



LORD  
WANDSWORTH  
COLLEGE

## HEALTH AND SAFETY POLICY

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
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## Part 1: General Statement of Health and Safety Policy

As Governors of Lord Wandsworth College we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the College environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Lord Wandsworth College by appointing the Chair of our Regulatory and Safeguarding Committee with responsibility for overseeing health and safety in conjunction with the Campus Committee as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. We also have a Governor from the Regulatory and Safeguarding Committee attend the College's operational Health and Safety meetings.

Day-to-day responsibility for the operation of health and safety at the College is vested with the Head. However, as Governors, we have specified that that the College should adopt the following framework for managing health and safety:

The governor overseeing health and safety attends the meetings of the College's health and safety committee half termly and receives copies of all relevant paperwork.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Regulatory and Safeguarding Committee.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.

The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Regulatory and Safeguarding Committee and Campus Committee and its recommendations (together with other defects) form the basis of the College's routine maintenance programmes.

The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the COO reports on all these aspects to the Regulatory and Safeguarding Committee.

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The College has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Regulatory and Safeguarding Committee.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Regulatory and Safeguarding Committee.

The College has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The College has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits [and to selected members of the non-teaching staff].

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the COO and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the COO.

All employees are briefed on where copies of this statement can be obtained on the College's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:  
Robert Hannington  
(Chair of Governors)

## Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the College, which is shown at the end of this section.

### **Board of Governors ("The Board")**

The Board has overall collective responsibility for health and safety within the College. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in this policy.

### **Head**

The Head will have day to day responsibility for controlling health and safety within the College. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the College. The Head will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Incident Management Plan.

### **COO**

The COO will have delegated, by the Head, the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

- Radon gas

They will also act as the College Safety Co-ordinator (delegated to Operations Manager and Director of Estates), whose duties will include:

- advising the Head on maintenance requirements.
- co-ordinating advice from specialist safety advisors and producing associated action plans.
- co-ordinating and implementing training.
- monitoring health and safety within the College and raising concerns with the Head.
- compliance with the Construction (Design and Management) Regulations.
- Investigating accidents and incidents where required and recording the same.

## **HEADS OF DEPARTMENT AND FUNCTIONS**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport/Head of PE (as appropriate)
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Outdoor learning – Head of Outdoor Learning
- Trips and visits – Educational Visits Coordinator
- Estates (Maintenance, M&E and Grounds) – Director of Estates
- Catering and cleaning functions – Operations Manager
- Ammunition and firearms – Combined Cadet Force Contingent Commander.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## **Operations Manager**

The Operations Manager will assist the COO with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of College vehicles.
- Good standards of housekeeping.

## External Health and Safety Advisors

The COO (delegated to Operations Manager and Director of Estates) will arrange as appropriate for external consultants to advise on matters of health and safety within the College. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the College.
- Engineers monitor and service the College's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The College's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The College has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The College has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The College maintains an asbestos register and the Director of Estates is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The College's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor of Hampshire Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these

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regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

- The College has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually, and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

## **College Health and Safety Committee**

The Committee will meet twice a term and will be chaired by the Chief Operating Officer. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Head
- Senior Deputy Head
- DH Pastoral
- DH Teaching and Learning
- COO
- Director of Estates
- Operations Manager (Secretary)
- Director of Compliance, Co-curriculum and Projects
- Director of People
- Domestic Services Manager
- Head of D&T
- Head of Science
- Head of Art
- Director of Sport
- Head of Outdoor Learning
- The Educational Visits Co-ordinator (EVC)
- Contingent Commander of the CCF
- Senior Nurse
- Catering Manager
- Director of IT
- A representative from Pearson Webb Consulting

## **The role of the Committee is to:**

- discuss matters concerning health and safety, including any changes to regulations.
- monitor the effectiveness of health and safety within the College.

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- review accidents and near misses and discuss preventative measures.
- review and update risk assessments.
- discuss training requirements.
- monitor the implementation of professional advice.
- review the safety policy guidance and updating it.
- assist in the development of safety rules and safe systems of work.
- monitor communication and publicity relating to health and safety in the work place.
- encourage suggestions and reporting of defects by all members of staff.

## **The College nurse**

The College Nurse will be responsible for:

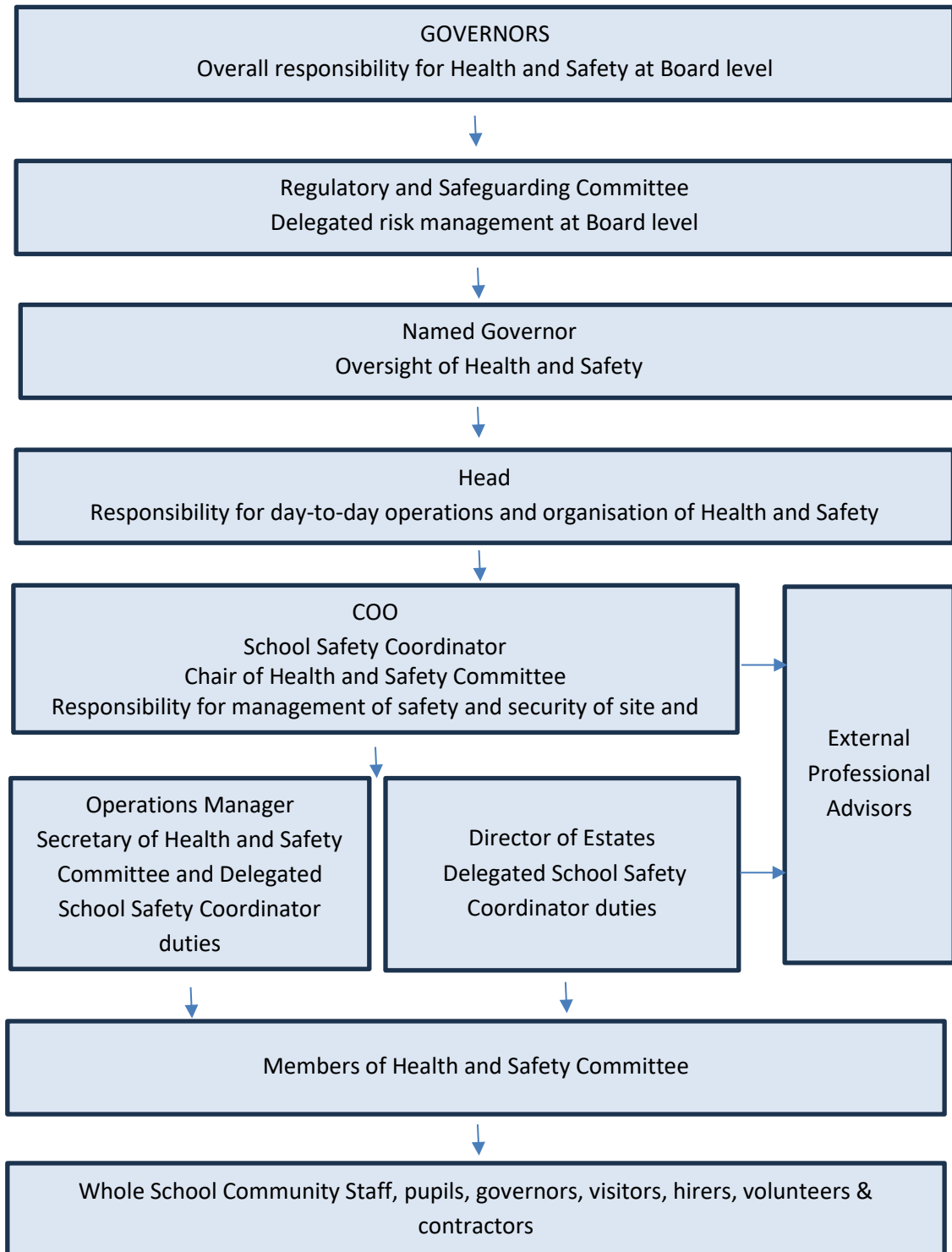
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the College Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

## **Staff**

The co-operation of all staff is essential to the success of the Policy and the College requests that staff should notify their Line Manager/Head of Department/College Safety Co-ordinator (as appropriate) of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy.
- take reasonable care for the health and safety of themselves and others who may be affected.
- follow requirements imposed on the College or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed.
- carry out all reasonable instructions given by managers / senior staff.
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



## Part 3: Procedures and Guidance

### Introduction

The following procedures and arrangements for Health and Safety have been adopted to ensure compliance with the College's Statement of Intent. The H&S policy will be reviewed annually, by the College Safety Coordinator and approved by the Governors, or sooner if required by legislative change. Procedures listed in Alphabetical order.

### Accessibility Policy

Refer to 3 Year Accessibility Policy 2023 – 2026 (Resp. COO)

### Accident Reporting (RIDDOR)

Refer to Accident Reporting Procedure (Resp. COO)

### Administering Medication

Refer to Healthcare Policies (Responsible Deputy Head Pastoral)

### Anti-bullying Policy

Refer to Anti-bullying policy (Resp. Senior Deputy Head)

### Asbestos

The College will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW"). The Head will have day to day responsibility for asbestos the management of which will be delegated to the Director of Estates.

It is the College policy that no employee or other person for whom the College is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any of the College campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials.

An asbestos register will be maintained for each property where the College is the Duty holder showing the location, type and condition of the asbestos. The Director of Estates will be responsible for the up keep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

An asbestos management plan will be formulated [by an external competent person], in conjunction with the Director of Estates to either:

- encapsulate any asbestos present and monitor its condition: or
- have the asbestos removed by a licensed contractor.
- the plan will specify:
  - who is responsible for managing the asbestos
  - responsibility for the asbestos register
  - the schedule for monitoring the condition of the materials
  - the associated channels of communication
  - the Director of Estates will have responsibility for the management of the plan
  
- Where any work is likely to involve contact with asbestos containing materials, the Director of Estates will appoint an HSE licensed contractor to undertake the works.
- Where any refurbishment work is required in a building that contains asbestos, the College may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.
- Where any College employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
- Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Director of Estates immediately so that appropriate action can be taken.
- Detailed guidance is contained in the Department for Education document "Managing asbestos in your school or college" (October 2020)

## **Child Protection and staff behaviour policy**

Refer to Safeguarding and Child Protection Policy (Resp. Deputy Head Pastoral) and Staff Code of Conduct (resp. Director of People)

## **Competent Advice**

The COO is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

An external health and safety consultant is retained to report annually on the arrangements for health and safety in:

- lessons
- support areas
- public spaces
- sports facilities

External consultants may also be used as follows:

- surveyors to give advice on the fabric of the College
- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
- food hygiene professional to monitor, audit and take samples of catering facilities and activities
- qualified electricians for all electrical systems work
- Gas Safe registered engineers for work on gas boilers and appliances
- engineers for lightning protection checks
- asbestos consultants for sampling, updating registers and management action plans
- consultant / contractor for risk assessment and sampling of water systems
- consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
- doctor providing medical advice
- consultant to undertake an (annual) health and safety audit

Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (Head of Department)
- Activity risk assessments (Head of Department)
- Estates and Grounds activities (Director of Estates/ Head of Grounds).
- First Aid (College Nurse)

## **Control of Access, Security & CCTV**

Refer to Security, Access Control and CCTV Policy (Resp. Director of IT)

## **Construction Work (CDM)**

The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))

The College / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable:

- Appoint competent persons to the project team
- Allow adequate time for the design, planning and construction work to be undertaken
- Provide key information to the project team, including that regarding the site and existing structures
- Put in place arrangements for communication, co-operation and general management of the project
- Check that contractors have adequate welfare facilities in place before work starts on site

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- Liaise with designers so that workplaces are correctly designed

In addition, where projects are notifiable (work lasts longer than 30 construction days with more than 20 workers working at the same time or involves more than 500 person days of work) to the Health & Safety Executive, or have more than one contractor the College will:

- Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase
- Appoint a Principal Contractor to plan, manage and co-ordinate construction work
- Ensure that work does not start on-site until a suitable construction phase health & safety plan has been developed by the Principal Contractor
- Keep up to date and make available to anyone who needs it, a health & safety file

The Director of Estates will have the responsibility for implementing this policy.

## **Contractor Management**

Refer to Contractor policy (Resp. Operations Manager)

## **Control of Substances Harmful to Health (COSHH)**

The College aims to ensure that:

- Foreseeable work activities using / generating hazardous substances are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the college.

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, e.g. pesticides

Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms

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- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the college premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

Maintenance, examination and testing of control measures will be the responsibility of the Head of Department. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, e.g. gloves, aprons, eye protection.

Records will be kept by the Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals

The College Radiation Protection Supervisor (RPS) will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the College is a "user"
- Ensure that practical work is limited to
  - Sealed sources
  - Specified Open source for half-life demonstration
  - Geological specimens
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more) other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
- Ensure that younger pupils are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

## **Display Screen Equipment**

Refer to Display Screen Equipment policy (Resp. Director of People)

Guidance for Pupils:

- Although the College is not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.
- Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.
- Designated workstations for pupils will be of a similar standard to those provided for staff.

## **Educational visits**

Refer to College visits and activities outside school policy (Resp. Head)

## **Electrical Safety**

The College aims to ensure that:

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- The College complies with the requirements of the Electricity at Work Regulations 1989 and in particular to ensure that:
  - Action is taken on the discovering of defects;
  - Systems are in place for the inspection and repair of electrical installations and equipment;
  - Inspection and test certificates are held as required.

The College will appoint the Director of Estates to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the College.

The College requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. ICT, Science, D&T, Art and Drama Technicians, Catering Manager, Grounds Manager, Senior Porter and Estates staff have been trained to undertake visual inspections of portable equipment.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Where simple maintenance tasks, such as lamp changing, are to be carried out by college maintenance staff, that those employees have received adequate training in that task.

The fixed wiring at the College will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5-year period on a 20% basis).

All portable electrical appliances issued for use by the College will be regularly [annually] inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by an individual from the Maintenance Department who has obtained the relevant City and Guilds or equivalent qualification.

The current test date will be displayed on each portable appliance.

Records of any fixed system and portable appliance work will be kept by the Bursar / Maintenance Department. This will include repairs, servicing, maintenance or withdrawal from use.

Users of electrical equipment should visually check for defects before use.

Privately owned electrical appliances will not be permitted to be used on College premises unless confirmed as electrically safe. Parents should be requested to co-operate with the

College in the inspection and testing of electrical equipment which pupils bring to the College

Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

## 1. Electromagnetic Fields (EMF's)

The College complies with the requirements of the Control of Electromagnetic Fields at Work Regulations 2016 following guidance within the HSE document "Electromagnetic fields at work", HSG 281.

An EMF is produced whenever a piece of electrical or electronic equipment (i.e. TV, food mixer, computer, mobile phone etc) is used. EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz.

EMFs are present in virtually all workplaces and if they are of high enough intensity, action may need to be taken to make sure employees are protected from any adverse effects.

Special consideration will be given to the safety of employees at particular risk. This includes:

- Employees who have informed the College of a condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy)
- Employees who work in close proximity to electro-explosive devices, explosive materials or flammable atmospheres.

Heads of Department are responsible for the management of sources of EMFs within their areas of responsibility.

Heads of Department will ensure that:

- Sources of EMF' s are identified
- Exposure to EMF' s is assessed
- Decide what, if anything, is needed to ensure that the risk from EMF's is below Exposure limit values
- Provide information and training to those likely to be affected by exposure to EMF's
- Provide health surveillance and/or medical examinations as appropriate.

## Emergency Situations

Refer to Incident Management policy (Resp. COO)

## E-Safety

Refer to College Rules policy (Resp. Senior Deputy Head)

## **First Aid**

Refer to First Aid policy (Resp. COO)

## **Fire safety, procedures and risk assessment**

Refer to Fire Safety policy (Resp. Director of Estates)

## **Gas Safety - including LPG**

The college aims to ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

The minimum number of mains and bottled gas appliances are used and stored on the College premises.

All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel [maintenance engineer, science technicians] are allowed to enter.

Flammable gases and oxygen are not stored together.

Only Gas Safe registered individuals are to work on installations on the Colleges premises.

All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.

Records of all work undertaken on gas systems / appliances will be kept by the Bursar / Maintenance Department

In the event of a leak or suspected leak:

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

# Health and Safety Policy

- spare or empty cylinders should be stored outside, preferably in a lockable area
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (e.g. Highly flammable - LPG)
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters should only be used for emergency purposes.

## General Workplace Safety

The College aims to:

- To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- To ensure, so far as reasonably practicable, the continued wellbeing of employees and pupils.

The COO will be responsible for the implementation of this policy.

Welfare - Suitable and sufficient welfare facilities will be available on College premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

Workplace Safety

- Each area of the College premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work station
  - be regularly inspected and assessed

# Health and Safety Policy

- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
  - Working at height will be eliminated where possible but where not possible suitable equipment such as towers and safety harnesses will be provided to eliminate risk. Appropriate training will be provided on the safe use of the safety equipment.
  - Where necessary windows will be made of safety material or will be protected from breakage or will have appropriate markings.
  - Doors will be suitably constructed
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid
- The College noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals

Public Safety - It is the aim of the College to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

## Hot Works

The College aims to ensure that they manage risks associated with hot works and that:

- All work is planned and is not commenced until a permit is in place
- All work is carried out in a safe manner
- The area where the work has taken place is safe for reuse

The College will appoint a person [Director of Estates] to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

# Health and Safety Policy

Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress

When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks / hot particles are generated.

Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable firefighting and emergency spillage equipment provided.

Where hot materials are taken to roof level extreme care must be taken during the transporting of them.

The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

A permit will be completed for all hot works.

**2. Human Flu Pandemic** – Refer to Healthcare Policies (Resp. Deputy Head Pastoral)

**3. Infection Control** – Refer to Healthcare Policies (Resp. Deputy Head Pastoral)

**4. Letting and Hiring** – Refer to Visitor policy (Resp. Deputy Head Pastoral)

**5. Lightning Protection**

The College aims to:

- To ensure that people are protected against potential lightning strikes
- To ensure that any control measures put in place are adequately maintained.

The Director of Estates will be responsible for the implementation of this policy.

Lightning protection is required (in accordance with BSEN/IEC 62305) where:

- large numbers of people congregate
- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures

- there are structures of historic or cultural importance
- there are structures with explosive or flammable contents

The Director of Estates will arrange for a specialist contractor to undertake a risk assessment. A summary of the factors to be taken into consideration is:

- the number of flashes to ground per square kilometre per year (lightning flash density)
- the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building.
- use of the structure
- type of construction
- contents and consequential effects
- degree of isolation
- type of country

Where the risk assessment indicates that lightning protection is required:

- appropriate protection should be installed
- a regime for maintenance of the protection should be implemented

Any new buildings which are constructed should have the need for lightning protection assessed

## **Manual Handling**

The College aims to:

- To eliminate manual handling where possible and to minimise so far as is reasonably practicable, the need for manual handling
- To ensure that only individuals who have received training in manual handling undertake such activities
- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.
- Where manual handling cannot be eliminated, where appropriate and reasonably practicable to provide mechanical assistance

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a College environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, e.g. using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **Minibus Use**

Refer to Driving (for staff) Policy (Resp. COO)

## **New and Expectant Mothers**

Refer to Family Friendly Policy (Resp. Director of People)

## Noise

The College will ensure that:

- Foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by College activities.

It is the College Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the COO.

Any noise survey that is undertaken will:

- identify which areas are affected;
- who is affected;
- the frequency of the noise;
- the engineering controls that could be implemented to reduce the noise levels;
- establish ear protection zones (EPZ).

Areas which will be considered for noise surveys will include:

- Physical Education
- Design & Technology workshops
- Computer rooms
- Construction activities
- Music rooms
- Maintenance work
- Refurbishment activities
- Special events (e.g. school discos, karaoke, firework displays)
- General guidance
  - do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
  - is noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
  - do your employees use noisy powered tools or machinery for more than half an hour each day?
  - are there noises due to impacts (hammering, drop forging, pneumatic impact?)

# Health and Safety Policy

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Heads of Department in conjunction with the Director of Estates.

Where noise levels cannot be reduced below the lower exposure action level, EPZ's will be defined and marked by Heads of Department in conjunction with the Director of Estates.

All personnel entering an EPZ will be required to wear suitable ear protection.

Details of assessments will be held by the Director of Estates. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the College will request information on noise emissions from suppliers of plant and machinery.

If staff are suspected of suffering from hearing impairment due to work activities then the Director of People will arrange for an occupational health evaluation.

## **Occupational Health**

Refer to Attendance policy (Staff) (Resp. Director of People)

## **Pupil Supervision**

Refer to Supervision of Pupils and pupil access to areas of risk within the College (Resp. Senior Deputy Head)

## **Radon**

The College aims:

- To ensure that exposure to radon is considered where appropriate
- That where radon is identified as a risk that appropriate control measures are put in place.

The Director of Estates will be responsible for the implementation of this policy.

The Director of Estates will consult the definitive radon dataset at [www.ukradon.org](http://www.ukradon.org) to see if their premises are located in an affected area.

Where premises are located in an affected area, the Director of Estates will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The UK Health Security Agency website contains up to date details of validated laboratories.

The survey should be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.

Where results indicate levels above 400 becquerels per cubic metre a specialist radon removal contractor should be consulted. The contractor should consider guidance from the Building Research Establishment website "Descriptions of Radon Solutions".

The risk from radon in affected areas should be reviewed when significant building / new building works are undertaken.

## **Risk Assessment**

Refer to Risk Assessment policy (Resp. Operations Manager)

## **Safety Training (including induction)**

Refer to Onboarding and Probation policy (Resp. Director of People)

## **Security, workplace safety and lone working**

Refer to Security and Access Control policy (Resp. Operations Manager)

## **Smoking**

The College aims to:

- ensure that statutory requirements are met.
- protect non-smokers from the adverse health effects of environmental tobacco smoke in the workplace
- demonstrate the Colleges commitment to promoting the health of pupils and staff.

The Head will be responsible for the implementation of this policy.

Smoking is prohibited on College premises as specified in the Smoke-free (Premises and Enforcement) Regulations 2006

The College shall be a smoke free site unless it takes place within a designated smoking area (such as a private residence)

A designated smoking area is a location within the Colleges campus that is not enclosed or "substantially enclosed" and has been designated.

The prohibition of smoking will apply during College related activities which are undertaken outside College premises.

The College provides information and support for smokers to quit.

Also refer to Smoke Free Vaping E cigarette policy

## **Special Education Needs (SEN) and Learning Difficulties**

Refer to Special Educational Needs and Disabilities (SEND) policy (Resp. Deputy Head Academic)

## **Stress**

Refer to the Wellbeing Policy (Resp. Director of People)

## **Sun Protection**

The College aims to ensure that:

- Employees and pupils are protected from the harmful effects of the sun;
- Good health is encouraged in line with the national healthy school's programme.

Cancer Research UK runs the SunSmart campaign, the key messages to be adopted by Schools are:

- stay in the shade between 11am and 3pm
- make sure you never burn
- always cover up - e.g. wear a t-shirt, hat, wrap around glasses
- remember children burn more easily
- use factor 15+ and 4-star sunscreen

Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, e.g. outdoor swimming, Sport and PE lessons, and College excursions. As part of our policy the College will consider:

- sending letters home to ask for parental permission for teachers to supervise application of sunscreen
- only factor 15+ sunscreen is used in College
- sunscreen is reapplied regularly, particularly at midday
- each pupil has their own labelled bottle of sunscreen
- there is a College stock of sunscreen for pupils who forget / cannot afford their own
- the College provides sunscreen free of charge for all pupils

## **Swimming Pools**

Refer to Pool Safety Operating Procedures (Resp. Director of Sport)

## **Vehicles and on-site movements**

Refer to Vehicular movements on site policy (Resp. COO)

## Vibrations

The College aims to ensure that:

- Foreseeable working activities where individuals have the potential to come into contact with significant vibration levels are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by College activities.

It is the College Policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration. Vibration surveys will be arranged by the COO.

Any vibration survey that is undertaken will:

- identify which areas are affected;
- who is affected;
- the frequency of the vibration;
- the controls that could be implemented to reduce the vibration levels.

Areas which will be considered for vibration surveys will include:

- Grounds Maintenance
- Design & Technology workshops
- Construction activities
- General maintenance work
- Refurbishment activities

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of vibration will be implemented by the Estates Managers in conjunction with the Director of Estates.

Details of assessments will be held by the Director of Estates. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the College will request information on vibration levels from suppliers of plant and machinery.

If staff are suspected of suffering from the effects of vibration due to work activities then the COO will arrange for an occupational health evaluation.

## Water Quality (including Legionella)

The College aims to clearly identify the responsibilities of individuals as appropriate.

To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:

- water systems incorporating a cooling tower;
- water systems incorporating an evaporative condenser;
- hot and cold water systems;
- other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.

To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Director of Estates, who has attended a certificated course in water safety awareness. They maintain appropriate records of testing and certification held on Records for Buildings.

The College has appointed a competent contractor to conduct a risk assessment and draft a manual which specifies control regimes.

In Premises where the College is deemed to be responsible, it will:

- undertake a water quality risk assessment on all relevant water systems;
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- the details of any risks will be made available to those persons who may be affected;
- copies of the risk assessment will be available for inspection by persons entitled to do so;
- if the risk assessment shows that there is a reasonably foreseeable risk, the Director of Estates will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

A Water Quality Log Book (available on Records for Buildings) will be maintained for each relevant system, available for inspection and will contain:

- the risk assessment findings;
- the written scheme detailing control measures;
- the results of monitoring, inspections, tests or checks completed and the dates;
- details of the water system not in use and control measures taken;

Where College employees (e.g. maintenance staff) have responsibility for implementing practical control measures,

Implementing practical control measures are carried out by both internal staff and external contractors

the records will be kept for the period for which they remain current and at least 5 years following that period.

In the event of a positive water sample, the Water Contractor will notify the Director of Estates immediately. The notification will cover:

Details of the sample

- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

## **Working at Heights**

To ensure that the College complies with the requirements of the Work at Height Regulations 2005 and in particular to ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained
- Any person working at height is appropriately trained including in the use of ladders and towers.

Staff will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- All non-routine tasks must be individually risk assessed and a safe system of work pre-planned.
- A flowchart is included at Appendix 2 for controlling work at height.

# Health and Safety Policy

The College requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person as appropriate

Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders

Any contractors used by the College will be expected to follow the principles of this guidance.

In tasks where College employees work at height they must abide by the guidance and have undertaken suitable and “in date” training.

## Part 4: Accident Reporting (including RIDDOR)

### 1. Introduction and scope

Lord Wandsworth College acknowledges its duty as an employer to provide an environment that is safe without risk. However, in the unlikely event that an accident, ill health or near miss should occur, a clear reporting procedure must be in place to assist the College and its staff members to report accidents/incidents and ill health. In using the internal process, and in specified cases when reporting to the HSE, this will ensure compliance with the requirement of Reporting, Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) as well as the LWC Health and Safety Policy.

Within the College, all accidents, work related ill health and near misses must be reported. However not all accidents need to be reported to the HSE. The decision on whether an accident needs to be reported under RIDDOR will be made by the Senior Nurse, Deputy COO, and the H&S Advisor.

### 2. Objectives

- 2.1 Ensure that accidents, ill health and near misses are recorded and reported in line with statutory requirements, H&S policy and insurance conditions;
- 2.2 Ensure a clear process for the recording and reporting of accidents and that it can be appropriately investigated;
- 2.3 Identify immediate, underlying and the root causes of accidents and implement the lessons learnt to prevent recurrence.

### 3. Abbreviations; Definitions and Acronyms

**Accident** - unwanted event resulting in injury and or property damage;

**AIMS** – Accident/Incident Management System:

- AIMS/001- Accident Reporting Procedure;
- AIMS/002- Online accident report form completed and sent to the HC;
- Aims/003- Near miss report form on VLE, transferred to rear miss form.

**HC** - Health Centre;

**HoD** - Head of Department;

**HSE** - Health and Safety Executives;

**Ill health** - physical illness and or mental health;

**Incident** - (near miss) an unplanned event that had potential to cause harm or damage but in fact did not;

**RIDDOR** - Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013;

**Recordable** - accidents ill health that must be recorded into the accident register;

**Reportable** - reportable in the College consists of first stage reporting to the Health Centre. The second stage is where the College reports to HSE.

## 4. Roles and Responsibilities

Initial reporting of an accident to the HC can be done by using the link provided on the VLE, and it can be done from any electronic device, any time of day or night: This document can be printed and completed off line if required. It is important to provide as much information as possible, including (but not limited to):

- The name(s) of who had the accident;
- The names of any witnesses;
- What happened, where, and when;
- The prevailing conditions;
- The first aid action taken.

Normal near-miss incidents can be reported to the H&S Officer by filling in the appropriate form on the Health Centre Information Page of Staff Sharepoint at this link: [Health Centre Information - Home](#)

### 4.1 Pupils involved in an accident:

When a pupil(s) is involved in an accident and has sustained an injury, whether minor or severe in nature, it must be reported to the HC. The pupil must report the accident to their Tutor/Teacher/Visit leader or Coach, but it can happen that they report it directly to the HC.

### 4.2 Staff members involved in an accident:

When a staff member is involved in an accident and has sustained an injury, whether minor or severe in nature, the staff member (or in his absence a colleague) must report the accident to the Line Manager as soon as possible but not later than the end of the shift, and ensure that this accident is reported to the HC.

Failure to notify Supervisor/ Line Manager of work injury may result in disciplinary action.

### 4.3 Tutor /Teacher/ Coach and Line Managers:

It is the duty of the Tutor/Teacher/Coach and/or Line Manager to ensure that any accident, incident or ill health that is mentioned to them pertaining to their staff/pupils are reported and followed up with the HC. The relevant HoD should also be notified, if it has not yet been done.

### 4.4 HoD:

On receiving notification of an accident, it is the duty of the HoD to ensure all relevant paperwork is completed in the time frame required, and assist where necessary. Accidents that fall within the specified RIDDOR reporting requirements will be referred by the Senior Nurse.

### 4.5 Health Centre:

- 4.5.1 On receiving the accident notification form, the HC will record the accident into the Accident Register and assign a case number. In some cases, follow-up will be required to ensure all relevant information is obtained and captured onto the online form;
- 4.5.2 The HC staff can assist with the completing of the online Accident Report form;
- 4.5.3 The Accident Report form will be forwarded to the Operations Manager if an investigation is required.
- 4.5.4 If the accident falls within the specified RIDDOR criteria, the Senior Nurse and the Operations Manager will complete the Accident Report form found on the HSE website.

## 4.6 Operations Manager:

When an accident is reported directly to the Deputy COO, it would be noted and referred to the HC for capturing. In some cases, follow-up will be needed to ensure the accident is reported to the HC. The Deputy COO will use the recording form to identify whether the accident needs to be investigated, and at what level.

## 4.7 SLT member

In the event of a fatality a SLT member shall contact HSE per telephone and report the accident immediately

## 4.8 Member of public reporting an accident

In the event that a member of public reports an accident, all relevant detail will be obtained from the person and the following questions would be asked:

- What happened?
- Who was involved/injured?
- Where did the accident happen?
- When did it happen?
- Any eye witnesses?
- Contact detail and addresses.

## 5. Procedure

The College has a formal accident /incident reporting process in place to ensure compliance with the RIDDOR regulation, as well as the Management of Health and Safety at Work Regulations.

### 5.1 First stage reporting within the College

When pupil(s) or staff member(s) are injured (whether minor or severe), this shall be reported to the HC as soon as possible but not later than the end of the day.

#### 5.1.1 Steps to follow when reporting accident involving a pupil:

- **Pupils reporting** - When you (the pupil) have an accident, notify or ask a fellow pupil to notify your Register Tutor/Teacher/Coach/BHS or notify the HC directly;
- **Tutor/Teacher/Coach or BHS** - If serious injury is suspected, phone the HC to inform them and request additional medical assistance if required; you will then be prompted to complete the online form (follow the online link as provided);

- **Main Reception** - In the event that an accident is reported to the LWC Reception, the attending staff member could assist to notify the HC about the accident and/or to log the accident onto the electronic form. Alternatively, refer it to the Tutor responsible for the pupil.

## 5.1.2 Steps to follow when reporting an accident involving a staff member:

- The Staff member may directly report the accident to the HC, but must, in all cases, complete the online Accident Report form;
- A colleague/Line Manager may report the accident to the HC, but must, in all cases, complete the online Accident Report form;
- Staff members may initially report the accident to the H&S Officer, but must, in all cases, complete the online Accident Report form.

## 5.2 Completing the online accident reporting form:

<https://lordwandsworth.fireflycloud.net/health-centre/accident--near-miss>

Alternatively: go to VLE/Resources/Staff/see all.../Online Accident Report

*Briefly answer the following questions:*

- Who had the accident? .... name and surname;
- House, if LWC pupil ...select the appropriate drop down box to select the option;
- Address if not a LWC student...;
- Accident date...;
- If accident occurred in a sports fixture/training indicate ... select the drop down box;
- What sort of injury was it ... select the appropriate drop down box;
- Where did the accident happen? ... select the appropriate drop down box;
- What happened? ... brief description of what happened;
- Give the cause (if possible) ;
- If you want to have a copy click  send me a copy; and
- Submit.

## 5.3 Second stage; reporting an accident/ill health/dangerous occurrence to the HSE

Certain accidents that fall within the RIDDOR specified criteria shall be reported to the HSE.

### 5.3.1 The reportable accidents to be reported to the HSE are:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
  - cover more than 10% of the body; or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours;
- any staff member away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury;

- **Gas Incidents** reported if someone died, lost consciousness, taken to hospital for treatment; guidance on when/how to report this may be found at: <https://www.hse.gov.uk/gas/supply/gas-riddor-gsmr.htm>

### 5.3.2 Physical Violence:

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of, or in connection with, work.

### 5.3.3 Reportable Occupational Diseases

LWC must report occupational diseases when we receive a written diagnosis from a doctor that the staff member has a reportable disease linked to occupational exposure.

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, e.g. from work involving;
- strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, e.g. from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### 5.4 Reporting an accident/ill health on pupils and public to the HSE

Injuries to pupils and visitors are only reportable to the HSE if:

- The injury of the person arose out of or in connection with a work activity; or
- Injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

## 6. Decision whether to report an accident involving a Pupil to the HSE

### 6.1 Deciding whether an accident to the pupil arises out of, or in connection to, work activities:

- an injury that arose out of, or in connection with, a work activity, and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or;
- the condition of the premises (e.g. poorly maintained or slippery floors).

### 6.2 Deciding whether an accident to the pupil arises out of sporting activities and other causes:

- The significant question is whether the accident was caused by unsafe acts; unsafe conditions; design faults; poor maintenance of equipment; inadequate arrangements or the lack of supervision;
- **Overseas trips** - RIDDOR is only applicable within the borders of Great Britain
- **Work experiences** – While on a work experience placement, the pupil is deemed as an employee for the period of the placement and the employer as the responsible person should report the injury as a work-related injury, using the criteria stated in 4.3.1; 4.3.2 and 4.3.3

## 6.3 Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- plant or equipment coming into contact with overhead power lines;
- an electrical short circuit or overload causing a fire or explosion stopping work for more than 24 hours.

## 7. Who will report the first stage and the second stage to the HSE and what time frames are applicable?

**First stage accident/near miss** reporting to the HC must be done as soon as possible but not later than the end of the day. This can be done by the injured person; Tutor; Teacher; Coach; member of staff or the HC directly.

**Second Stage accident** reporting of accidents to the HSE must be done in the following manner;

When some facts are collected and the accident is identified as a specified RIDDOR accident, the Senior Nurse and the Deputy COO will prepare information to load onto the HSE website:

- **Fatality**-In the unfortunate event of a work-related fatality or specified injury of a staff member or member of public, notify the Headmaster; Chief Operating Officer or another SLT member immediately. They will ensure immediate reporting to the HSE. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- *In the event of an out of hours emergency contact the Duty Officer on 0151 922 9235*  
Provide the following information:
  - Address of incident;
  - Type of industry;
  - details of the injured person;
  - injury sustained;
  - Provide details of the hospital to which the injured person has been sent.
- **Over seven days absence injuries** (reportable to HSE): accidents where staff members will be absent from work for more than 7 days, need to be reported within 15 days, not including the day of the injury.

- **Public** - work related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken to hospital from the scene of the accident for treatment of the injury.

## 8. Exemptions

In general, reports are not required (regulation) for deaths or injuries arising as a result of:

- Road traffic accidents;
- People injured on site and transported to hospital for the main purpose of an examination or precautionary check-up. Once confirmed, a RIDDOR may be required.

## 9. Record Keeping

The College will keep and archive the following documents:

- All first stage reporting forms/online accident report forms submitted to the HC;
- All Incident/near miss forms done online and captured onto AIMS/003;
- All Accident Registers;
- Any accident, occupational disease or dangerous occurrence which require reporting under RIDDOR;
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat- included illness; or
  - Requires resuscitation or admittance to hospital for more than 24 hours;
  - Where a staff member is unable to perform their duty for 7 days or more, not including the day of the injury, this must be reported within 15 days of the accident.
- These documents need to be stored for a minimum of 3 years in the event of occupational health 40 years.

## 10. References

“Health and safety at Work Act 1974”;

“Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)”;

[www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)

“Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013”;

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Annex 1

