

THE ENGINEERING & DESIGN INSTITUTE LONDON

HEALTH & SAFETY POLICY

Summary	This Policy sets out TEDI-London's approach to managing Health and Safety including our Statement of Intent as well as the role and responsibilities of staff and key officers with the aim of providing a safe and healthy working and learning environment for employees and visitors.		
Policy Owner	Head of Facilities Health and Safety		
Policy Sponsor	Director of Finance & Resources		
Policy applies to	All employees, contractors, students and visitors at TEDI-London.		
Relevant Policies / Legislation	<i>Health and Safety at Work Etc Act 1974</i> Fire Precautions (Workplace) Regulations 1997 Management of Health and Safety at Work Regulations 1999 Health and Safety (Consultation with Employees) Regulations 1996		
Equality impact assessment completed			
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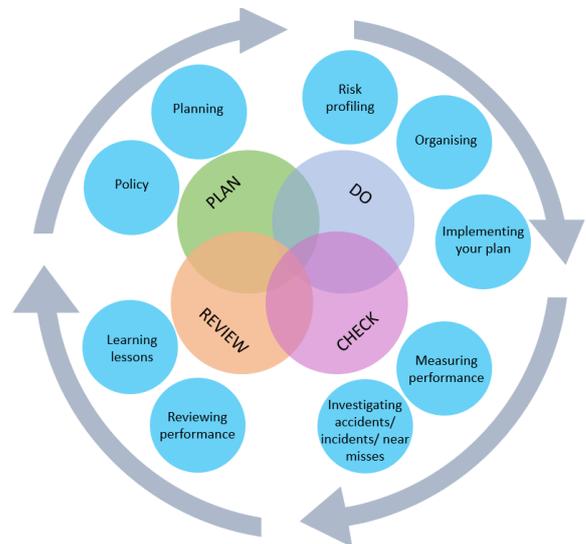
Date	Version	Action	Amendments
14/08/2020	1	Policy created	
25/6/2021	2	Policy updated	This is to include reference to students within the Policy.
26.5.2022	3	Policy updated	To update policy following structural changes and to reference use of OpsBase

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1. POLICY STATEMENT

- 1.1. This Policy sets out TEDI-London’s approach to managing Health and Safety including our Statement of Intent as well as the role and responsibilities of staff and key officers with the aim of providing a safe and healthy working and learning environment for employees, students and visitors.
- 1.2. We recognise and accept our responsibility for providing, as far as is reasonably practicable, a safe and healthy working environment for all our workers, whether paid or volunteering, and all other visitors to our premises under the *Health and Safety at Work Etc Act 1974*, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Our statutory duties are set out at Appendix 2.
- 1.3. We will implement the health and safety objectives detailed in this policy and actively promote wellbeing at work for all our employees, students, and other users.
- 1.4. Our management system of Health and Safety is consistent with the requirements of the *Health & Safety at Work Etc Act 1974*, the Management of Health and Safety at Work Regulations 1999, and the Health and Safety Executive’s (HSE) publication “Managing for Health and Safety” (HS(G)65). Our Health and Safety practices are based on the Plan-Do-Check-Review model advocated in the Institute of Directors/HSE publication, “Leading Health and Safety at Work: actions for directors, board members, business owners and organisations of all sizes”, the scope of which is shown in the model on the right.
- 1.5. We aim to establish a positive health and safety culture that includes awareness and understanding; effective processes; and positive behaviour by employees of all levels and by students and visitors which facilitate this.



- 1.6. Detailed procedures covering all of our health and safety arrangements are available in separate procedural, guidance and advisory documents and other safety publications issued by the HoFHS.

2. STATEMENT OF INTENT

- 2.1. The TEDI-London Board, as the employing authority of TEDI-London, has issued this statement setting out TEDI-London's responsibilities regarding health and safety.

- 2.2. TEDI-London will:

- 2.2.1. Take all reasonably practicable steps to safeguard the health, safety, and welfare of all individuals on the premises
- 2.2.2. Provide adequate working conditions with proper facilities to safeguard the health and safety of employees and to ensure that any work which is undertaken produces no unnecessary risk to health or safety, this includes the provision of suitable PPE where risk assessments have indicated their use is necessary.
- 2.2.3. Encourage all persons on the premises to co-operate with the organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- 2.2.4. Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- 2.2.5. Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- 2.2.6. Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- 2.2.7. Provide specific information, instruction, training, and supervision to personnel who have health and safety responsibilities (e.g. a person appointed as a First Aid Officer or Fire Marshal)
- 2.2.8. Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for TEDI-London activities, including any change to the the requirements around COVID-19 social distancing.
- 2.2.9. Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of TEDI-

London arising out of or in connection with the organisation's activities;
these risks will be documented in writing

- 2.2.10. Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen
- 2.2.11. Provide information to other employers of any risks to which those employer's workers on TEDI-London's premises may be exposed.

2.3. The full Statement of Intent is set out at Appendix 1 of this policy.

3. SCOPE OF THIS POLICY

3.1. This Policy applies to all employees (paid or volunteering) and contractors at TEDI-London, it also extends to any visitors to the TEDI-London premises including students and guests.

4. DEFINITIONS USED IN THIS POLICY

- 4.1. 'Health and Safety' (also referred to as occupational health and safety or OHS) refers to the right of every employee, regardless of industry, to carry out their daily work in a safe environment.
- 4.2. A 'risk' is the likelihood that a hazard will cause harm in combination with the severity of injury, damage or loss that might foreseeably occur (likelihood v impact). A risk assessment determines the preliminary risk of a hazard and the residual risk after the risk has been removed or mitigating actions have been put in place.
- 4.3. An 'accident' is an event that results in injury or ill health.
- 4.4. An 'incident' or 'near miss' is an event that does not cause harm but has the potential to do so.
- 4.5. 'RIDDOR' is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. TEDI-London is obliged to report and keep records of all RIDDOR incidents and to report them through the HSE Online Portal.

5. RESPONSIBILITIES

5.1. TEDI-London is committed to not only meeting the minimum legal standard required by legislation but, where practicable and in line with business need, to exceed them and constantly strive for improvement in health and safety. A chart

showing the key responsibilities for health and safety at TEDI-London is at Appendix 3.

- 5.2. **The TEDI-London Board** is responsible for approving the Statement of Intent and for monitoring health and safety at an institutional level and ensuring systems of Health and Safety reporting, monitoring and control are in place.
- 5.3. **The CEO/ Dean** has primary responsibility for Health and Safety matters within the organisation. In the CEO's absence whoever is nominated will assume this responsibility, if this is not explicitly communicated, the responsibility will fall to the Head of Facilities, Health and Safety.
- 5.4. **The Director of Finance & Resources** ensures that the resources are in place to undertake all practicable measures to ensure the health, safety and wellbeing of all employees and visitors to TEDI-London are maintained. Compliance is the minimum level of acceptance and TEDI-London will always seek to maintain best practice in health and safety, where reasonably practicable to do so.
- 5.5. **The Head of Facilities, Health and Safety** is responsible for the day-to-day management and reporting health and safety at TEDI-London. The specific responsibilities of this role are set out in Appendix 4.
- 5.6. It is the responsibility of the **Strategic Leadership Team / Managers** to:
 - 5.6.1. Provide advice to their team members and service users about Health and Safety responsibilities and safe practices and to maintain a safe place of work and a safe environment
 - 5.6.2. Provide advice, support, and guidance to facilitate the development and promotion of a positive health and safety and risk aware culture within their teams
 - 5.6.3. Assist in identifying pragmatic and effective solutions to health and safety problems
 - 5.6.4. Facilitate regular health and safety risk assessments and safety audits within their area of responsibility
 - 5.6.5. Take part in the educational and training requirements for health and safety related subjects
 - 5.6.6. Ensure incidents and near misses for themselves and their team are reported via the appropriate reporting routes

5.6.7. Liaise with the Head of Facilities, Health and Safety to ensure a satisfactory risk assessment is undertaken whenever a significant change takes place within their team that may affect the health and safety of their team or others within TEDI-London.

5.7. **Programme Tutors** are responsible for:

- 5.7.1. The safety of all students in TEDI-London makerspaces and all other areas in which they work by ensuring appropriate health and safety inductions and training are carried out and effectively supervising student activities
- 5.7.2. Being able to carry out emergency procedures in respect of fire, emergency evacuation and first aid
- 5.7.3. Observing all safety procedures and instructions.

5.8. **Technicians** are responsible for:

- 5.8.1. The safety and preparation of the makerspaces and all other areas in which they work
- 5.8.2. Daily checks of machinery within the makerspaces they work in
- 5.8.3. The safe removal of waste materials that could be a hazard to the health and safety of all users
- 5.8.4. Liaising with the Head of Facilities, Health and Safety to ensure all health and safety procedures are followed and their effectiveness monitored.

5.9. **All employees** are responsible for:

- 5.9.1. Being compliant with the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions
- 5.9.2. Co-operating with supervisors and managers on health and safety matters
- 5.9.3. Raising any issues or concerns about Health and Safety matters to the relevant person
- 5.9.4. Taking care of the health and safety of themselves, their colleagues and for any person for whom you/they have a line management responsibility
- 5.9.5. Keeping up to date with current health and safety procedures

- 5.9.6. Undertaking training as directed
 - 5.9.7. Following instructions issued by TEDI-London on matters of health and safety
 - 5.9.8. Reporting any accidents, near misses or dangerous occurrences to the Head of Facilities, Health and Safety
 - 5.9.9. Reporting occupational ill health and working with the Head of Facilities, Health and Safety to actively minimise risks of this nature
 - 5.9.10. Ensuring the use of personal protective equipment (PPE) when indicated it must be used
 - 5.9.11. Not misusing any equipment provided for their safety.
- 5.10. **All Students** are responsible for
- 5.10.1. Being compliant with the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions relevant to their use of the building
 - 5.10.2. Co-operating with Programme Tutors and Technicians on health and safety matters
 - 5.10.3. Raising any issues or concerns about Health and Safety matters to the relevant person
 - 5.10.4. Taking care of the health and safety of themselves, other students and all users of the TEDI-London campus
 - 5.10.5. Keeping up to date with current health and safety procedures in use within the campus
 - 5.10.6. Undertaking training as directed and agreeing not to use equipment if they are not competent to do so
 - 5.10.7. Following instructions issued by TEDI-London on matters of health and safety
 - 5.10.8. Reporting any accidents, near misses or dangerous occurrences to their Programme Tutor, Technician or Head of Facilities, Health and Safety
 - 5.10.9. Ensuring the use of personal protective equipment (PPE) when indicated it must be used
 - 5.10.10. Not misusing any equipment provided for their safety, including the removal of safety guards
 - 5.10.11. Adhering to the rules of the Makerspace.
- 5.11. **All visitors** must report to reception where a signing-in system is in operation. **Regular visitors and other users of the premises, for example, contractors and delivery persons**, are required to observe the safety rules of

TEDI-London. Contractors will be made aware of the health and safety arrangements applicable to them by the HoFHS, or their allocated representative. Visitors should wear a suitable visitors' badge when on the premises.

- 5.12. **Visitors** are expected to follow all safety procedures when visiting TEDI-London premises, including but not limited to fire drills and any emergency planning procedures that take place during their visit.

6. FACILITIES

- 6.1. In relation to its facilities, TEDI-London will, so far as is reasonably practicable and in accordance with legal obligations and standards:
- 6.1.1. Provide premises that are maintained in a safe condition and without risks to health that are more than adequate regarding the provision of welfare facilities
 - 6.1.2. Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of its employees, students, and visitors including taking such general fire precautions as may reasonably be required to ensure that the premises are safe
 - 6.1.3. Ensure equipment on site is maintained to a high standard with annual portable appliance testing
 - 6.1.4. Ensure surveys are undertaken and have confirmed that no asbestos is present within TEDI-London facilities and will implement a structured, risk-based approach to the management and control of any possible asbestos-containing materials not yet discovered within the premises will be undertaken to reduce the risk to its lowest practical level with the aim of providing an asbestos-free workplace
 - 6.1.5. Ensure water hygiene management of all its operations, regarding the design and maintenance of domestic water and air handling systems to control the risk from Legionella bacteria
 - 6.1.6. Provide safe access and egress to its premises for all employees, students and visitors including, subject to reasonable adjustments, those who are disabled
 - 6.1.7. Maintain building and building services, plant and equipment that ensure safe and healthy working conditions
 - 6.1.8. Make arrangements for the safety and minimising of health risks from the receipt, storage, transportation, use, maintenance, and disposal,

where appropriate, of articles, equipment, machines, substances, and tools

- 6.1.9. Make arrangements to ensure that articles designed, modified or constructed by employees or students in the course of their work or study for use in connection with TEDI-London activities are safe and without health risks when being used, cleaned or maintained; that such articles are examined and tested by a competent person as necessary to ensure safety, with all servicing, tests and upgrades being completed / approved by equipment manufacturers and certification received
- 6.1.10. Ensure that adequate training and information is provided and recorded for all users of its facilities to ensure their health and safety
- 6.1.11. Ensure that risks to the health and safety of all TEDI-London activities are identified and assessed by competent persons and that control measures determined by such assessments are immediately put in place, and reviewed regularly (at least annually unless the recorded risks change)
- 6.1.12. Ensure a Business Continuity Plan is put in place and will manage emergencies and other unplanned events to protect the health and safety of employees, students, and other persons and to mitigate damage or loss of TEDI-London assets and harm to the environment
- 6.1.13. Provide suitable personal protective clothing and equipment for use by employees, students, and visitors, and if not supplied with or loaned such items, are informed of the type of clothing or equipment required
- 6.1.14. Provide relevant and comprehensible information to employees, students, and visitors to ensure their health and safety whilst within TEDI-London sites
- 6.1.15. Provide training for employees and students to enable them to carry out competently their duties and to work or study safely
- 6.1.16. Facilitate supervision by competent persons to ensure that employees and students undertake safely their work or study and to ensure compliance with general TEDI-London or local procedures.

7. PROVISION OF FIRST AID

- 7.1. TEDI-London understands that the minimum provision for First Aid is one trained person per 50 persons on the premises. To maintain a high level of health and safety provision, TEDI-London will aim to provide two first aiders at all times during normal working hours.

- 7.2. Information about Designated First Aiders will be shown on the information board in the main office and within all makerspaces.
- 7.3. First Aid Kits will be available in the main office, within all makerspaces and in main communal areas.
- 7.4. An automatic external defibrillator (AED) can be found in the reception area of the campus. In an emergency this machine may be used by anyone on campus.
- 7.5. A trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with their training.
- 7.6. If an ambulance is required, the emergency 999 service should be used. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.
- 7.7. It may be necessary on some occasions to transport an employee or student to a casualty department without the ambulance service, but it should be noted that transporting persons to hospital must always be on a voluntary basis.

8. ACCIDENT REPORTING

- 8.1. Accidents must be reported using the TEDI-London accident report form held on 'OpsBase'. Copies of the form can be obtained by contacting the Head of Facilities, Health and Safety.
- 8.2. It is the responsibility of the Head of Facilities, Health and Safety to ensure the accident form is signed off in the event of an incident. They should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years in accordance with GDPR procedures.
- 8.3. Certain injuries must be reported to the HSE under the RIDDOR Regulations. Further details can be found by visiting www.riddor.gov.uk. It is the duty of the Head of Facilities, Health and Safety to ensure RIDDOR reports are submitted to meet statutory timelines.

9. FIRE AND EMERGENCY ARRANGEMENTS

- 9.1. It is the duty of all employees and students to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.
- 9.2. It is the duty of the Head of Facilities, Health and Safety to ensure a Fire Risk Assessment and subsequent Emergency Evacuation plan is kept up to date and communicated to all employees, students and visitors to the TEDI-London premises as required.
- 9.3. Fire Marshals are responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors, fire signage and alarm systems. They will assess their suitability and any repairs or improvements required, reporting to the Head of Facilities, Health and Safety. Fire Marshal details can be found on the TEDI-London notice boards in the office and makerspaces and within the internal Teams information folder.
- 9.4. It is the responsibility of the Head of Facilities, Health and Safety to ensure that firefighting equipment is serviced annually, and an inventory of all equipment is kept up to date.
- 9.5. Fire alarms to be tested weekly and recorded in the fire alarm logbook / recorded in OpsBase by the Head of Facilities, Health and Safety. Fire alarms to be serviced every six months by a competent contractor and records kept of the tests.
- 9.6. Fire drills will be arranged at least once per term. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Fire drills provide opportunities for continuous improvement.
- 9.7. Suitable arrangements must be in place for evacuating those who are unable to exit the building. Individual risk assessments will be completed when reasonable adjustments are required for an employee, contractor, or student. Subsequently a personal emergency evacuation plan (PEEP) will be created, disseminated to all relevant employees, and held on file following GDPR guidelines.

10. TRAINING, DISSEMINATION, AND IMPLEMENTATION

- 10.1. Employees should either receive copies of or have their attention drawn to relevant safety information contained in TEDI-London's health & safety induction manual. The CEO must ensure that guidance and/or safety standards are always current and adhered to.
- 10.2. Health & safety documents are held by the Head of Facilities, Health and Safety. It is their responsibility to identify the health and safety training needs of all employees to keep a record of those who have attended training, and to record the type of training given.
- 10.3. Leadership Team members must ensure that their team members are familiar with all relevant documentation.

11. CONSULTATION

- 11.1. TEDI-London recognises its duty as noted in the Health and Safety (Consultation with Employees) Regulations 1996.
- 11.2. TEDI-London will consult with employees, in good time, on health and safety matters. As a non-unionised workplace, TEDI-London can consult either directly or through other elected representatives.
- 11.3. Consultation involves providing information to employees, listening to them, and taking account of what they say before making decisions on health and safety, this can include, but is not limited to:
 - risks arising from work
 - proposals to manage and/or control these risks
 - what to do if employees are exposed to a risk
 - the best ways of providing information and training.

12. REVIEW

- 12.1. This policy is subject to an annual review. Should any significant changes occur within the organisation, this review period may be shorter.

APPENDIX 1 TEDI-London Statement of Intent

TEDI-London recognises and accepts its legal duties for providing as far as is reasonably practicable, a safe and healthy working environment for all its workers, whether paid or volunteering, and all other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of TEDI-London to promote health and safety to all employees and visitors to the organisation's premises and to take all reasonably practicable steps to safeguard the health, safety and welfare of all persons on the premises, it does so by undertaking the following:

- Providing adequate control of the health and safety risks identified
- Consulting with employees on matters affecting their health and safety
- Encouraging persons on the premises to co-operate with the organisation in all safety matters, by identifying hazards and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensuring the provision and maintenance of safe plant, equipment, and systems of work
- Maintaining safe arrangements for the use, handling, storage and transport of articles and substances
- Providing sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety, health, and wellbeing
- Provide specific information, instruction, training, and supervision to personnel who have health and safety responsibilities (e.g. a person appointed as a First Aid Officer or Fire Marshal)
- Make, as reasonably practicable, safe arrangements for protection against risks to health and safety of employees, students, the public or other persons that may arise from TEDI-London activities
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen
- Provide information to other employers of any risks to which those employer's workers on TEDI-London's premises may be exposed.

The statement and the procedures are to be reviewed annually (*August*) by the Health and Safety representative appointed by the organisation. A report on the review, with any other proposals for amendment to the statement of procedures, will then be made to the next ordinary Board meeting.

TEDI-London also recognises:

- its duty to cooperate with other employers when we work at premises or sites under their control, to ensure the continued health and safety of all those at work
- its duty to cooperate and work with other employers and their workers, when their workers come onto our premises to work for us, ensuring the health and safety of everyone at work.

Signature:

CEO

Date:

APPENDIX 2: Statutory Duty of the organisation

TEDI-London will comply with its statutory duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its employees, students and visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health
- Ensure plant and machinery are safe and that safe systems of work are set and followed
- Ensure articles and substances are moved, stored, and used safely
- Give all users of the TEDI-London facilities and home workers the information, instruction, training, and supervision necessary for their health and safety.

TEDI-London will:

- Assess the risks to health and safety of its employees, students and visitors
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Implement the health and safety measures identified as necessary by this assessment
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety, and welfare requirements, for ventilation, temperature, lighting and for sanitary, washing and rest facilities
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used as per the manufacturer's guidance
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury through lifting aids and adequate training
- Provide health surveillance as appropriate
- Provide free of charge any protective clothing or equipment (PPE), where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained.

- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of the Organisation's Workers

As per the *Health and Safety at Work etc Act 1974* employees also have legal duties and TEDI-London requests all visitors to their place of operation whether in paid employment or taking part in voluntary activities to observe these.

They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To co-operate with the TEDI-London on health and safety
- To correctly use work items provided by the TEDI-London, including personal protective equipment (PPE), in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety, and welfare purpose
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by TEDI-London.

Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use buildings to which members of the public have access.

Health and Safety for Students, Visitors and Contractors

Under its statutory duty, TEDI London needs to have processes in place to manage and monitor attendees on its premises. These processes are set out below:

- On their first day of attendance students should receive a health and safety induction which will include building evacuation procedures. This should be undertaken by their supervisor, the makerspace technician or the Head of Facilities Health and Safety. Records of attendance will be retained for all students through the use of their access control passes.
- Upon arrival visitors should report to reception, they will be assigned a TEDI-London representative who will take responsibility for the visitor(s) and assist in their

evacuation from the building during an emergency or arrange help in the event of an accident.

- Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the TEDI-London Health and Safety representative available at the time who will investigate and report to the Executive.

APPENDIX 3: Representation of Health and Safety responsibilities at TEDI-London



Key:

-  = Reporting Line (accountability)
-  = Line Management (delegation)
-  = Advice / Support

APPENDIX 4: Responsibilities of the Head of Facilities, Health and Safety

The responsibilities of the Head of Facilities, Health and Safety regarding Health and Safety include:

- Being TEDI-London's 'competent person', as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999
- Setting up arrangements to cover all health and safety legal requirements.
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Board; bringing this document to the attention of all employees including new starters during an induction, and to revise and reissue the document as may be necessary from time to time
- Consulting with TEDI-London employees and developing employee engagement in all health and safety matters
- Resolving health and safety problems
- Noting all the guidance produced by the Health and Safety Executive, in line with legislation, and bringing any issues to the attention of relevant employees
- Ensuring that all areas of the campus and offices are inspected regularly and recorded within a record log
- Ensuring that a system is established and maintained for reporting, recording or investigating 'accidents' and 'near misses' and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005
- Ensuring that effective arrangements are in place to evacuate the building(s) in case of fire or other emergencies, that evacuation drills are undertaken regularly, and that firefighting equipment is available and maintained
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of usual work hours. This will include arrangements to deal with the immediate emergency and for contacting employees, students, service providers and parents

- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner
- To ensure that they are given a copy of this document and the opportunity to read it, before starting work
- Ensuring that suitable records are kept of:
 - employee health and safety training
 - accidents
 - premises safety inspections
 - fire equipment tests
 - machinery and equipment safety tests and inspections
 - a full record is kept of statutory testing linked to health and safety requirements.