

The Adult College of Barking and Dagenham

Health and Safety

Lead Responsibility	Service Manager Business Support
Designated Officer	Administration and Facilities Manager
Advisory Officer(s)	Senior Facilities Officer
Approved by	Service Manager Business Support
Date of Approval	February 2025
Review Date	August 2025

A note to all teaching staff:

Please click [here](#) using a curriculum device to find a full list of Work and Skills policies & procedures

Please click [here](#) using an LBBB device to find a full list of LBBB policies

Borough related Policies:

[Managing Health and Safety](#)

[Bodily fluids](#)

Service-related:

[Defect Reporting Log](#)

[Risk Assessment Hire of Premises](#)

The Designated Health and Safety lead is:

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Policy Statement

Rationale

The Service is committed to ensuring that all legal and moral responsibilities relating to the health and safety of all members of staff, service users, sub-contractors, and visitors whilst on our premises are carried out effectively.

The Service will work with building managers of other premises used by the Service to ensure that health and safety requirements are met. Neglect of health and safety requirements is deemed as a serious offence.

Aims

- To ensure a healthy and safe environment for all persons on any premises used by the Service.
- To encourage active participation by staff in identifying hazards and acting positively.
- To reduce the potential for accidents and hazardous working conditions.
- To discharge our duties under current legislation.
- To reduce loss and insurance premiums.

Key Principles

- The Service will appraise potential hazardous situations through risk assessment, identify and implement improvements as appropriate.
- Staff will be given health and safety awareness training to understand potential risks, hazards and unsafe working practices.
- The Service will ensure that maintenance is carried out to the proper standard.
- The Service will ensure the safe use, handling, storage and transportation of substances.

Implementation

On all premises used by the Service we will ensure that:

- Fire equipment is safe to use
- Safe access and exit from all premises is ensured
- Substances hazardous to health are risk assessed by the responsible manager, and are stored and handled correctly
- Equipment and teaching aids are safe to use
- Electrical equipment is inspected annually
- Lighting, heating and ventilation are to the correct standard
- Computers, monitors and workstations are ergonomically sound, and that staff complete an annual DSE assessment
- Personal Protective Equipment is fit for the purpose and available for use as required
- Levels of noise are assessed as part of the risk assessment procedures
- Safety notices are clear and prominently positioned. Notices will be translated into alternative languages as necessary
- Risk assessments are carried out to ensure that employees are not put at risk through manual handling of loads
- Faults and maintenance problems are reported systematically and prioritised for safety purposes
- Staff wear their ID badges at all times
- Learners who have been issued with an access badges wear this whilst onsite

- Emissions from microwave ovens are safe
- Daily, weekly and month building checks are undertaken

For work undertaken outside of the Service's main premises, the Service will ensure that health and safety practice meet the standards expected.

The Head of Service will ensure that appropriate disciplinary action is taken against any employee who does not adhere to requirements set out by Health and Safety legislation.

The Head of Service will ensure that health and safety responsibilities are delegated effectively.

The health and safety policy is subject to review and development to ensure that the policy remains current, and actions are carried out.

Accidents and Incidents

All accidents & incidents will be recorded. The member of staff who attends the incident should complete Part A of the [Accident Incident FORM.docx](#) this form should then be passed to their line manager to complete Part B and then forwarded to AFM_Requests@lbbd.gov.uk where the team will upload to the HR Portal within 24 hours of the incident.

The Head of Service will ensure that all Codes of Practice and safety information and instructions are issued to all new staff and prominently displayed on staff notice boards.

The Head of Service will ensure that all staff complete required training timely.

Good Housekeeping Briefing

Staff to ensure they:

- Keep floors, corridors and stairs clear of goods, obstructions and trailing leads.
- Clear rubbish and wastepaper regularly.
- Dispose of glass and sharp objects carefully – wrap if possible.
- Keep paper and other combustible materials to a minimum.
- Make sure cables and leads are tucked away to avoid tripping hazards.
- Clear up spill liquids straight away.
- Take broken or unsafe equipment out of use label as to why it is faulty and arrange for repair or disposal.

If you see a potential hazard, correct it if you can do so safely. If not, post a warning notice or prevent access to the area if it is safe to do so. Then inform the duty manager, a member of the facilities team, the front of house team or via the [defect reporting log](#).

Room Bookings and Lettings

Work & Skills hire out building facilities and rooms to external organisations and individuals for meetings, gatherings, and events. The facilities can be hired for one day or short and long lets. All building users must see sight of and adhere to this health and safety policy.

Further Information and Important Contacts

The Service Health & Safety Working Party will meet termly. A representative from any other building users will also be invited to attend.

Detailed information regarding health and safety requirements can be found in the Corporate [Managing Health and Safety Policy](#).

Advice on actions and inclusion periods for common infectious diseases is available from the Health Protection Team, contact details below.

UKHSA North, East and North Central London HPT

3rd Floor, Nobel House

17 Smith Square

London

SW1P 3JR

Email necl.team@phe.gov.uk

Telephone 020 3837 7084 (option 0, then option 2)

Urgent out of hours advice for health professionals only 0151 434 4319 or 020 3837 7084

Should you have any queries relating to Health & Safety issues please contact one of the following:

- Administration and Facilities Manager - AFM_Requests@lbbd.gov.uk
- Service Manager - Business Support - Yvonne.Bennett@lbbd.gov.uk