMT) is committed to the objectives of this policy and that they actively support them.
- Acting upon matters relating to health and safety that WAES SMT cannot resolve.
- Dealing with such health and safety matters that arise outside of the control of WAES SMT members.
- Resolving any report, complaint or concern from the Health and Safety Executive (HSE) and/or by any other statutory enforcement agency.
- Ensuring that robust arrangements are in place concerning the management and maintenance of properties under our control.
- Monitoring the health and safety performance of WAES Service managers.

- Reviewing this policy when significant changes affect the implementation and/or effectiveness of the policy (but at least on an annual basis).
- Ensuring adequate resources are available in pursuance of the objectives of this policy
- Ensure staff have access to relevant and appropriate health and safety information, instruction and training
- Reporting to the Governors on:

Health and safety matters with significant resource implications;

Significant health and safety failings and any enforcement action by statutory health and safety agencies taken against the Service.

## **2. Executive Board**

2.1 The WAES Executive Board will set the strategic objectives for the considering all health and safety implications. They have responsibility for:

- a) Ensuring they make strategic business decisions that give proper consideration to all the health and safety implications.
- b) Monitoring the impact of their strategic business decisions on the council's health and safety objectives and for taking appropriate action on any matters of concern that may result.
- c) Ensuring the departments appropriately considers all relevant health and safety implications when taking business decisions likely to affect the day to day business operations.
- d) Keeping the Head of Service informed of health and safety matters likely to have a negative impact upon the Services' business activities arising from their business decisions.
- e) Monitoring the health and safety performance of the service.
- f) Keep under review and monitor the effective application of the requirements of this policy
- g) Investigate all accidents, incidents and near misses and ensure comprehensive reports are prepared on their findings and these findings are shared with all relevant WAES staff and contractors.

## **3. Service Management Team and their reporting Managers**

3.1 WAES Managers will:

- (a) Demonstrate a genuine commitment to pursuing high standards of health and safety;
- (b) Ensure all staff within their team receive a Health and Safety induction, familiarise themselves with the Health and Safety Policy, undertake all mandatory training and refreshers as required and undertake specific training relating to their role such as Duty Manager training, Fire Marshall Training and First Aider training
- (c) As necessary implement and monitor local health and safety policies and procedures which:

- Embed sound health and safety principles into other business objectives;
- Specify a structure for planning, implementing, measuring, reviewing and auditing of health and safety policies and procedures;
- Drive incrementally improvement of health and safety standards in their area of responsibility;
- Reflect the standards expressed in the corporate and WAES health and safety policies;
- Attend relevant health and safety training as directed by the Executive Board

- (c) Ensure that their departments:

- Establish systematic risk assessment programmes to ensure that the risks inherent in the areas of service delivery, for which they are responsible are identified and then eliminated, reduced or adequately controlled. This will include other employers, contractors and third party premises
- Keep up-to-date with relevant changes in health and safety legislation, standards and good practice relevant to their service area;
- Identify the employees within their departments with specific health and safety responsibilities, detail these responsibilities and include them in the job descriptions;
- Detail the specific health and safety participation necessary by employees, learners and apprentices at all levels;
- Communicate changes and developments in health and safety to their employees, learners and apprentices at all levels;
- Assess the health and safety competence of employees or groups to undertake their roles;
- Establish procedures to determine roles and responsibilities with employers, contractors and other third parties to ensure that respective health and safety responsibilities are met; and
- Identify and keep health and safety records in accordance with the Council's Record Retention policy.

- (d) Ensure that all accidents, assaults, dangerous occurrences or other unplanned incidents are appropriately investigated with appropriate remedial action taken.
- (e) As appropriate participate in the Health and Safety Committee consisting of management, trade union appointed and other health and safety representatives.
- (f) Ensure proper consultation with the Trades Union appointed and other health and safety representatives.
- (g) Ensure that an effective monitoring system is in place to record the achievement of the objectives and compliance with the standards of performance that have been set.
- (h) Implement all actions required by SMT following the health and safety management review.

#### **4 H&S Champions**

4.1 The Health and Safety Committee will nominate 2 champions who will act as the first point of contact for all Health and Safety operational issues. The Champions are part of the Health and Safety Operational Group. Joe Brooks – 0207 641 8144 and Jane Thompson – 0207 641 8155

#### **5. Health and Safety Operational Group**

5.1 This group meets each half term to deal with operational Health and Safety issues and reports back to the Health and Safety Committee.

5.2 The group is chaired by the Head of Resources and as well as the 2 Champions has representatives from Facilities, Community Learning, Learners with Disabilities and Difficulties (LDD), Apprenticeship team and the UCU trade Union

5.3 The terms of reference of the group are to ensure:

- The role of the Champions is implemented and developed with the aim of them being the first point of contact for any H&S concerns
- Buildings' issues are addressed
- All relevant training is completed
- Fire Marshall and First Aid training is reviewed with adequate numbers of staff trained and publicity material is up to date

- Risk assessments, COSHH, maintenance records and PEEPS are up to date
- Incidents, accidents and near misses are reviewed

## **6 All staff, learners and apprentices**

6.1 All staff are to understand that they have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They will ensure that:

- They read and familiarise themselves with the contents of the WAES health and safety policy
- They conduct their work activities in a safe manner at all times
- Act upon instructions, orders and or requests given in relation to their safety
- Report to management any accident, near miss or dangerous occurrence however small
- They do not recklessly interfere with, misuse, alter or amend anything provided by management for their safety
- Attend training courses and seminars as directed by management.
- Do not circumvent, disregard or ignore any guidance, instructions and defined safe systems of working or practices provided for their safety
- Promote the aims and objectives of this policy
- Assist the service by helping it achieve its health and safety aims and objectives
- Suggest safer procedures and set a good personal example.

6.2 All learners and apprentices to understand that they have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They will ensure that:

- They receive an induction and familiarise themselves with the contents of the WAES health and safety policy
- They conduct their work activities in a safe manner at all times
- Act upon instructions, orders and or requests given in relation to their safety
- Report to management any accident, near miss or dangerous occurrence however small
- They do not recklessly interfere with, misuse, alter or amend anything provided by management for their safety
- Do not circumvent, disregard or ignore any guidance, instructions and defined safe systems of working or practices provided for their safety
- Assist the service by helping it achieve its health and safety aims and objectives

- Suggest safer procedures through the relevant learner/apprentice feedback mechanism

## **7. Corporate Health and Safety Team**

7.1 WCC will be the lead health and safety team, with responsibility for advising the WAES Executive Board on health and safety matters relevant to Westminster Adult Education Service undertakings in respect of:

- Providing WAES with up to date health and safety information and advice
- Attending WAES health and safety committee meetings
- Undertaking audits and assessments of WAES activities
- Assisting WAES with health and safety advice relevant to the introduction of new plant, machinery and or ways of working
- Provision of strategic advice
- Assisting WAES with accident investigations and reports
- Assisting WAES with training information and instruction
- Policy and guidance development
- Develop annual health and safety objectives
- Develop key Performance Indicators (KPI's) for WAES
- WAES specific issues (High level)

WAES will report to the GPH Health and Safety Committee (see Appendix 1)

## **8 The Westminster Adult Education Service H&S Committee**

8.1 The Westminster Adult Education Service Health and Safety Committee shall be responsible for ensuring they:

- Keep the aims and objectives of this policy under review
- Keep the health and safety KPIs under review
- Consider reports affecting the aims and objectives of this policy
- Consult with the trade unions and staff representatives on health and safety matters
- Monitor the effectiveness of health and safety strategies and initiatives
- Review core documentation and guidance relating to the safety of staff
- Monitor training strategies etc.
- Consider accident reports
- Consider accident, incident and ill health statistics

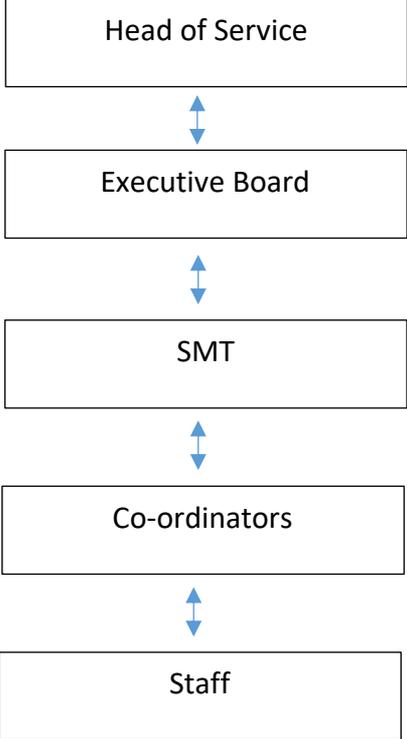
## **9. Trade Union Appointed Safety Representatives**

9.1 WAES recognises the role that is played by Safety Representatives and will aim to actively encourage and support their role. WAES will seek to ensure

they are involved in full consultation and will provide them with reasonable resources to enable them to carry out their role.

- 9.2 WAES shall make provision for safety representatives to have reasonable time to carry out their functions effectively and receive appropriate health and safety training.
- 9.3 Consultation with the trade unions will take place at the earliest possible opportunity and shall be conducted in an open and honest way to enable full input from all interested parties.
- 9.4 The role and function of the safety representatives are to:
- Make representations to managers concerning health and safety in respect of their member's interests.
  - Draw managers' attention to health and safety deficiencies
  - Conduct workplace inspections with management
  - Attend the combined WAES health and safety committee meetings.
  - Undertake site tours and inspections
  - Assist with accident investigations and incidents

Appendix 1 – Westminster Adult Education Service Organisational Chart



## Appendix B – Health and Safety Policy Statement for Apprentices

### **1. Introduction**

- 1.1 Westminster Adult Education Service is committed to achieving a positive and effective health and safety culture throughout the organisation. This document sets out our policy for the organisation and arrangements for the health and safety of our apprentices.
- 1.2 Our aim is to achieve and maintain a standard in the management of health and safety that provides a safe working environment for our apprentices and where applicable is above and beyond mere compliance with legal standards.
- 1.3 We strive for continuous incremental improvements in our health and safety standards to achieve this aim.

### **2. Responsibility of WAES Managers**

#### 2.1 Managers will:

- Establish procedures to establish roles and responsibilities with employers to ensure that respective health and safety responsibilities are met;
- Visit all employers' premises or conduct a remote visit to ensure that employers have the necessary policies, procedures and insurance in place ensure that the risks inherent in the workplace are identified and then eliminated, reduced or adequately controlled;
- Ensure that all accidents, assaults, dangerous occurrences or other unplanned incidents are appropriately investigated with appropriate remedial action taken.

### **3. Responsibility of apprentices**

#### 3.1 Apprentices will:

- Understand that they have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Read and familiarise themselves with the contents of this policy
- Conduct their work activities in a safe manner at all times
- Act upon instructions, orders and or requests given in relation to their safety
- Report to management in the workplace and the Apprenticeship Coordinator any accident, near miss or dangerous occurrence however small
- Not recklessly interfere with, misuse, alter or amend anything provided by management for their safety

- Attend training courses and seminars as directed by management.
- Not circumvent, disregard or ignore any guidance, instructions and defined safe systems of working or practices provided for their safety
- Report sickness in accordance with the employer's procedure by calling their direct line manager by 9am
- Report any accidents in accordance with the employer's procedures

#### **4. Dealing with accidents or sickness absence**

4.1 We will ensure that any accident in the workplace is investigated by the employer and appropriate action taken

4.2 Should an apprentice miss a proportion of the apprenticeship due to sickness the following will be put in place;

- Revision of work programme to cover key areas of work
- Additional classes arranged to replace those missed
- Hard copy or online material made available to help the Apprentice catch up