HEALTH AND SAFETY POLICY

<table>
<thead>
<tr>
<th>Staff member responsible</th>
<th>Revision Date</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG</td>
<td>January 2017</td>
<td>SLT</td>
<td>27/1/17</td>
<td>Written as a result of break from Citation</td>
</tr>
<tr>
<td>RDG</td>
<td>February 2018</td>
<td>SLT</td>
<td>23/3/18</td>
<td>Review and update</td>
</tr>
<tr>
<td>RDG/JMD</td>
<td>October 2018</td>
<td>SLT</td>
<td>5/12/18</td>
<td>Reviewed and updated</td>
</tr>
<tr>
<td>RDG</td>
<td>November 2019</td>
<td>Governors</td>
<td>4/12/19</td>
<td>Reviewed and updated</td>
</tr>
<tr>
<td>DJJ</td>
<td>January 2021</td>
<td>Governors</td>
<td>03/02/21</td>
<td>Reviewed and updated</td>
</tr>
<tr>
<td>BWB/DJJ</td>
<td>November 2021</td>
<td>Governors</td>
<td>1/12/21</td>
<td>Reviewed and updated</td>
</tr>
<tr>
<td>DJJ</td>
<td>November 2022</td>
<td>Governors</td>
<td>30/11/22</td>
<td>Reviewed and updated</td>
</tr>
</tbody>
</table>
Health and Safety Policy

Health and Safety Policy Statement:

The Governors of Lord Wandsworth College, through all levels of management, are committed to ensuring, so far as is reasonably practicable, that:

• All employees are safeguarded fully in respect of health, safety, and welfare whilst at work;
• Pupils and members of the public, including parents, visitors and contractors’ employees who enter the College premises are not exposed to undue health and safety risks during the course of their business.

The Governors have the ultimate responsibility for this policy and, through the Headmaster and the Chief Operating Officer (COO), will ensure that the requirements of all health and safety legislation are established and implemented.

The Headmaster is responsible for the operational implementation of this policy.

The College’s objectives in this respect are:
• To provide conditions and systems of work for all employees which prevent danger to health and to safety. This requires that all Risk Assessments are conducted so as to enable hazards and risks to be identified, and to enable the standards of safety to be adapted and enforced;
• To ensure equipment is maintained properly and that none is used knowingly when it presents a risk to the safety of staff, pupils or the public;
• To provide means of access and egress which are safe and without risks to health;
• To provide sufficient information, instruction, training, and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees;
• To ensure that the College’s health and safety arrangements are sufficient, legally compliant, and fully up to date. In part, this is achieved through the use of external independent health and safety experts contracted to give up to date advice, conduct reviews of the College’s arrangements and periodic audits of how these arrangements are implemented in practice.
• To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
• To ensure the College will have and maintain up-to-date fire procedures and documents, and to ensure that all employees and pupils are familiar with them.

This policy is dependent upon the co-operation of every person who works for Lord Wandsworth College and, indeed, all employees have a legal duty (under the Health and Safety at Work etc. Act 1974) to:

• Take reasonable precautions in safeguarding the health and safety of themselves and others;
• Alert management to any potential hazard that they have noticed and report all accidents, near misses that have led, or may lead to illness or damage;
Health and Safety Policy

• Report and remove all defective equipment.

The College will ensure continued consultation with the employees to enable all viewpoints and recommendations to be discussed at regular intervals. Staff representatives for both business and academic departments will attend the H&S Committee meetings, held a minimum of once per term.

This Policy will be monitored by the Governing Body and the H&S Committee to ensure that it is effective, and it will be regularly reviewed (at least annually) and revised as necessary.

Signature: ........................................................................................................................................

Date: ........................................................................................................................................

Position: ......................................................................................................................................

Review: ........................................................................................................................................

Environmental Statement:

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations, and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

• Minimise the use of energy, water, and natural resources;
• Minimise waste through prevention, re-use and recycling where possible;
• Dispose of waste safely and legally;
• Avoid the use of hazardous materials, where practical;
• Work with environmentally responsible suppliers;
• Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

This Policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation, and best practice.
Health and Safety Policy

Food Safety Statement:

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished, it is Lord Wandsworth College’s intention to ensure that responsibilities for food safety matters are effectively assigned, accepted, and fulfilled at all levels within our school.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety;
- Risk Assessments are carried out and periodically reviewed in accordance with the Hazard Analysis and Critical Control Points (HACCP’s);
- Systems of work are provided and maintained that are safe and without risks to food safety;
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health;
- All relevant staff are provided with such information, instruction, training, and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises;
- Where appropriate, health surveillance will be provided to all relevant staff;
- The provision and maintenance of all plant, machinery, and equipment to ensure it is safe and without risk to health or food safety;
- The working environment is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work;
- The area is safe and that there is safe access and egress;
- Monitoring activities are undertaken to maintain agreed standards;
- All food prepared or stored on school premises complies with all food safety requirements and is of the nature, substance and quality demanded.

It is the duty of all relevant staff:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and operate with us in fulfilling our statutory duties.

- Not to interfere with or misuse anything provided in the interests of health and safety.

Signature: _______________________________  Date: __________________________

Position: _______________________________  Review: _______________________

Organisation:

Safety management structure

- The Chairman of the Board of Governors;
- The Headmaster;
- The Chief Operating Officer;
- The Senior Deputy Head;
- Director of Compliance;
Health and Safety Policy

- The Deputy COO;
- The Estates Manager;
- The Heads of Department (Academic);
- The Heads of Department (Business);
- The Service Supervisors;
- The Health and Safety Advisor;
- Employers;
- Employees;
- Sub-contractors and self-employed.

- Information for employees
- Joint consultation
- Working time Regulations

**Definitions: Acronyms and Abbreviations**

**ISI** - Independent Schools Inspectorate
**BSC** - British Safety Council
**SLT** - Senior Leadership Team
**H&S** - Health and Safety
**COSHH** – Control of Substances Hazardous to Health
**COVID-19:**

Lord Wandsworth College, in accordance with Government guidelines, has implemented a number of measures in order to provide a Covid-secure working environment. These measures include:

- Risk-assessing each Department in respect of Covid-19;
- Introducing hygiene-stations in each classroom and office;
- Provision of hand-sanitising facilities in each building;
- Increased cleaning-regimes;
- Provision of specific Covid-19 signage;
- Restricting visitors to the College;
- Regular communications, updates, and reminders;
- Requesting that employees who can work from home, should;
- Continuing to follow Government guideline-updates.

**Individual responsibilities:**

Section 2.3 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written Health and Safety policy that includes details of responsibilities for ensuring the health, safety, and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

**The Chairman of the Board of Governors:**

The Chairman of the Board of Governors will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied;
- Sufficient funds are made available for the requirements of health, safety and welfare provisions;
- The organisational structure is appropriate in order to manage health and safety;
- The same management standards are applied to health and safety as to other management functions.

**The Headmaster:**

The Headmaster will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied, including in respect of fire safety;
- Health and safety is discussed at each full Governing Body and SLT meeting;
- There is at least a termly meeting of the Health and Safety Committee;
- All levels of management within the College fully understand, where appropriate, the arrangements for the implementation of the Health and Safety Policy;
- The organisational structure is appropriate in order to manage health and safety;
- The same management standards are applied to health and safety as to other management functions;
- Health and safety is integrated into the College’s management systems and is appropriately resourced (e.g., time & sufficient funds);
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the College’s rules, safe systems of work and training required to perform their duties and work-related tasks;
- Qualified First Aid personnel and facilities are provided;
- Systems are in place for all accidents/near miss incidents to be fully investigated and recorded on the Accident Record form, and control measures implemented to prevent any recurrence;
Health and Safety Policy

- He represents, at the H&S Committee, the Deputy Head (Teaching & Learning) who oversees the academic departments' responsibilities for H&S;
- Nominated competent persons complete, record, and review Risk and COSHH Assessments relevant to the activities and hazards within the College, and that relevant employees are informed of the significant findings of the Assessments;
- Joint consultations between management and employees take place as described in the policy;
- Line manage the Headmaster’s Office staff in respect of their health and safety responsibilities;
- All activities and events managed by the Headmaster’s Office are conducted in accordance with the Health and Safety Policy;
- Health and safety issues raised by employees are recorded and investigated; and,
- There are appropriate safety plans and procedures for off-site trips.

Employer Responsibilities:

As employers we have a legal duty (under the Health and Safety at Work etc. Act 1974) to all employees, pupils, visitors, and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Accordingly, **the SLT will support the Headmaster as follows:**
- Ensure that all risks to workers’ health and safety are assessed and the significant findings are communicated to employees;
- Provide safe plant and equipment that is suitably maintained;
- Provide a safe place of work with adequate facilities and safe access and egress;
- Provide adequate training and information to all employees;
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner;
- Provide health surveillance to employees where it is deemed necessary;
- Appoint competent persons to help comply with health and safety law; and,
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employees' Responsibilities:

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are:

1. **Section 7:** To take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

Employees also have a duty to assist and co-operate with Lord Wandsworth College and any other person to ensure all aspects of health and safety legislation are adhered to. Employees are obliged to:
- Always follow safety rules, avoid improvisation, and comply with the Health and Safety Policy;
- Only perform work that they are qualified to undertake;
- Always store materials and equipment in a safe manner;
- Never block emergency escape routes;
- Always practise safe working procedures, refrain from horseplay, and report all hazards and defective equipment;
- Always wear suitable clothing and personal protective equipment for the task being undertaken;
Health and Safety Policy

• Inform the Health Centre of all accidents that occur as soon possible, but not later than the end of the day/shift.

2. Section 8: Every employee has a duty of care, under the Health and Safety at Work etc. Act 1974, that under no circumstances shall a person purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs, or firefighting equipment.

The Management and Safety at Work Regulations require all employees to:
• Utilise all items that are provided for safety;
• Comply with all safety instructions;
• Report to management anything that they may consider to be of any danger; and,
• Inform management of any areas where protection arrangements require reviewing.

The Chief Operating Officer:

In addition to supporting the Headmaster as above, the COO has the additional specific responsibilities detailed below:
• Ensure that there is a Business Continuity Plan, with adequate SLT training and appropriate communication to staff.
• Line manage all Operations, Finance, HR, IT, Catering and Estates staff in respect of their health and safety responsibilities, including oversight of the Deputy COO and Estates Manager responsibilities for, and the arrangements of, fire safety (see Deputy COO);
• Liaise with and support the deputy heads in respect of their health and safety responsibilities;
• Liaise with LWCE in respect of its health and safety responsibilities.

The Senior Deputy Head:

In addition to supporting the Headmaster as above, the Senior Deputy Head is to ensure that:
• The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied within the Boarding Houses, co-curricular activities and by the Health Centre;
• Staff at all levels within the Boarding Houses and the co-curriculum fully understand the arrangements for the implementation of the Health and Safety Policy within their Boarding House or co-curricular activity, and their responsibilities therein;
• All Houseparents and managers and staff (whether employees or contractors) of the co-curriculum fully understand safe systems of work, rules and procedures and that suitable records are kept by them;
• Houseparents and managers of the co-curriculum communicate effectively with their team in respect of health and safety;
• The same management standards are applied to health and safety as to other management functions;
• Regular health and safety audits and inspections are carried out by Houseparents and managers of the co-curriculum in accordance with College’s health and safety monitoring procedures;
• Houseparents and managers of the co-curriculum check that adequate health and safety training is provided for their staff. This shall commence on induction and include any specific training regarding the College’s rules, safe systems of work and training required to perform their duties and work-related tasks;
• Houseparents and managers of the co-curriculum ensure that accidents/near miss incidents are recorded on the online accident report form AIMS/002. (Refer to the Accident Reporting Procedure AIMS/001 for guidance);
• Investigate or assist in the investigation of an accident, and implement control measures to prevent recurrence.
Health and Safety Policy

- Ensure that near miss incidents are reported on the VLE to the Health Centre and Deputy COO;
- Health and safety is discussed and minuted at each meeting of Houseparents;
- Health and safety is discussed and minuted at each Boarding House meeting;
- Health and safety is discussed and minuted at each Head of Sports and Activities (HOSAs) meeting;
- All health and safety issues raised by employees are recorded and investigated; and,
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

**Deputy Head (Teaching and learning):**

In addition to supporting the Headmaster as above, the Deputy Head (Teaching and Learning) is to ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied within the academic departments;
- Staff at all levels within the academic departments fully understand the arrangements for, and their responsibilities in respect of, the implementation of the Health and Safety Policy within their department(s);
- All Heads of Department (academic) fully understand safe systems of work, rules and procedures and that suitable records are kept;
- Heads of Department communicate effectively with their departmental team, including technicians, in respect of health and safety;
- The same management standards are applied to health and safety as to other management functions;
- Regular health and safety audits and inspections are carried out by Heads of Department in accordance with College’s health and safety monitoring procedures;
- Heads of Department check that adequate health and safety training is provided for members of their department(s). This shall commence on induction and include any specific training regarding the College’s rules, safe systems of work and training required to perform their duties and work-related tasks;
- Heads of Department are to ensure that accidents are recorded on the online accident report form AIMS/002. (Refer to the Accident Reporting Procedure AIMS/001 for guidance);
- Investigate or assist in the investigation of an accident, and implement control measures to prevent recurrence;
- Ensure near miss incidents are reported on the VLE to the Health Centre and Deputy COO;
- Health and safety is discussed and minuted at each meeting of the Heads of Department;
- Health and safety is discussed and minuted at each departmental meeting;
- All health and safety issues raised by employees are recorded and investigated; and,
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

**The Director of Compliance:**

In addition to supporting the Headmaster as above, the Director of Compliance is to:

- Monitor compliance with the requirements of the Health and Safety at Work etc. Act 1974;
- Ensure that their staff fully understand the arrangements for and their responsibilities in respect of the implementation of the Health and Safety Policy;
- Liaise with the R&SC in its oversight function; and,
- Monitor compliance with this Health and Safety Policy.

**The Director of Admissions:**

In addition to supporting the Headmaster as above, the Director of Admissions is to:
Health and Safety Policy

- Line manage all Marketing, Admissions, and front office staff in respect of their health and safety responsibilities; and,
- Ensure that all admissions activities and events are conducted in accordance with the Health and Safety Policy.

The Development Director:

In addition to supporting the Headmaster as above, the Development Director is to:
- Line manage all Foundation, Sternians and Development staff in respect of their health and safety responsibilities; and,
- Ensure that all Foundation, Sternians and Development activities and events are conducted in accordance with the Health and Safety Policy.

The Estates Manager:

In addition to supporting the Headmaster and COO as above, the Estates Manager is to manage the H&S Budget and to ensure that:
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken;
- Health and safety is reviewed at each meeting of the Estates Department;
- Health and safety procedures within the Estates Department are developed in line with the College’s objectives;
- Supervises the external Fire Consultant;
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately;
- Random safety audits of the Estates Department are completed and consultation with members of the Estates Department is undertaken;
- Reports are prepared when required by management on health and safety within the Estates Department;
- Risk Assessments for the Estates Department are compiled;
- The College’s Fire Safety arrangements are implemented;
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out estates work safely for the College;
- Regular safety checks are undertaken, and records made available of the testing, maintenance and statutory inspections of estates work equipment and services used by the College;
- Estates welfare facilities, including temperature, lighting, and ventilation levels, are adequate;
- Electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work;
- The Estates staff receive appropriate induction before commencing work, to ensure that they are aware of all relevant health and safety arrangements in place;
- Regular checks are made of the Estates Department to ensure health and safety requirements are being met.

The Heads of Departments (Academic and Business), Houseparents and Managers of the Co-curriculum:

In addition to supporting the Headmaster as above, the Heads of Academic and Business Departments, Houseparents and Managers of the Co-curriculum are to ensure that:
- Health & Safety is discussed at each departmental/House/co-curricular meeting;
- Health & Safety procedures within their department(s)/House/Co-curricular activity are developed in-line with the College’s objectives;
Health and Safety Policy

- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately;
- Random safety audits within their department(s)/House/co-curricular activity are completed, members of their staff are consulted, and findings are communicated to the Deputy Head (Teaching and Learning) or Senior Deputy Head and the H&S Officer if appropriate;
- Termly Health & Safety returns are completed;
- Reports are prepared for submission to the management team on the overall performance of Health and Safety within the department/House/co-curricular activity when required;
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application relating to the activities of their department(s)/House/co-curricular activity;
- Risk Assessments are compiled for their department(s)/House/co-curricular activity which are signed by their staff & reviewed annually, or if an accident/incident or near miss takes place;
- Control of Substances Hazard to Health (COSHH) Assessments are compiled for their department(s)/House/co-curricular activity which are signed by their staff & reviewed annually;
- The College’s Fire Safety arrangements are implemented within their department(s)/House/co-curricular activity;
- All accidents/incidents involving their department(s)/House/co-curricular activity are reported to the Health Centre and Deputy COO on the online accident report form AIMS/002;
- The training of their staff is up to date;
- Training programmes are identified & allocated to their staff to inform and educate employees of their health & safety responsibilities and duties;
- Training certificates are emailed through to the Director of People to enable accurate records are kept on HR files;
- Their staff receive comprehensive departmental/House/co-curricular induction to ensure that they are fully aware of all the health and safety arrangements in place, particularly the fire evacuation procedure.
- Welfare facilities and PPE are appropriate; and,
- Their department(s)/House/buildings are compliant with all fire regulations by regularly checking to ensure escape routes and doors are not obstructed. Fire Exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open without the correct door guard (or procedure) in place.

The Deputy COO (as H&S Co-ordinator):

In addition to supporting the Headmaster and COO as above, the Deputy COO as H&S Co-ordinator is (in accordance with the relevant job description) to ensure that:

- The College’s Health and Safety Policy, organisation and arrangements are reviewed at least annually, and updates drafted as required, with the Estates Manager;
- The College’s Health and Safety Policy is accessible to all staff;
- The Policy is reviewed for compliance with the objectives for health and safety;
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Manual-handling training is undertaken and reviewed regularly or if process change requires re-assessment;
- Health and safety procedures are developed in line with the College’s objectives;
- Supervises the external H&S Advisor (who acts as the College’s ‘Competent Person’);
- The College’s Fire Safety arrangements are implemented;
- The requirements for employee training in fire safety are adhered to;
Health and Safety Policy

- Employees receive mandatory health and safety training and fully understand the arrangements for the implementation of Policy;
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately;
- The records and statistics of all incidents and accidents that occur with the College that are compiled, including by the Senior Nurse, are reviewed; and,
- Random safety audits and consultation with safety representatives is undertaken.
- Chairs the meetings of the Health and Safety Committee on behalf of the Headmaster;

The Health and Safety Advisor:

The Health and Safety Advisor acts as the College’s ‘Competent Person’ for Health and Safety and provides specialist advice to the College:

- Review all Risk Assessments within Boarding Houses and Departments;
- Inspections of Boarding Houses and Departments;
- Support before, during and after an ISI Inspection (including collation of documentation and pre-inspection work);
- Accident and incident investigation;
- Annual review and update of the College Health and Safety Policy;
- Attendance at the College Health and Safety Committee meetings;
- Advise the College of the implications arising from health and safety legislation and codes of practice, and their application to the College’s activities;

The External Fire Consultant:

The External Fire Consultant provides the College with Fire Risk Assessments and provides specialist fire advice in respect of all areas, which are inspected on a routine basis by the Estates Manager, Deputy COO and/or Health and Safety Advisor.

- Employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly, and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer’s guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A Fire Risk Assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for information/inspection by the local authority fire brigade.
- A regular check is made to ensure escape routes and doors are not obstructed.
Health and Safety Policy

Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

**The Catering Manager – Additional Food Safety responsibilities:**

In addition to the responsibilities listed above the Catering Manager is to ensure that:
- All food hygiene procedures are conducted in accordance with statutory legislation;
- Health and Safety and Food Safety issues raised by employees are recorded and investigated;
- Food Safety analysis is undertaken and documented, and all relevant employees made aware of the procedure;
- Temperatures are taken for all fridges and freezers a minimum of three times per day;
- Written cleaning schedules are drawn up and are completed on a daily basis;
- Training programmes for catering staff are identified and allocated to inform and educate employees of their health & safety responsibilities and duties.

**Estates Sub-contractors/self-employed personnel responsibilities:**

The Estates Manager will ensure that Estates Contractors and self-employed Estates personnel are made aware of the College’s Health and Safety Policy, safety rules and that they:
- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation;
- Will comply with all instructions given by management;
- Will co-operate with the College to ensure a high standard of health and safety on all contracts with which they are involved;
- Will carry out Risk Assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties;
- Will comply with signing in and out procedures.

**Employee information:**

Information regarding health and safety law, (Refer to Regulation10 (1)) is provided to employees in a number of ways:
- Employees are provided with access to a Staff Handbook;
- The approved poster “Health and Safety Law – What You Should Know” is displayed on the premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons;
- Management and employees have access, via the Deputy COO, to our Health and Safety management systems that contain all relevant information with regard to recording and monitoring procedures.

**Joint consultation:**

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee’s health and safety at work. This is done via the line management chains and via employee representation on the College Health and Safety Committee.
Health and Safety Policy

If at any time the method of consultation becomes ineffective due to the size or nature of the business, then the College will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and Safety will be on the Agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends;
- New legislation;
- Compliance with the objectives of the health and safety plan;
- Occupational health issues;
- Introduction of new technology;
- Result of health and safety audits;
- Review of significant findings identified by external reports;
- Completion of corrective actions;
- Review of training needs.

Appropriate professional bodies will inform the Senior Leadership Team, via the Deputy COO and/or the H&S Advisor, of any relevant changes to Health and Safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, Senior Management will investigate the issue and, if required, take appropriate action to deal with the matter.

**The Health and Safety Committee:**

The Health and Safety Committee is constituted as follows:

- Headmaster
- Chief Operating Officer
- Senior Deputy Head
- Director of Compliance
- Deputy COO - (Chair, on behalf of the Headmaster)
- Estates Manager
- Director of People
- Senior Nurse
- Staff H&S Representatives
- Director of Sport
- Director of Co-curriculum
- Head of Outdoor Learning
- Domestic Services Manager (Secretary)
- H&S Advisor/Competent Person

**Note:** Other members may be co-opted as required to deal with specific issues/concerns. Others may attend including the lead Governor for the Regulatory and Safeguarding Committee, and the external Fire Advisor.

The membership is considered the minimum necessary to cover all College activities. The Deputy COO and Estates Manager will cover non-academic work areas, liaising as necessary with appropriate personnel (Catering Manager, LWCE, Grounds Manager etc.). The Deputy Head (Teaching & Learning) covers all academic staff issues liaising as necessary with HoDs etc. and any feedback from him will be reported by the Headmaster to the H&S Committee. The Senior Deputy Head (pastoral lead) will cover all Boarding House issues and will liaise as necessary with Houseparents/Matrons. The Senior Nurse will cover all medical issues and will report on medical accidents and incidents.
Health and Safety Policy

**Purpose**

The purpose of the Committee will be to find the best ways in which the pupils’ and employees’ health and safety is protected.

**Methods**

In order to achieve this, the Committee may:
- study reports and Risk Assessments from departments;
- study accident, ill health and sickness absence records and statistics;
- review safety rules and procedures;
- consider H&S training issues;
- review accident investigations and actions;
- review inspections of workplaces by heads of department, safety reps and the Deputy COO;
- review changes in the workplace affecting employee H&S;
- consider emergency procedures;
- take any appropriate actions to improve H&S throughout the College;
- make recommendations on Health and Safety matters for consideration by the Governors.

**Meetings**

Meetings are held at least termly, and are calendared.

**HEALTH AND SAFETY ARRANGEMENTS:**

Where individual policies regarding arrangements for H&S are available, (indicated in the index by VLE) they are not included in this section but are kept with all other policies and procedures. They are available on the VLE under Staff/Policies, or copies are available from Reception. However, there are some H&S arrangements which are specific and unique to this section and details regarding these arrangements are included (indicated in the index by P).

**Arrangements**

P: Abrasive wheels
VLE: Accident Reporting
VLE: Administration of Medicines Including the Use of EpiPens
VLE: Alcohol and Drugs Misuse
VLE: Anaphylaxis Policy
VLE: Anti bullying Policy
VLE: Asbestos - for those in control of premises
VLE: Asthma Policy
VLE: Bomb threats (included in Lockdown Procedure)
VLE: Bio-Hazard Policy
VLE: Business Continuity Plan
VLE: Care of Boarders who are Unwell Policy
VLE: Catering and Hygiene Policy
VLE: Code of Conduct for Staff Working with Young People
VLE: College Rules Policy
VLE: Communications Policy
P: Construction, Design and Management (CDM) Responsibilities
P: Centrifuges
Health and Safety Policy

P: Compressed Air
P: Compressed Gas Cylinders
VLE: Contractor Policy
P: Control of Substances Hazardous to Health (COSHH)
VLE: Disciplinary Rules (included in Disciplinary and Grievance Procedure)
VLE: Display Screen Equipment (DSE)
VLE: Driving (for staff) Policy
P: Electricity
VLE: Emergency (included in Business Continuity Plan)
VLE: Energy Policy
VLE: Environment Policy
VLE: Events Policy
VLE: Fire Policy
VLE: First aid Policy
P: Gas safety
P: Glazing
P: Hazard/Defective equipment reporting
VLE: Head Injury Policy
VLE: Health and Safety for Visits out of School
VLE: Household Remedy Policy
P: Health surveillance
VLE: Hot work (included in the Fire Policy)
VLE: Infection Control Policy
P: Information, Instruction and Training
P: Ladders and Stepladders
P: Legionella
P: Leptospirosis
P: Lighting
P: Lone working
P: Manual Handling
VLE: Missing Pupil Policy
P: Mobile Plant and Equipment
VLE: New and Expectant Mothers (Included in Risk Assessment Policy)
P: Noise at Work
P: Permit to Work including:
  • Hot works
  • Working at height
  • Gas/Electric works
  • Confined spaces
P: Personal Protective Equipment
P: Pest Control
P: Risk Assessment Policy
P: Sports and illness policy
P: Safety signs
VLE: School Visits Policy
VLE: Smoke Free Policy
VLE: Staff Induction Policy
VLE: Movement of Transport Policy Including Buggy Policy
P: Stress
VLE: Storage and Administration of Prescribed and Non-prescribed Medication Policy
VLE: Substance Misuse, Alcohol and No Smoking Policy
VLE: Suspected Poisoning Procedure Policy
P: Swimming Pool Safety
VLE: Vehicle Movements (including buggy and utility policy)
Health and Safety Policy

P: Visit by an Enforcement Officer
VLE: Visitors Policy
VLE: Whistle-blowers Policy
P: Waste Disposal
P: Welfare

LWC strives for continuous improvement, therefore new arrangements will be added periodically and uploaded to the VLE.

Abrasive wheels:

Abrasive wheels are located in; the Maintenance Department (workshop), DT Department and Mechanics Workshop and the Grounds Department.

All Heads of Department or Supervisors of departments using abrasive wheels will:

- Ensure that the mounting and dressing of abrasive wheels is only done by appropriately trained people;
- Provide personal protective equipment including eye protection, as identified through Risk Assessment;
- Ensure that transparent screens are fitted to fixed bench or stand-mounted machines, to intercept sparks and particles;
- Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction;
- Ensure that wheel guards are secured in position and properly adjusted, before the wheel is run;
- Ensure that grinding operations are carried out in such a manner as to not introduce a risk of fire;
- Monitor the maximum speed of the wheels against the RPM of the grinding machine.

Asbestos - for those in control of premises

The LWC Asbestos Register is located in the Maintenance Office.

Work undertaken on asbestos-containing materials is categorised as either:

- **Licensed work**: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensed work they are to undertake;

- **Non-licensed work**: normally involves ‘sporadic and low intensity exposure’, e.g. work on less dangerous asbestos containing textured coatings or asbestos cement. It can also include short duration work with more dangerous asbestos containing materials. Short duration work includes any one person working with these materials for less than 1 hour, or more people doing the work for a total of less than two hours, in any 7 consecutive days. Anyone undertaking non-licensed work must be suitably trained and competent;

- **Notifiable Non-licensed Work (NNLW)**: this involves non-licensed work which is sporadic and of low intensity and will not exceed the control limit. It applies to working with friable asbestos containing materials or where asbestos is bonded to a matrix, e.g. cement or plastic, which is significantly damaged and can release asbestos fibres. This work must be notified to the HSE.
Health and Safety Policy

To reduce the likelihood of being exposed to asbestos or asbestos containing materials, Lord Wandsworth College will:

- Take reasonable steps to locate materials containing asbestos in non-domestic premises under its control;
- Presume materials contain asbestos unless there is (a) strong evidence that they do not or (b) it has been confirmed it is present by an asbestos survey being undertaken, including the taking and analysis of samples;
- Make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos;
- Assess the risk of exposure to asbestos fibres from the materials identified. A plan setting out in detail how the risks from these materials will be managed including the roles and responsibilities for managing asbestos is located in the Maintenance Office. The plan includes advice for emergencies for incidents involving asbestos containing materials being accidentally uncovered or fibres released;
- Review the plan: The Estates Manager will regularly review and monitor the plan and the arrangements to keep the plan relevant and up-to-date. The Estates Manager will organise regular checks to ensure the condition of these materials and search for deterioration, damage or disturbance;
- The Estates Manager will make safe or, if necessary, remove or make arrangements to have removed, any material that contains asbestos where there is a risk. Maintenance staff under the direction of the Estates Manager will keep any material known or presumed to contain asbestos in a good state of repair.

We promote awareness of the risks of asbestos through training and induction of staff.

Lord Wandsworth College will:

- Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk (see Contractors Policy);
- Ensure that anyone, including Contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary;
- Ensure that sub-contractors have suitable arrangements to control exposure to asbestos in place prior to commencing work;
- Ensure that no work with asbestos is carried out until a written plan, detailing how the work is to be undertaken, has been prepared;
- Check that the Health and Safety Executive (HSE) have been notified of any licensed work or relevant non-licensed work planned to be undertaken;
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

**Autoclaves:**

Autoclaves are located in Science

The Head of Department will:

- Undertake a Risk Assessment of autoclave use and instigate the control measures as necessary;
- Ensure that all operators are fully trained in safe working procedures and are familiar with all the controls and safety devices prior to using the autoclave;
- Initiate an inspection regime to regularly inspect the machinery to ensure that all the interlocks on the machine are functioning correctly at all times. The Head of Department will also ensure that the autoclave is periodically examined to ensure that the practice complies with current statute;
Health and Safety Policy

- Ensure that all operators are properly trained in the safe use of autoclaves;
- Ensure that any injuries/incidents are recorded and reported;
- Co-operate with management arrangements for health and safety.

**Construction, design and management regulations (CDM) 2015 Client Responsibilities**

All LWC building projects are coordinated by the COO, Estates Manager and Maintenance Department.

**Description:**
Under the CDM Regulations Construction (Design and Management) (CDM) Regulations 2015, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called ‘Principal Designer’ and ‘Principal Contractor’ are legally required to be appointed where projects involve, or are likely to involve, more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises.

*For those projects that are likely to take more than 30 days and have more than 20 workers working simultaneously, or involve more than 500 person-days of construction work, the projects are notifiable in writing to the Health and Safety Executive, HSE.*

Each duty-holder must be aware of the CDM Regulations and the responsibilities of other duty-holders under these Regulations. Organisations or individuals are permitted to undertake more than one duty-holder role, but they will need to demonstrate that they have sufficient skills, experience, knowledge, training and organisational skills (if they are an organisation) and the ability to adequately fulfil each of the duties and maintain health and safety.

Anyone working on projects under the control of others must report to them any situation likely to endanger their own health and safety or that of others.

Designers, Contractors, the Principal Designer and the Principal Contractor must consider the ‘principles of prevention’, as far as is reasonably practicable, to eliminate foreseeable risks and, if this is not possible, reduce risks or control them.

This arrangement is applicable to organisations who may have construction work undertaken on the premises/structures for which they are responsible.

**Client Responsibilities:**
Clients are defined as companies, organisations, or individuals for whom a construction project is carried out.

For all projects, Clients will;

- Appoint designers and contractors with appropriate skills, knowledge, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities;
- Take reasonable steps to ensure duty holders carry out their relevant duties before and during the construction phase;
- Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety;
- Ensure the HSE is notified of the project for ‘notifiable’ projects;
- Make suitable arrangements for managing, maintaining, and reviewing the project for its duration with regular liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are
Health and Safety Policy

clear, stipulating that regular meetings are held, or regular progress reports are issued, and requiring co-operation, communication, and co-ordination between parties;

- Appoint competent/specialist persons to advise on managing health and safety risks for the project, where needed;
- Ensure that adequate welfare facilities are in place before the commencement of a project, and are available throughout the construction phase;
- Provide information (‘Pre-Construction Information’) (e.g. the site’s hazards, site rules, Client’s brief) as soon as possible to duty holders who are designing, bidding and planning for the work. If information is not available, the Client must take reasonable steps to acquire such information;
- If there is only one contractor involved with the project, ensure a Construction Phase Plan is drawn up by the contractor.

For projects which involve more than one contractor working on the project at any one time, Clients will additionally:

- Appoint as soon as possible in the design process, a Principal Designer to control the pre-construction phase and appoint a Principal Contractor as soon as practicable before the construction phase begins to control the work. Clients should regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties;
- Provide information (‘Pre-Construction Information’) as early as possible to the Principal Designer and Principal Contractor;
- Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor;
- Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File whilst they are employed (this duty passes to the Principal Contractor if the Principal Designer’s contract has ended);
- Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and those who undertake further works on the site.

Notes: If the Client does not appoint a Principal Contractor or Principal Designer, the Client will have to assume these duty-holders’ roles and liabilities.

Where a project has more than one Client, then it is recommended that one of the parties accepts, by contract, to fulfil the role of the Client as defined by CDM.

Where CDM-related activities are undertaken, the COO and Estates Manager will ensure:

- That LWC’s duty as a Client under the CDM Regulations is complied with;
- That where relevant, LWC is aware of the responsibilities of other CDM duty holders* (i.e. Principal Designers, Designers, Principal Contractors and Contractors) and CDM workers;
- That LWC is competent to perform, where required, other CDM duty holder roles, in order to comply with the requirements set out in the CDM Regulations.
CDM 2015 Summary

For projects which involve only one contractor

Duty holders include:
- Clients (including Domestic clients)
- Designers
- Contractors
- Workers

Documents needed:
- Construction Phase Plan
- Pre-construction information
- Risk assessments/safe systems of work

Client (or someone on their behalf) notifies the HSE:
If any project is scheduled to:
- Last longer than 30 working days
  and have more than 20 workers
  working simultaneously on site at
  any point in the project
  or
- Involve more than 500 person
days of construction work.
  (Notification rules also apply to
  work undertaken on behalf of
  domestic clients)

Key requirements:
- Work needs to be well planned and regularly monitored
- Risks need to be assessed, principles of prevention applied
- Appointees have the skills, knowledge, experience and organisational capabilities (if an organisation)
- Demonstrate good communication, co-ordination and co-operation
- Provide adequate information, induction, training and supervision

For projects which involve more than one contractor

Duty holders include:
- Clients (including Domestic clients)
- Principal Designers
- Designers
- Principal Contractors
- Contractors
- Workers

Documents needed:
- Construction Phase Plan
- Pre-construction information
- Risk assessments/safe systems of work
- Health and Safety File
Health and Safety Policy

**Centrifuges:**
Centrifuges are located in; Science

The Head of Department will:
- Carry out Risk Assessments and introduce necessary control measures to remove or reduce the risk to an acceptable level;
- Ensure that all operators are fully trained in safe working procedures and are familiar with all the controls and safety devices prior to using the centrifuge;
- Ensure that the centrifuge is thoroughly inspected on a regular basis to ensure that the lid securing device is operating and the centrifuge chamber is clean, corrosion and crack free and there are no scratches or burrs around its rim. Centrifuges that have been identified as “unsafe to use” should be labelled as such and taken out of use;
- Establish and ensure that the original design calculations and assumptions are not invalidated by the use of unsuitable repair materials;
- Ensure that all operators are trained in the safe use of centrifuges;
- Undertake regular monitoring and review;
- Not permit pupils to use the machine without supervision.

**Compressed air:**

Lord Wandsworth College recognises that working with compressed-air systems can be a hazardous activity if not properly controlled. In order to enable a safe working environment to be maintained Heads of Department and Supervisors will:
- Use the Risk Assessment process to identify all hazards and controls for those activities requiring the use of compressed air, ensuring that all PPE required is available and used;
- Inform and instruct all employees of the hazards and controls;
- Ensure that employees are trained in the pre-start inspection of air tools to check that the hose connections are in good condition and that the lines are free from dirt. Ensure all staff are suitably trained and competent in safe use of compressed air;
- Position equipment on firm and level ground and maintain clear access for its use, isolation, and maintenance. Where required, provide sucking equipment such as vacuum cleaners for cleaning plant, equipment and surfaces instead of compressed air blowing;
- Ensure that all compressors have statutory inspections and testing conducted along with regular maintenance and servicing in line with the manufacturer’s recommendations;
- Have a system in place to ensure that any equipment that is involved in an incident is withdrawn from service pending the outcome of any investigations and will not be used under any circumstances until a competent engineer has released the equipment for use;
- Report any defects immediately and ensure that the equipment is not used until the problem has been safely rectified.

**Compressed gas cylinders**

In order to reduce the risks posed during the handling, storage and use of compressed gas cylinders, Lord Wandsworth College will:
- Carry out a Risk Assessment in respect of how compressed gas cylinders are used in the workplace;
- Implement all identified control measures including the storage, use and disposal of all cylinders (including those identified as defective);
- Ensure compressed gas cylinders are sited correctly;
- Ensure that members of staff do not modify gas containers;
- Provide personal protective equipment, as appropriate;
- Undertake periodic monitoring and review of compressed gas safety.
Control of Substances Hazardous to Health (COSHH): 

Lord Wandsworth College recognises its responsibilities to protect members of staff, pupils and others who may be exposed, by complying with the Control of Substances Hazardous to Health Regulations 2005 (as amended). The College will ensure that staff receive adequate COSHH training. This is currently part of the mandatory H&S site training programme.

To meet these regulations the Heads of Department, Supervisors and Houseparents will:

1. Identify which substances are used in the everyday operation of the building;
2. Establish how each substance is used, the work practices and the method of handling, storing, etc;
3. Assess the exposure and risk to health of employees that may be affected by the process, either from one exposure, short-term or long-term exposure;
4. Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
   • to remove the substance from use;
   • to make changes to work practice;
   • to use a less hazardous substance;
   • to use a less hazardous form of the same substance;
   • to improve the environment by possible ventilation or exhaust extraction;
   • to introduce control measures.
5. Heads of Department, Supervisors and Houseparents will complete the initial assessment and assessment reports. Staff should refer to the Deputy COO for guidance on the preferred template to use;
6. Material Safety Data Sheets (MSDS) will be required to complete a COSHH assessment. Assessors must ensure they have obtained the correct MSDS sheet by contacting the substance manufacturer;
7. The COSHH inventory will be held and updated by each Head of Department;
8. All containers must be clearly and appropriately labelled.

If there is any doubt about the contents of a container, or there is deterioration or evidence of adulteration by impurities, the contents are to be disposed of in accordance with current legislation.

Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, the assessor will ensure that such employees are under suitable health surveillance. The assessor should refer to the Deputy COO or the Director of People for advice in ensuring this arrangement is adequately implemented.
### New COSHH Symbols

<table>
<thead>
<tr>
<th>Old Symbol</th>
<th>New Symbol</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Old Symbol" /></td>
<td><img src="image2" alt="New Symbol" /></td>
<td>Harmful to the environment</td>
</tr>
<tr>
<td><img src="image3" alt="Old Symbol" /></td>
<td><img src="image4" alt="New Symbol" /></td>
<td>Acute toxicity, Very toxic (fatal), Toxic etc.</td>
</tr>
<tr>
<td><img src="image5" alt="Old Symbol" /></td>
<td><img src="image6" alt="New Symbol" /></td>
<td>Corrosive (causes severe skin burns and eye damage), serious eye damage</td>
</tr>
<tr>
<td><img src="image7" alt="Old Symbol" /></td>
<td><img src="image8" alt="New Symbol" /></td>
<td>Explosive; self-reactive, organic peroxide</td>
</tr>
<tr>
<td><img src="image9" alt="Old Symbol" /></td>
<td><img src="image10" alt="New Symbol" /></td>
<td>Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-</td>
</tr>
<tr>
<td><img src="image11" alt="Old Symbol" /></td>
<td><img src="image12" alt="New Symbol" /></td>
<td>Oxidising</td>
</tr>
<tr>
<td><img src="image13" alt="Old Symbol" /></td>
<td><img src="image14" alt="New Symbol" /></td>
<td>Less serious health hazards such as skin irritancy/sensitisation Symbol previously meant warning</td>
</tr>
<tr>
<td><img src="image15" alt="Old Symbol" /></td>
<td><img src="image16" alt="New Symbol" /></td>
<td>Compressed or liquefied gas</td>
</tr>
<tr>
<td><img src="image17" alt="Old Symbol" /></td>
<td><img src="image18" alt="New Symbol" /></td>
<td>Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard</td>
</tr>
</tbody>
</table>

**N/A**
Health and Safety Policy

Electricity:

With regard to fixed installations, Lord Wandsworth College will:

• Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended);
• Identify all main circuit-breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency;
• Have regard to the design, construction and selection of electrical equipment when purchasing such equipment for use in the workplace;
• Promote and implement a safe system of work for maintenance, inspection and testing;
• Ensure that staff and contractors who carry out electrical work are trained and competent to do so;
• Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the College's health and safety arrangements.

Portable equipment and testing:

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

Lord Wandsworth College implements a PAT testing service for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify when tested and next test due date. Heads of Department, Supervisors and Houseparents will request PAT testing via the LWC Helpdesk. Checks on PAT testing form part of the H&S termly checklist returns.

Any defective equipment will be removed from use until such time as it can be repaired. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made to any piece of electrical equipment.

All Houseparents and Matrons will inform pupils that they must submit personal items for PAT testing.

Gas Safety:

Lord Wandsworth College will ensure that:

• All reasonable steps will be taken to secure the health and safety of all members of staff, pupils and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, i.e. propane and butane;
• That suitable and sufficient Risk Assessments are undertaken in respect of Gas Safety;
• Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations;
• That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance;
• That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage);
• Safe systems of work for maintenance, inspection or testing are promoted and implemented. Inspection records, available from the Mechanical and Electrical Supervisor, are located in the Maintenance Department;
• Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons;
• Contractors and persons who carry out work on gas installations and appliances are
Health and Safety Policy

- Safety information is exchanged with Contractors, ensuring that they are fully aware of (and prepared to abide by) the College’s Health and Safety arrangements;
- All staff are provided with suitable information and instruction in order for them to report any hazardous or dangerous gas incidents;
- All events hosts including LWCE, Sternians, etc. have the out-of-hours emergency contact details.

**Glazing:**

**Description:**
The introduction of the Workplace (Health, Safety and Welfare) Regulations included requirements for glazing, for which the duty to comply will fall to the College. In order to fulfil these obligations, the College will:

- Undertake a survey in respect of all window or other translucent surface in a wall, partition, gate, or door to establish whether there is a risk of anyone being hurt if people or objects meet it, or it breaks. The survey is held by the Estates Manager and can be viewed in the Maintenance Office;
- Ensure that where there is potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing;
- Ensure that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering. Windows will also be clearly marked in a prominent position to prevent people colliding with them when they are closed.

**Hazard/Defective Equipment:**

A hazard is something that has the potential to cause harm, ill-health or injury. The associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Lord Wandsworth College accepts that some of its activities could, unless properly controlled, create hazards to staff and pupils. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, Lord Wandsworth College will inform staff of likely hazards by means of Risk Assessments, information, instruction, training, and documentation in order that control measures are implemented in order to protect all pupils, staff and visitors.

To aid the recording of hazardous situations, Lord Wandsworth College has implemented a hazard reporting procedure for staff via LWC Helpdesk. When a hazard has been identified it must be reported immediately to the Maintenance Department or H&S Officer. It is an individual staff member’s duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions. Where possible any piece of defective equipment should be removed, and the area should be made safe to avoid further injury.

**Health Surveillance:**

**Description:**
Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health condition which could affect a member of staff or a pupil.
Health and Safety Policy

It requires the implementation of certain procedures to achieve this, including simple methods (i.e. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances, as referred to in the HSE’s EH40 and other guidance, will specify health surveillance.

Health surveillance records should be kept for forty years and include:
- Surname and forename;
- Permanent address;
- Sex;
- Date of birth;
- National Insurance Number;
- Date of commencement of present employment;
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

The College’s Responsibilities:

Heads of Department, Supervisors and Houseparents will:
- Carry out a Risk Assessment to identify any health hazards within the College and communicate the findings to all relevant members of staff;
- Take any necessary measures to remedy any risks found as a result of the assessment;
- Ensure that the requirement for Health Surveillance has been effectively communicated to the COO, Director of People and Deputy COO, to ensure suitable health surveillance is in place;
- Ensure that new staff are included in health surveillance programmes;
- Provide staff with relevant information and training;
- Communicate the results of health surveillance to relevant members of staff;
- Ensure that all staff and their representatives are consulted on the need and procedures for health surveillance;
- Ensure that personal files are kept up-to-date;
- Ensure that staff attend the health surveillance programme;
- Ensure that sickness absence is monitored, and staff are referred to management/HR Office if the reason for absence is thought to be work-related;
- Provide personal protective equipment where required;
- Monitor and review the effectiveness of the arrangements.

Information, instruction and training:

Health and safety information, instruction and training helps the College to ensure all members of staff and pupils are not injured or made ill by any activities that they are involved in. It promotes a positive safety culture, where safe and healthy working becomes second nature to everyone and enables the College to meet its legal duty.

Heads of Department, Supervisors and Houseparents will:
- Consult with relevant persons to identify the information, instruction and training required for the College taking into account the level of skills required, the risks identified in the workplace and any relevant, specific individual needs. If specific advice is required members of staff should refer to the H&S Advisor (e.g. what training is required for a specific piece of equipment, such as scaffolding);
- Ensure that the necessary training is provided, taking into account the capabilities, previous training, knowledge, and experience of members of staff. Members of staff
Health and Safety Policy

should refer to the H&S Advisor if assistance is required to develop or provide training;
- Prioritise information, instruction, and training, to ensure that any high-risk needs are met first;
- Ensure that all mandatory H&S training is completed by their staff, and all departmental training is identified, organised, and implemented;
- Assess the suitability of the training and its effect on members of staff to enable changes, modifications, or additions to be made if required.

Relevant information, instruction and training will also be provided:
- On recruitment;
- When moving persons to another task or promotion;
- When the process, equipment, or system of work is changed;
- If a review determines a refresher program is required.

Lord Wandsworth College documents and maintains records of all training provided. These will be held on our central records system

**Ladders and stepladders:**

All reasonable actions will be taken by Lord Wandsworth College to ensure the safety of members of staff who work with ladders.

Lord Wandsworth College will, in consultation with all members of staff and their representatives:

- Carry out a Risk Assessment of work activities involving the use of ladders. By conducting a Risk Assessment, it may be determined that ladder or steps use is acceptable for work of short duration (between 15 and 30 minutes), provided three points of contact can be maintained whilst working from the ladder or steps;
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed;
- Maintain a records system, which identifies each ladder, and logs each inspection, repair and maintenance-procedure undertaken;
- Ensure that all ladders used are clearly identified, regularly inspected and maintained.

All Heads of Department, Supervisors, and Houseparents will ensure that all staff using ladders are suitably trained. Members of staff should contact the Deputy COO for information if needed. In addition to this, Heads of Department, Supervisors and Houseparents will ensure that the Maintenance Department are aware that a ladder has been purchased so suitable ladder logs can be compiled.

**Legionella:**

**Description:**
Legionnaire’s disease is one of a group of diseases collectively known as Legionellosis caused by people inhaling aerosols which are contaminated with Legionella bacteria. A particular hazard arises from showers, fire sprinkler systems, and hot water systems containing dead-legs. The disease can affect anyone. However, young people and weak individuals are more susceptible, and this group can suffer far more significantly.

**The College’s Responsibilities:**

Lord Wandsworth College will ensure that:
- A competent and suitable Contractor is engaged to assist in managing the risks of Legionella. This will include a suitable plan and Risk Assessment including regular water-testing. The records are available from the Mechanical and Electrical Supervisor and are
located in the Maintenance Department;
• Where a foreseeable risk of exposure has been identified, the first measure is to completely avoid the use of water-systems, parts of it or systems of work giving rise to it. If this is not practicable the Contractor appointed will provide advice. A written scheme for controlling this risk will be devised, implemented, and effectively managed;
• Consideration will be given to improve the engineering design of water-systems, with a view to eliminating dead-legs and other areas where water can stagnate;
• The release of water spray is controlled;
• All water-holding tanks are adequately covered and fitted with air-vents and inspection-covers, and are properly lagged to prevent temperature rises;
• Water temperatures between 20°C and 50°C are avoided;
• Regular cleaning, maintenance, and operation of water-systems with disinfection of water-systems at predetermined intervals is undertaken;
• Staff are trained in personal precautions, as necessary.

**Leptospirosis:**

**Description:**
Two types of Leptospirosis can affect employees in the UK:

**Weil’s Disease:** a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

**The Hardjo form of Leptospirosis:** this is transmitted from cattle to humans. Symptoms include: a flu-like illness, severe headache and vomiting.

With both forms, bacteria can enter the body through cuts and scratches, through the lining of the mouth, throat and eyes. This is normally after contact with infected urine or contaminated water found in sewers, ditches, and ponds.

In line with our other procedures, the Maintenance and Grounds Supervisors will:
• Carry out a Risk Assessment of work activities that may put staff at risk of contracting the disease;
• Take any necessary measures to remedy any risks found as a result of the Assessment and inform employees of the findings;
• Request that the Estates Manager considers eliminating the rat population by using pest-control measures;
• Ensure staff are issued with, and wear, suitable and appropriate PPE;
• Introduce safe systems of work after removing PPE, for handling any animal, or any contaminated clothing or other materials, and always before eating, drinking or smoking;
• Notify the Incident Contact Centre at Caerphilly should an employee contract the disease.

**Lighting:**

To safeguard staff members, pupils and visitors from the potential hazards presented by inadequate lighting, Lord Wandsworth College will:
• Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account staff and pupils with visual limitations;
• Take any necessary measures to remedy any risks found as a result of the assessment;
• Ensure that lights are positioned to avoid risks to health and safety (fire etc.);
• Ensure that supplementary lighting is provided as necessary;
• Ensure that safe access is provided in order to clean or replace the lights or windows;
• Develop safe systems of work for such cleaning or replacement.
Health and Safety Policy

Staff should report any defective lighting via the internal reporting system (LWC Helpdesk on the VLE).

**Emergency lighting:**
Emergency lighting will be provided to illuminate an escape-route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting). Escape lighting will also be provided to (refer to Fire Safety Policy):
- Clearly indicate the escape route;
- Allow safe movement along the route and through exits;
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Staff should report any defective lighting via the internal reporting system (LWC Helpdesk on the VLE).

**Lone-working:**
Lone-workers can be anyone who works by his/herself without direct contact or supervision.

Lord Wandsworth College realises that there may be concerns surrounding lone-working. To allay these fears, we will ensure:
- Heads of Department, Supervisors and Houseparents will identify all members of staff who are lone-workers;
- They will make a suitable and sufficient assessment of the risk to the health and safety of lone-workers and others who may be affected;
- The preventative and protective measures needed will be identified, so far as is reasonably practicable;
- Mechanisms will be put in place to account for and trace the whereabouts of lone-workers;
- These systems are regularly checked.

If assistance is required members of staff should contact the COO or the Deputy COO for assistance. Below is a list of items all Heads of Department, Supervisors and Houseparents should consider when implementing departmental lone-working procedures:
- Ensure that training in interpersonal skills, managing aggression and personal safety that emphasises prevention and the continual assessment of risk is in place and available to lone-workers;
- Check that lone-workers have no medical conditions, which make them unsuitable for working alone;
- Provide supervision of lone-workers which will be based upon the findings of the Risk Assessment;
- Establish emergency procedures in consultation with lone-workers;
- Ensure that appropriate support is given to staff following an incident.

**Manual handling:**
Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying. All staff receive mandatory Manual Handling training as part of the H&S mandatory training.
Health and Safety Policy

All staff will ensure that:
- Manual handling operations that present a risk of injury are identified;
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanization;
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk;
- The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change;
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the Risk Assessment and are used to implement a safe system of work;
- Annual reviews of Assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed.

Mobile plant and equipment:

The use of plant and equipment such as dumper trucks, mobile elevated working platforms (MEWP's), excavators, tele-handlers, forklift trucks etc. pose serious dangers to people, structures, and equipment. This equipment is used in many working environments including construction and demolition, installation and maintenance of utilities, materials handling, warehousing etc. As plant of this nature is normally controlled by a driver riding on the machine it is imperative that equipment is serviced and maintained in line with the manufacturer’s, or ‘Competent Person’s’ scheme of examination.

Heads of Department and Supervisors using Mobile Plant and Equipment:

- Undertake Risk Assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment, and structures;
- Ensure that all employees who use the equipment receive suitable and adequate information, instruction, training, and supervision;
- Provide banksmen and signallers, where necessary;
- Ensure that equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standard including CE marking where appropriate;
- Ensure that competent persons maintain and inspect equipment regularly and ensure suitable records are kept e.g. thorough examination of lifting equipment;
- Ensure that any defective equipment is removed from service;
- Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by competent persons;
- Minimise the risk of persons or objects falling by supplying barriers, harnesses, and methods for controlling access for persons, materials, and equipment;
- Where applicable, ensure that suitable emergency devices such as stop-controls are fitted;
- Will not allow workers to be carried on mobile work equipment unless it is designed to carry persons and authorisation is given;
- Reduce the risks posed by equipment overturning e.g. provide ‘roll-over protection structures’ (ROPS) and suitable restraining systems etc.;
- Provide suitable personal protective equipment and ensure that it is used.
Health and Safety Policy

Approved training bodies include the Construction Plant Competence Scheme (CPCS) and National Plant Operators Registration Scheme (NPORS).

Noise:

Hearing-damage caused by exposure to noise at work can be permanent and incurable. Hearing-loss is usually gradual due to prolonged exposure to noise. The damaging effects of noise are related to the level of noise the ear receives and the duration of the exposure.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values:

Lower exposure action values: -
- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C)

Upper exposure action values: -
- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C)

There are also Exposure Limit Values (ELV) which must not be exceeded: -
- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

Due to the nature of our work activity, employees may be exposed to excessive noise levels. To control this Heads of Department, Supervisors and Houseparents will:

- Identify work equipment and workplace areas where there may be a risk of noise exposure and contact the H&S Officer to establish if the services of a ‘Competent Person’ are required to carry out a noise Risk Assessment.
- Indicate all pupils, staff and visitors that may be harmed. Exposure above the ELV will be noted. If the lower exposure values are being or are likely to be exceeded appropriate hearing protection will be made available to employees. If the upper exposure action value is being or likely to be reached or exceeded:
  - a formal action plan will be developed and implemented to reduce the risk to as low as is reasonably practicable;
  - the noise at source will be minimised, e.g. equipment will be modified;
  - noise exposure times will be reduced, e.g. by task planning, job rotation;
  - noisy areas will be isolated, e.g. with use of sound proofing;
  - hearing protection zones will be identified (using specific signage), access will be restricted, and appropriate hearing protection will be worn in these areas.
- Purchase work equipment with the lowest noise levels, where reasonably practicable, and ensure all equipment is maintained and inspected where necessary;
- Provide employees with information, instruction, training and supervision on noise, including its effects on health, control measures, safety systems of work, maintenance of equipment, health surveillance and hearing protection. If hearing checks are required, the member of staff should contact the H&S Officer to ensure suitable arrangements are made.
Health and Safety Policy

**Permit to work:**

The LWC ‘permit to work system’ is located in the Maintenance Department. No activity involving the following should be permitted without first applying for a permit to work from the Maintenance Supervisor or Estates Manager, and is usually introduced where the following criteria exist:

- High risk activities;
- Required precautions are complicated;
- Where the activities of different groups of workers need to be co-ordinated to ensure safety of ALL concerned;
- The work areas normally requiring a permit to work system are confined space entry, excavations, hot works and high voltage electrical works.

These are typically the permits issued on site:

- Hot-works;
- Confined-space working;
- Electrical/Gas works;
- Working at height (including all work involving stepping on to a roof area).

**Personal protective equipment:**

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied. Lord Wandsworth College will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of members of staff and pupils who use PPE.

The implementation of this policy requires the total co-operation of all members of management and staff.

In addition, Heads of Department, Supervisors and Houseparents will:

- Carry out an assessment of proposed PPE to determine whether it is suitable;
- Ensure that members of staff and pupils using PPE are trained in the safe use of PPE and they are informed about any residual risks;
- Take any necessary measures to remedy any risks found as a result of the assessment;
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately;
- Arrange for adequate accommodation for correct storage of the PPE;
- Implement steps for the maintenance, cleaning and repair of PPE;
- Maintain and replace PPE that has been provided;
- Ensure all staff and pupils wear all PPE identified as required via Risk Assessments.

**Pest control:**

**Description:**

Pests can be divided into three groups: - rodents, insects, and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food, and shelter. Unfortunately, they can spread disease, viruses, bacteria, and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

The COO and the Estates Manager will ensure (where reasonably foreseeable) that:

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and are kept shut when not being
Health and Safety Policy

used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled;

• Premises are kept clean and in a good state of repair, including pipes and drains. The exterior of the premises are kept clear of overgrowing vegetation;
• Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation.

Heads of Department, Supervisors and Houseparents will ensure as far as reasonably foreseeable that:

• Good storage procedures are followed, and regular stock rotation will be employed to identify any pest activity that may be present;
• All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times;
• Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation;
• Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use;
• All suspected pests’ incidents are reported to the Maintenance Department via the LWC Helpdesk on the VLE.

Safety signs:

Description:
Lord Wandsworth College will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour-coded and each colour has a meaning:

• White circle with red edging and a diagonal line indicates PROHIBITED (for example, no smoking);
• Blue signs indicate that it is MANDATORY to carry out an action (such as the wearing of personal protective equipment);
• A triangular sign with black edging and a yellow background indicates WARNING of a hazard, and would normally contain a black pictogram;
• Green signs identify or locate safety equipment, as well as marking emergency escape routes.

Stress:

It is Lord Wandsworth College’s policy to address all work-related illnesses and in particular stress, and to control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the College. We recognise that our personnel are the College’s most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the College aims to address.
Health and Safety Policy

Through the Risk Assessment process, Lord Wandsworth College will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable. Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event, or a set of circumstances that combine to provide the additional stress overload. Some examples are noise, temperature, overcrowding and humidity. Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: - under-challenged, promotion prospects, personal relationships with other members of staff, travelling, job satisfaction, and harassment and confrontation.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all members of staff can approach any member of management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence, and we will try to assist any individuals suffering from stress. In the first instance, staff are encouraged to voice any concerns to Line Managers, the H&S Officer or the Director of People. Training is available on Safety Media aimed at both line-managers and staff. Training modules can be arranged by the H&S Officer.

**Swimming pool safety:**

A trained lifeguard certificated to a minimum of 3m must be present. The lifeguard-to-swimmers ratio is 1:20.

Lord Wandsworth College has therefore implemented written pool-safety operating procedures (these are available from the Director of Sport, or a copy is on the VLE) that include:

- Displaying signs at the entrance to the pool area and in the changing facilities, stating the level of supervision that is provided and draws attention to the rules that should be followed;
- Displaying signs around the pool indicating the depth of the water and any diving restrictions;
- Providing easy-to-use alarms to summon help in an emergency;
- Alarm testing on a daily basis with details of the test being recorded in the swimming pool logbook;
- Ensuring suitable rescue equipment such as poles, throwing ropes and buoyancy aids are sited around the pool;
- Provision of trained members of staff who are qualified First Aiders;
- Regular housekeeping to ensure waste is disposed of properly;
- Floors and stairs are kept clean, drained where necessary and are not slippery;
- Keeping the pool hall and changing facilities clean including internal walls, ceilings, furniture and fittings etc.;
- Providing appropriate containers for waste materials;
- Provide safe, comfortable and attractive water conditions for bathers and which are not harmful to pool fabric, fittings and plant.

LWCE will ensure that anyone hiring the facilities is familiar with the pool operating procedures, signage and how to respond to an emergency situation, along with the adequate lifeguard and insurance certificates.

**Visit by an Enforcement Officer:**

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority to ensure statutory requirements are being complied with.
Health and Safety Policy

Most dealings with those on whom the law places duties are informal - inspectors offer information, advice, and support, both face-to-face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied, and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution, but this is always seen as the last step in the process, except for:

- Failure to comply with an Improvement or Prohibition Notice;
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury;
- Reckless disregard for the health and safety of workers or others;
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with;
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

The College’s Responsibilities:

Lord Wandsworth College recognises the importance of co-operation with Enforcement Officers. For this reason, it is imperative that all relevant documentation associated with the College is maintained and kept up-to-date. Such documentation includes:

- Health and Safety Policy and procedures;
- All relevant Risk Assessments;
- Induction and Training records;
- Maintenance, test, and inspection records;
- Health records;
- Emergency plans etc.

Staff members should:

- Not obstruct any reasonable request made by an Enforcement Officer;
- Comply and co-operate with requests by the Officer;
- Inform the H&S Officer and SLT if the Enforcement Officer arrives on site.

Waste disposal:

This arrangement covers the general waste generated by the College in carrying out its activities but not those related to the disposal of waste food.

The College’s Responsibilities:

Lord Wandsworth College will:

- Identify all waste that has the potential to be removed from the premises;
- Establish contracts with appropriate waste-disposal companies to ensure that waste is removed from the premises safely;
- Confirm with the waste-management provider that relevant education/training will be provided to ensure correct waste segregation and storage takes place using receptacles provided;
- Provide suitable waste-collection receptacles dependent upon the waste to be disposed and, where relevant, label or sign the receptacles to easily identify the disposal of waste;
- Ensure that any chemical waste or unknown substances are stored in their original containers within a secure holding until an authorised waste-disposal company can remove them from the College premises.
- Hold all hazardous waste transfer-notes on file for a period of 2 years. When hazardous
waste is moved it must be accompanied by correctly completed paperwork called a consignment note. The note must be prepared before it’s moved. A note is needed for all movements of hazardous waste, including:
  - collections from businesses by registered waste carriers;
  - movements from one premises to another within the same business;
  - movements from customer premises, where another business has produced waste.
A consignment note is not needed to move hazardous waste for:
  - the movement of domestic hazardous waste (other than asbestos waste) from a domestic household to an initial collection point;
  - waste imported or exported under international waste shipment controls which uses a different movement note.
• Maintain an auditable trail for the movement and final destination/treatment of hazardous waste disposal;
• Maintain any copies of waste-transfer notes on site for a minimum of two years for future reference;
• Instruct all members of staff in the correct disposal of waste and maintain records of instruction and training on file.

Staff Members’ Responsibilities:
  - To dispose of waste as instructed;
  - To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal;
  - Not to climb onto skips or other waste receptacles or to operate any waste compaction equipment without certified training by a waste management specialist;
  - To inform management if waste receptacles are full and need emptying;
  - Not to remove items from waste receptacles and take or use for personal use.

Welfare:

The welfare facilities provided and maintained by Lord Wandsworth College are for the benefit of all members of staff, pupils and, on occasions, visitors. Staff and pupils have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided. Personal responsibility should be taken for clearing waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work Equipment:

The College appreciates that some items of work equipment can pose a significant risk if not used in line with the manufacturer’s instructions, maintained properly, or stored in a correct manner. To control exposure to the hazards presented by work equipment Heads of Department, Supervisors, and Houseparents will:
  - Undertake full Risk Assessments for the equipment that is being used and issue copies of the Assessments to all operatives along with the people who may be adversely affected by the equipment;
  - Ensure that all relevant members of staff are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the personnel file. Training will be provided where necessary for all pupils using equipment.
  - Ensure that all PPE identified as required by Risk Assessments is implemented;
  - Ensure that all necessary safety controls are in place such as guards and isolation switches etc.;
  - Ensure that all equipment is maintained and inspected as required by the manufacturer’s instructions. Records will be kept of all inspections;
  - Ensure that equipment is selected which is suitable, by design, construction, or
Health and Safety Policy

adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use;

- Ensure that work equipment is subject to proper maintenance, carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers’ instructions.

Working at height:

To prevent exposure to the hazards associated with work at height, Lord Wandsworth College will:

- Avoid work at height where possible;
- Conduct a Risk Assessment to identify the hazards and the controls necessary to complete the job in a safe manner;
- Do all that is reasonably practicable to prevent anyone falling;
- Ensure that all work at height is properly planned and organized;
- Ensure that all work at height takes account of weather conditions that could endanger health and safety;
- Ensure that those involved in work at height are trained and competent;
- Ensure that the place where work at height is done is safe;
- Ensure equipment for work at height is properly inspected;
- Ensure the risks from fragile surfaces are properly controlled;
- Ensure the risks from falling objects are properly controlled.

All staff will:

- Comply with training for working at height;
- Only use the height access equipment identified in the Risk Assessment;
- Make use of any personal protective equipment provided by the College;
- Follow safe systems of work devised by the College;
- Report any accidents, incidents and near misses.