



MORLEY COLLEGE LONDON

Health and Safety Policy

POLICY OWNER:	Chief Financial Officer
FINAL APPROVAL BY:	Governing Body
Policy Category:	Corporate
Approved by Policy Committee:	31 October 2023
Approved by Governing Body:	11 December 2023
Review Date:	31 December 2027

1. Introduction, Purpose, and Scope of Policy:

- 1.1. The purpose of this policy is to set out the College's commitment to Health and Safety and full compliance with statutory requirements under the Health and Safety at Work etc Act 1974 and all the relevant regulations by ensuring:
 - Compliance with the Safety, Health and Welfare at Work Act 2005 and Management of Health and Safety Regulations 1999.
 - The prevention of injury and impairment to health and well-being of all persons affected by and involved in the activities of the College.
 - The promotion and adoption of good practice in all aspects of health and safety and the introduction and implementation of a safety culture across the Institution.
 - The promotion of a healthy working environment for staff, students, and visitors.
- 1.2. This policy applies to all staff, students, contractors, and visitors. It covers all activities across all College premises, as well as all off-premises activities undertaken under supervision of college staff.
- 1.3. Where provision is sub-contracted or work experience is provided for students, the responsibility for setting and maintaining high standards of health and safety rests with the sub-contractor or work experience provider but will be checked and assessed by a nominated College representative.

2. Equality and Diversity Analysis Screening:

- 2.1. In accordance with the College's Equality and Diversity Policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.
- 2.2. An impact analysis was not required for this policy, owing to the universal applicability of Health and Safety legislation.

3. Applicability:

- 3.1. The Health and Safety Policy applies to all staff and students. In addition to the College's corporate responsibilities, all staff, students and users of College facilities have a responsibility to act in a safe and considerate manner at all times.

4. Statutory and regulatory requirements:

- 4.1. The College's implementation of the Health and Safety Policy and associated procedures ensure full compliance with the following relevant Health and Safety Legislation and Regulations:
 - a) [Health and Safety at Work etc. Act 1974](#) (HSWA)
 - b) [Management of Health and Safety at Work Regulations 1999](#)
 - c) [Control of Substances Hazardous to Health Regulations 2002](#) (COSHH)
 - d) [Manual Handling Operations Regulations 1992](#)
 - e) [The Workplace \(Health, Safety, and Welfare\) Regulations 1992](#)
 - f) [Fire Safety Regulatory Reform \(Fire Safety\) Order 2005](#)
 - g) [Regulatory Reform \(Confined Spaces\) Regulations 1997](#)

- h) [Provision and Use of Work Equipment Regulations 1998](#) (PUWER)
- i) [Lifting Operations and Lifting Equipment Regulations 1998](#) (LOLER)
- j) [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#) (DSE)
- k) [The Control of Asbestos Regulations 2012](#)
- l) [Equality Act 2010](#)
- m) [The Education \(School Premises\) Regulations 2012](#)

5. Policy Objectives:

5.1. The objectives of the Health and Safety Policy are to:

- integrate health and safety responsibilities and good practice into the curriculum, professional services teams and management;
- resource appropriate health and safety management for the implementation of this Policy Statement through the provision of adequate personnel, support, time and funding;
- provide and maintain premises and equipment that are compliant under the relevant regulations;
- consult with employees and employee representatives and student representatives, on health, safety and welfare matters;
- identify all significant hazards that may arise through the activities of the College, to assess the risks arising from these and to institute effective control measures to eliminate, minimise or manage these risks to an acceptable level so as to enable those activities to occur;
- implement safe systems of work that eliminate or control, so far as is reasonably practicable, all significant hazards and risks to health, safety and welfare;
- implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the College, including the submission of regular reports on health and safety matters to Governors;
- provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of staff, students and others;
- make arrangements for co-ordination and co-operation with other employers, contractors, or establishments where College employees or students share premises or facilities, including the dissemination of relevant health and safety information;
- promote health & safety best practice amongst staff and students and to partner organisations and others affected by the College's activities;
- keep all health and safety policies and procedures under review to enable updates of relevant legislation, codes of practice and appropriate guidance to be included in the responsibilities, and arrangements and practises in a timely manner.

6. Policy statement

- 6.1. As a responsible employer, the Governors of Morley College Limited and the College Management recognise and accept their responsibilities in providing a safe and healthy environment for the students, the staff employed by the College and all other users and guests.
- 6.2. All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, and all other relevant legislation and regulations.
- 6.3. The Governors have designated a member of the Board to have strategic oversight of the College's Health and Safety organisation and arrangements on its behalf, to support assurance and demonstrate the Board's commitment on matters of Health and Safety, further recognising its corporate responsibility to the College, its students, staff and others.
- 6.4. The Principal has responsibility for the implementation of the Policy in consultation with the Senior Leadership Team (SLT), and for the provision of assurance to the Board on all aspects of policy implementation.

7. Implementation of Policy:

- 7.1. The Principal delegates to the Chief Finance Officer the practical implementation of the Policy, which is monitored by the College's Risk Management Committee, supported by centre based Learning Environment Working Groups.
- 7.2. The Chief Finance Officer in turn delegates the operational aspects of the implementation of the Policy to the Director of Estates and Facilities and other Managers who act as Health and Safety Advisors.
- 7.3. Operational implementation by College managers and staff is supported by a range of relevant procedures ensuring compliance with the relevant legislation and regulations.

8. Communication and Training

- 8.1. The College will communicate with staff and students regarding health and safety through a range of channels, initially through induction, and supported by content on 'My Morley', staff bulletins and the College website.
- 8.2. The statutory requirement training for health and safety matters will be integrated into the College's staff development programme.

9. Monitoring and Reporting:

- 9.1. This Policy will be kept under review by the College's Centre-based Learning Environment Working Groups, reporting to the College Risk Management Committee.
- 9.2. Implementation of the Policy will require the regular review of a Health and Safety Action Plan which will be monitored by the Working Groups.
- 9.3. Health and Safety is recognised as a strategic risk and as such the effectiveness of controls and mitigation are monitored by the Risk Management Committee and reported to the Governing Body at least termly.

10. Related References, Policies, Procedures, Forms and other Appendices:

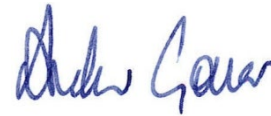
- 10.1. The detailed procedures that support the implementation of this policy are contained within the College's Health and Safety Handbook.
- 10.2. Other relevant procedures include: The Duty Manager Procedure and the Emergency Arrangements for each Centre.

11. Declaration

11.1. This statement has been approved and adopted by the Governing Body of the College:



Signed: Leisha Fullick
Chair of Governors



Signed: Dr Andrew Gower
Principal & CEO

Date: 11 December 2023