



**MORLEY COLLEGE LONDON**

**General Statement of Health and Safety Policy**

**POLICY OWNER: Principal**  
**APPROVAL BY: Governing Body**

**Policy Category: Corporate**  
**Approved by Policy Committee: 14 February 2020**  
**Approved by Governing Body: 30 March 2020**  
**NEXT REVIEW: 31 January 2024**

## Equality Analysis Screening

Equality analysis is a way of considering the effects on different groups protected from discrimination by the equality act. Consider if there are any risks within this policy that will adversely affect a particular group or a variety of groups. Are there any changes that need to be made to the policy its self or additional actions that need to be made to mitigate the risks? The protected characteristics are:

- Race
- Gender
- Disability
- Age
- Sexual Orientation
- Gender reassignment
- Religion and Belief
- Maternity and Pregnancy
- Marriage and Civil Partnership

Risks identified:

None

Evidence used:  
(data, consultation)

Consultation through Policy Committee

Does this policy need a further action before it can be approved?  
(changes made to policy or further equality analysis needed)

No

## **MORLEY COLLEGE LONDON**

### **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

#### **1. INTRODUCTION AND PURPOSE**

The purpose of this policy is to set out the College's commitment to health and safety and full compliance with statutory requirements by ensuring:

- Compliance with all the legal requirements relevant to health, safety and welfare.
- The prevention of injury and impairment to health of all persons affected by the activities of the College.
- The attainment, adoption and promotion of good practice in all aspects of health and safety and the promotion of a safety culture across the Institution.
- The promotion of a healthy working environment for staff, students and visitors.

#### **2. MORLEY COLLEGE LONDON IN CONTEXT**

Morley College Limited is a company limited by guarantee and a registered charity, in the further and adult education sector. Following merger on 3 February 2020 with Kensington and Chelsea College, Morley College London (the trading name of Morley College Limited) operates from three main centres in North Kensington, Chelsea and Waterloo. It also provides courses at two satellite centres in Lambeth (the Stockwell Centre) and Southwark (the Lewington Centre) and delivers learning under contracts it holds with the boroughs of Lambeth and Kensington and Chelsea from a range of community settings. It subcontracts some of its provision for 16-19 year olds with independent training providers who operate on college premises and a small proportion of its adult provision to providers who deliver courses away from the college.

The College welcomes over 17,000 students each year (of which currently 475 are aged 16-18) following a wide range of full-time and part-time, accredited and non-accredited courses in the arts, culture and applied sciences. It employs 863 staff including c. 535 tutors engaged on a sessional basis. It also welcomes the public onto its premises to attend a range of events, exhibitions, concerts and other activities.

### **3. POLICY STATEMENT**

It is the policy of Morley College Limited, as a responsible employer and in accordance with the Health and Safety at Work etc. Act 1974 and other statutory requirements and recognised good practice, to strive for excellence and continual improvement so far as is reasonably practicable in the health, safety and welfare of its staff, students, visitors and of others who are affected by its work.

Excellence in health and safety needs to be considered and supported at all levels of management and by every individual throughout the College. Commitment from senior management and the wider College Management Team is of paramount importance and specific duties and responsibilities are assigned to them accordingly. However, the commitment and co-operation of all staff and students of the College are essential if the highest standards of health and safety are to be ensured.

Both in legal and practical terms the responsibility for ensuring the safe conduct of any activity rests with those who control, arrange and direct the work and with those who perform it.

The College considers that health and safety controls are about the management of risk and not necessarily about the elimination of risk altogether. Health and safety controls are in place at the College in order to enable activities to be undertaken in a reasonable and safe manner and are not established to prevent activities just because an element of risk exists.

### **4. POLICY OBJECTIVES**

In pursuance of the stated commitments, the College's objectives are to:

- integrate health and safety responsibilities and good practice into everyday working activities and managerial systems;
- resource appropriately health and safety management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, time and funding;
- provide and maintain premises and equipment that are, so far as is reasonably practicable, without significant risk to health, safety and welfare;

- consult with employees and employee representatives and with 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, minimize or manage these risks 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 and to always seek to improve upon such safe systems of work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others;
- 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;
- encourage staff to set the highest standards of health and safety, by personal example, so that students leaving the College take with them an attitude of mind that accepts the best health and safety practice as the norm;
- make arrangements for co-ordination and co-operation with other employers or establishments where College employees or students share premises or facilities with them;
- make arrangements for co-ordination and co-operation with, plus the dissemination of relevant information to, employees of other employers and contractors who may be required to work on College controlled premises;
- promote health & safety best practice amongst staff and students and to partner organisations and others affected by the College's activities; and

- keep all health and safety policies and procedures under review so that important and relevant legislation, codes of practice and appropriate guidance are taken into account.

## **5. SCOPE OF POLICY**

This policy will apply to all staff, students, contractors and visitors and covers all activities across all College premises, and off-premises activities undertaken under supervision of college staff.

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.

## **6. RESPONSIBILITY STRUCTURE**

The Governing Body recognises that overall accountability for Health and Safety within the College rests with the Board of Governors. To that end, the Governors have designated a member of the Board as having strategic oversight of the College's Health and Safety organisation and arrangements on its behalf.

The Principal has responsibility for the implementation of the Policy in consultation with the Senior Leadership Team (SLT) and for providing assurance to the Board on all aspects of policy implementation.

## **7. PRACTICAL IMPLEMENTATION**

The Principal delegates to the Chief Finance Officer the practical implementation of the Policy which is monitored by the College's Health, Safety and Sustainability Committees, reporting into the College Risk Management Committee. The Chief Finance Officer in turn delegates the day-to-day operational aspects of the implementation of the Policy to the Facilities Managers who act as health and safety advisors for their locations of responsibility and liaise as appropriate with other College managers and with external agencies to ensure that actions identified in pursuance of the Policy are duly completed.

This Policy should be read in conjunction with other health and safety related policies, procedures, guidance and codes of practice issued to ensure implementation of the Policy in respect of specific activities.

## **8. COMMUNICATION AND TRAINING**

The College will communicate with staff and students regarding health and safety through various channels as may be appropriate, including e-mails, newsletters, posters and other print media, website announcements and videos.

Where actions arising from health and safety issues suggest training is required this will be integrated into the College's staff development programme.

## **9. REVIEW AND MONITORING OF POLICY**

This Policy will be kept under Review by the College's Health, Safety and Sustainability Committees (HSSC) reporting to the College Risk Management Committee. Implementation of the Policy will require the regular review of a Health and Safety Action Plan which will be monitored by the HSSC, the Risk Management Committee and, through the Senior Leadership Team, reported to the Governing Body.

## **10. DECLARATIONS**

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

Signed: Dr Stuart Edwards  
Chair of Governors

Signed: Dr Andrew Gower  
Principal

30 March 2020

Date of implementation of this Policy Statement, which shall hereby be referred to as the Morley College London Health and Safety Policy, is 31 March 2020

Date of the next formal review of this Policy, by the College's Governing Body, will be no later than 31 January 2024.