

BellerbysCollege

PREPARATION FOR UNIVERSITY EDUCATION

Health & Safety Policy Supplement

Bellerbys College Local Arrangements London

September 2021

SUCCESS SINCE 1959

A decorative laurel wreath graphic, rendered in a dark red color, curves across the bottom right portion of the page. It consists of several stylized leaves arranged in a circular pattern.

bellerbys.com

Health and Safety Policy Supplement

This Policy is a supplement document to, and it should be read in conjunction with, the Study Group's Health and Safety Policy.

This is the Local Health and Safety Policy of:

Bellerbys College LONDON

Premises

Bounty House

Premises Address

Stowage, Greenwich. LONDON SE8 3DE

Contact Number

0208 694 7000(Exchange)

Part 1: Statement of Intent

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our Employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for Employees and students;
- to ensure all Employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working and studying conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed (Responsible Person)

Sarah McCurrie

Print

Sarah McCurrie, Principal

Date

Sep 2021

Review Date

Sep 2022

Part 2: Roles and Responsibilities

Overall and final responsibility for health and safety is that of:

Director – Sarah McCurrie

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Department Heads/ Managers

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

<i>Name</i>	<i>Responsibility</i>
Sarah McCurrie	Overall Health and Safety
Yvonne Silk Jones	Child Protection
Vici Hodges]	Bellerbys staff & students
Linda McIntyre	ISC staff & students
Shane Ali	Child welfare
Beverley Sutherland	Boarding
Paul Harniman & Matthew Ferguson]	Science & Art, respectively
Marketa Urubova & Paula Hyde-August	Facilities Management & College Security
Joseph Carvalho	Maintenance
Maylis Boardman	Student Visits and Offsite Trips
John Chapman	Cleaning
Elizabeth De Cort	Catering

All Employees have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person, as detailed in this policy.

Risk Assessments

Responsible person/s for undertaking risk assessments on the different work areas / departments / activities, i.e. workplace assessments, DSE assessments, off-site trips assessments, curriculum assessments (laboratory work).

Department/Assessment:

Catering, cleaning, maintenance, science, art, premises, security, academic services

Risk assessments will be undertaken by:

John Chapman, Joseph Carvalho, Richard , Vici Hodges, Paul Harniman, Matthew Ferguson, Maylis Boardman, Activity Leaders, Fay McCormick, Hi-Line security

The findings of risk assessments will be reported to:

Sarah McCurrie, Marketa Urubova & Paula Hyde-August , Vici Hodges, Yvonne Silk Jones Elizabeth De Cort

Action required to remove/control risks will be approved by:

Sarah McCurrie, Marketa Urubova & Paula Hyde-August , Vici Hodges, Yvonne Silk Jones

Department Manager

is responsible for ensuring the action required is implemented

Sarah McCurrie, Marketa Urubova & Paula Hyde-August, Vici Hodges, Yvonne Silk Jones

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed:

At a timeframe deemed appropriate by the departmental manager completing the risk assessment or

when the work activity changes, whichever is soonest.

Method Statement

Method statements will be prepared by:

Department Heads/ Managers

Method statements will be reviewed and approved by:

Sarah McCurrie, Marketa Urubova & Paula Hyde-August, Vici Hodges, Yvonne Silk Jones

Method statements will be communicated to the appropriate personnel by:

Department Heads/ Managers

Department Heads/ Managers

is responsible for ensuring that personnel on site work in accordance with the method statements

Department Heads/ Managers

will arrange for additional method statements to be prepared if necessary

Selection and Management of contractors

The selection of Contractors is the responsibility of:

Simon Brophy, Marketa Urubova & Paula Hyde-August, Procurement

Contractors risk assessments and method statements will be requested, reviewed and approved by:

Simon Brophy, Marketa Urubova & Paula Hyde-August, Host

Consultation with sub-contractors is the responsibility of:

All parties involved

All parties involved. Any high risk should consult H&S Manager for guidance

is responsible for ensuring that sub-contractors work in accordance with the site rules and with their method statements

Part 3: Arrangements - Consultation with Employees

Employee representative(s) are:

The H&S Action Group is formed of:
Sarah McCurrie – Director,
Marketa Urubova (Regional facilities Manager Soft Services)
Paul Hyde-August (Regional facilities Manager Hard Services)
Dani Danihar(Housekeeping Manager)
Elizabeth De Cort(Catering Manager)

Consultation with Employees is provided by:

The College's Senior Management Team meet every month. At this meeting, members of the team are asked to raise any concerns from their teams and areas of responsibility. The date of the meeting is published each week and members of staff are encouraged to inform their manager of any issues they would like to have raised at the meeting.

Online reporting portal is available for anyone to report a H&S issue.

Health & Safety Walkabouts are carried out once each term.

Health & Safety Action Group meet once a term.

There is a culture at the College where members of staff are encouraged to raise with their line manager any concerns at any time, including those relating to Health and Safety.

Safe Plant and Equipment

Jose Carvalho

is responsible for identifying all equipment/plant needing maintenance.

Jose Carvalho

are responsible for ensuring effective maintenance procedures are drawn up.

Any problems found with plant/equipment should be reported to:

Jose Carvalho

Joseph Carvalho/ Paul Hyde-August

will check that new plant and equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

All staff

are responsible for identifying all substances which need a COSHH assessment.

Department Heads/ Managers

are responsible for undertaking COSHH assessments.

Departments Head/ Managers

is responsible for ensuring that all actions identified in the assessments are implemented.

Department Heads/ Managers

are responsible for ensuring that all relevant Employees are informed about the COSHH assessments.

Department Heads

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every:

Annually, or at an appropriate interval as deemed by the assessor.

Or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at/ leaflets are issued :

Poster on Health and Safety Notice Board in Reception and J, K & L Blocks

Health and safety advice is available from:

HSE.GOV.UK

Study Group H&S Manager UKEU

Health and Safety Policy Supplement Document

Communication with and supervision of young workers/trainees will be arranged, undertaken and monitored by:

Relevant Line Manager	
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Supervision of migrant workers will be arranged, undertaken and monitored by:

Relevant Line Manager	
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Relevant Line Manager	
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is responsible for ensuring that our Employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for Tasks and Training

Site induction training will be provided for all those working on site by:

Jose Carvalho & Security

Job specific training will be provided by:

The relevant Line Manager

Specific jobs requiring special training are:

Fire Incident Controller and Fire Warden, Catering hygiene and good practice, COSHH, First Aid

Toolbox talks are carried out periodically:

Line Managers

Training records are kept at/by:

Relevant line managers

Line Managers

Accidents, First Aid and Work-Related ill Health

Health surveillance is required for Employees doing the following jobs:

[As required |]

Health surveillance will be arranged by:

[Line Managers |]

Health surveillance records will be kept by/at:

[Central HR |]

The first aid box(es) is/are kept at:

[Security Control Room, Cafeteria, Science Lab, Art Room, Boarding Houses |]

The Record of First Aid Provisions Form identifying appointed person(s)/first aider(s) is/are kept at:

[Reception |]

All accidents and cases of work-related ill health are to be recorded in the online accident reporting portal.

<https://studygroup.service-now.com/ssp/>

Study Group H&S Manager UKEU

Monitoring

To check our working conditions, and ensure our safe working practices are being followed:

All staff, line Managers, supervisors

Line Managers and H&S Manager

Line Managers and H&S Manager, HR

Line Managers and H&S Manager

Emergency Procedures – Fire and Evacuation

Marketa Urubova

The fire and emergency evacuation procedures will be communicated to all those people on site by:

Marketa Urubova

Fire extinguishers are maintained and checked by/every:

Facilities Team and PPM by an external contractor annually.

The fire log book is kept by/at:

Facilities Office

Sarah McCurrie and Estates team

The Emergency Preparedness and Response Plan will be communicated to all relevant Employees by:

Sarah McCurrie

Revision History

Revision Number	Date	Description of changes	Authorised By
1 (V2)	Jan 2018	Review and update of names	A.Baines, Principal
2 (V3)	July 2018	Review and update of names	A.Baines, Principal
3 (V4)	September 2018	Review and update of names	A.Baines, Principal
4 (V5)	September 2019	Review and update of names	Y Silk Jones and Craig Martin (Director of Student Services & Facilities Manager)
5 (V6)	September 2020	Review and update of names	M Urubova, Paula Hyde – August Regional FM’s hard and soft services P Cunningham H&S Manager UKEU
6 (V6)	September 2021	Review and Update	Anila Arshad-Mehmood Associate Director Student Services, M Urubova, Paula Hyde – August Regional FM’s hard and soft services P Cunningham H&S Manager UKEU