



---

# Health and Safety Policy

---

2018

---

---

# Contents

## **Part I: General Statement of Health and Safety Policy**

### **Part II: Safety Command & Control Structure**

1. Overall Co-ordination
2. The Health, Safety & Environment Co-ordinator (FHSC)
3. The College Health and Safety Manager
4. Departmental Managers refer to
5. General duties of Employees
6. Provision of Information
7. List of other contacts

### **Part III: Arrangements for Health, Safety and the Environment**

1. Accident/Incident and Injury Reporting Arrangements
2. Generic Risk Assessment Arrangements
3. First Aid Arrangements
4. Fire Safety Arrangements
5. Display Screen Equipment Arrangements
6. Welfare at Work Arrangements
7. Occupational Health Monitoring Arrangements
8. Training Arrangements
9. Communication Arrangements
- 10 Contractor Safety Arrangements
11. Food Safety Arrangements
12. Emergency Procedures Arrangements
13. Disabled Persons Arrangements
14. Smoking on Premises Arrangements
15. Alcohol/Drug Use and Misuse Arrangements
16. Environmental Arrangements
17. Equal Opportunities & Safety at Work Arrangements
18. Stress at Work Arrangements
19. Violence at Work Arrangements
20. Review of Arrangements

### **Part IV: Appendices**

1. List of First Aiders
2. Detailed Fire Evacuation Procedures

## Part I - GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

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

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

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

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

This Policy Statement emphasises the College's commitment to health and safety. In order to ensure that the highest standards of health and safety are achieved, the College is committed to the following:

- Compliance with all the legal requirements relevant to health, safety and welfare.
- The prevention of injury and health impairment of all persons affected by the activities of the College.
- The attainment, adoption and promotion of good practice in all aspects of health and safety and the promotion of a safety culture across the Institution.
- The promotion of a healthy working environment for staff and students.  
In pursuance of the stated commitments, the College's objectives are to:-
- integrate health and safety responsibilities and good practice into everyday working activities and managerial systems;
- resource appropriately health and safety management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, time and funding;
- provide and maintain premises and equipment that are, so far as is reasonably practicable, without significant risk to health, safety and welfare;
- consult with employees and employee representatives and with student representatives, on health, safety and welfare matters;
- implement safe systems of work that eliminate or control, so far as is reasonably practicable, all significant hazards and risks to health, safety and welfare and to always seek to improve upon such safe systems of work;

- provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others;
- implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the College, including the submission of regular reports on health and safety matters to the Facilities Health & Safety Committee.
- encourage staff to set the highest standards of health and safety, by personal example, so that students leaving the College take with them an attitude of mind that accepts the best health and safety practice as the norm;
- make arrangements for co-ordination and co-operation with other employers or establishments where College employees or students share premises or facilities with them;
- make arrangements for co-ordination and co-operation with, plus the dissemination of relevant information to, employees of other employers and contractors who may be required to work on College controlled premises;
- promote health & safety best practice amongst staff and students and to partner organisations and others affected by the College's activities; and,
- keep all Health and Safety Policies and procedures under review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account.

Date of implementation of this Policy Statement, which shall hereby be referred to as the LWA College Health and Safety Policy, was 23 June 2015

Date of the next formal review of this Policy, by the College's Facilities Health & Safety Committee, will be in December 2018.

## **PART II - Safety Command & Control Structure**

This section relates to the division of labour in respect of Health, Safety and Environmental issues; it asks **who** will carry out such functions.

**1. The overall co-ordination** of Health, Safety and Environmental issues is vested in the Governing Body. Strategic responsibility for the implementation of the College's Health and Safety Policy lies with the Director of Administration who has chairmanship of the Facilities, Health & Safety Committee (FHSC). The Director of Administration will delegate responsibility for all Health and Safety matters through the line management structure of the College.

**2. The FHSC will delegate to** the Director of Administration, Health and Safety Officers and Student Union Representatives responsibilities for all Health and Safety matters affecting employees, students, tenants and visitors within their areas.

The duties of the FHSC include:

2.1 To pursue the objectives of the College in respect of Health, Safety and Environment and to monitor their implementation by departmental managers, contractors and others who use the College's premises.

2.2 In particular, to produce for the College a written statement of local Arrangements (see below) to ensure the implementation of the College's Policy.

2.3 To ensure that all employees are aware of its contents and to review and revise it

as necessary

2.4 To monitor the development by departmental managers of an ongoing Specific Risk Assessment programme (that complies with the Management of Health and Safety at Work Regulations 1999, any amendments thereto and with other Regulations made under the Health and Safety at Work etc. Act 1974). In addition, the development of Safe Systems of Work, and the implementation of a system to provide information, instruction, training and supervision to employees within their work/responsible areas.

2.5 To be available to any employee to discuss and to seek to resolve Health and Safety problems not solved at a tactical or operational managerial level.

2.6 To ensure that appropriate action to remove or reduce potential hazards has been taken by each section of the College.

2.7 To report to the Principal those instances where no executive authority exists to allow the reduction to a satisfactory level or the removal of any hazard, and to take any short term measures necessary to maintain safety pending rectification.

2.8 To keep an up-to-date list of any Trade Union and Employee Safety Representative at the College both academic and support employees and ensure that the names of these are posted on appropriate Notice Boards and other places for all to see.

2.9 To be readily available to accredited Safety Representatives and to co-operate with them so far as is practicable in their efforts to carry out their prescribed functions.

2.10 To receive written reports from departmental managers and Safety Representatives concerning possible hazards and to respond in writing within a reasonable period of time to the issues raised.

2.11 To ensure that all areas are subject to regular local Health and Safety inspections by departmental managers and that records are kept showing the findings of these inspections.

**3. The College Health and Safety Manager** will provide support and assistance to the FHSC in ensuring the implementation of the College's Health and Safety arrangements. In particular:

3.1 To set up and maintain a system for collating such information and guidance as may from time to time be issued by the Health and Safety Executive or other Manager/information bodies. To circulate such information, as appropriate, to the Local Contacts, and any Trade Union and Employee Safety Representative, and to maintain a file of all such material readily accessible to all employees.

3.2 To ensure that materials and equipment purchased for use are safe and without risk to health when properly used.

3.3 To ensure that the circumstances of all accidents and incidents are appropriately investigated and recorded and that all reasonable steps are taken to reduce the likelihood of, or prevent, a recurrence.

3.4 To ensure that all visitors, including those who will be undertaking maintenance work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.

3.5 To ensure that concerns of waste management, potential or actual pollution and environmental harm are acted upon within a reasonable period of time, when notified.

**4. “Departmental Managers” refers to:** Heads of Section who are responsible for matters affecting employees, students and visitors within their areas under the guidance of the FHSC and College Health and Safety Manager the duties of departmental managers are to:

4.1 To develop an on-going Risk Assessment programme, that complies with the Management of Health and Safety at Work Regulations 1999, any amendments thereto and other specific Regulations made under the Health and Safety at Work etc. Act 1974.

4.2 To develop safe systems of work for all tasks undertaken within their area of responsibility.

4.3 To implement a system to provide information, instruction, training and supervision to all employees and students within their area.

4.4 To pursue the prevention of accidents and the avoidance of ill health arising from work activities.

4.5 To receive reports from users of the area of hazards and to take steps, so far as is reasonably practicable, to remove or reduce them.

4.6 To report to the FHSC instances where their normal executive authority does not allow them to deal effectively with a hazard, or if there is any doubt as to the practicability of a solution. Where necessary to take the appropriate short-term action necessary to maintain safety, pending rectification.

4.7 To ensure that all accidents and incidents are investigated and that records of these investigations and their findings are kept. Copies of these are to be forwarded to the College Health and Safety Manager to enable him to monitor compliance with the College’s instructions.

4.8 To inspect designated areas on a regular basis, both from the viewpoint of identifying hazards, and to assess the effectiveness of the local hazard reporting system and other arrangements detailed in this Policy.

4.9 To ensure the use of protective clothing and equipment, where appropriate, and to ensure that such clothing and equipment is properly selected, maintained, stored and renewed where necessary. To ensure that all employees and students receive the required information and instruction to use the equipment safely.

4.10 To ensure that employees new to a workplace are given the required Information, Instruction and Training to enable them to perform their duties in a safe manner before starting work.

4.11 To identify, record and report to the Health and Safety Manager any environmental issues relating to waste, pollution or environmental health within the College.

4.12 Departmental managers who supervise other staff, are responsible for ensuring that they, and the staff under their control, maintain and/or provide: safe working conditions

## **5. General Duties of Employees**

a. Section 7 of the Health and Safety at Work etc. Act 1974 places a strict duty on all employees while at work to take reasonable care of themselves and others who may be affected by their acts or omissions.

b. All Employees also have a duty to co-operate with the College’s Board of Governors or those with delegated management responsibilities.

Employees must follow Health, Safety and Environmental instructions given by management as best practice.

c. Section 8 of the 1974 Act requires that no person shall intentionally interfere with or misuse anything provided in the interests of Health and Safety (e.g. fire alarms, extinguishers, first aid boxes, machine guards, etc.). This section of the Act applies not only to employees, but also to students and visitors to the College.

#### 5.1 Employees in Teaching Departments

5.1.1 Employees in teaching departments are directly responsible to their Heads of Section in matters of Health, Safety and the Environment.

5.1.2 They have a duty to take reasonable care of the Health and Safety of themselves and others who may be affected by their teaching and other work activities.

5.1.3 They must ensure that all persons who may be affected by their activities:

(i) are made aware of the findings of the Risk Assessments and the Safe Systems of Work;

(ii) are given adequate, suitable and sufficient Information, Instruction and Training to enable them to work safely; and

(iii) that all plant, equipment and substances are used in a manner which will not adversely affect their Health and Safety and that of students, other employees or users of the building.

5.1.4 They have a duty to co-operate with the College management to enable the latter to comply with all statutory provisions.

#### 5.2 Employees in Non-Teaching Departments

5.2.1 Employees in non-teaching departments are responsible to their Line Manager for maintaining and operating a safe and healthy working environment within their work areas for themselves and others.

5.2.2 They have a duty to co-operate with the College to enable the latter to comply with all statutory provisions.

#### 5.3 Other Licensees

5.3.1 Any private or public organisation leasing or renting accommodation from the College is responsible for identifying and notifying Health, Safety and Environmental concerns to the FHSC or College Health and Safety Manager directly.

5.3.2 Such organisations in 5.3.1 will co-operate fully with the College in improving the Safety and Health of the College.

5.3.3 Any organisation identified in 5.3.1 that is permanently located at the College, that is working from the College premises daily with an administrative base, shall provide evidence to the College of any Health and Safety Arrangements and key management personnel responsible for Health and Safety. Such organisations shall co-operate and co-ordinate their Health and Safety with that of the College.

## **6 Provision of Information**

The College will employ a number of different means of circulating relevant information to departmental managers, employees, and students reflecting College Policy and changes in legislation. These will include briefings, direct communication from the FHSC, postings on Notice Boards, and through forums such as the College's Health and Safety Committee.

## **List of Other Contacts**

The Management of Health & Safety at Work Regulations 1999 requires the organisation to maintain contacts and links with external bodies that can be called upon for assistance and advice, to supplement in-house skills and competence at

Morley College. The College identifies bodies such as the following, for information and guidance:

- (1) The Health and Safety Executive 0845 345 0055, [www.hse.gov.uk](http://www.hse.gov.uk)
- (2) The Environment Agency, 08708 506 506, [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- (3) HSE Books, 01787 881165
- (4) National Institute for Health and Clinical Excellence, [www.nice.org.uk](http://www.nice.org.uk)
- (5) Health Protection Agency, [www.hpa.org.uk](http://www.hpa.org.uk)
- (6) Department for Business Innovation and Skills, [www.bis.gov.uk](http://www.bis.gov.uk)
- (7) Trades Union Congress, [www.tuc.org.uk](http://www.tuc.org.uk)
- (8) College Fire Risk Consultant, Data Sound Ltd 08456 123 222, [www.ds-healthandsafety.com](http://www.ds-healthandsafety.com)
- (9) Other specialist service providers such as Red Cross, St. Johns, etc.

### **PART III - Arrangements for Health, Safety and Environment**

This Part is concerned with the systems and procedures the College has in place and will strive to improve; it is concerned with the *how* and *what* aspects of Health, Safety and the Environment in contrast to the *who* of Part II above.

#### **1. Accidents/Incidents/Injury Reporting Arrangements**

1.1 All accidents and incidents must be reported to the Health and Safety Manager on the appropriate College Accident Form as soon as practicable. Particulars of the Accident may be entered either by the injured person or by any person acting on her/his behalf, e.g. the First Aider, the appropriate departmental manager or Safety Representative.

1.2 The Health and Safety Manager, or in his absence the FHSC is responsible for reporting to the Health and Safety Executive any accidents, injuries or dangerous occurrences that must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

1.3 (i) Accident reporting forms are available in the College or from the Health & Safety Manager.

(ii) Accident reporting forms must be kept by the Health and Safety Manager with a copy retained as well as in the department concerned and be readily accessible at all reasonable times to any injured employee or any person acting on her/his behalf.

(iii) Incident Forms are available at the College Office and copies left on each floor in the main Building.

1.4 Safety Representatives have statutory rights to inspect the site of an Accident or Incident and investigate the event affecting one of their Trade Union members. The College will assist the Safety Representative as far as is practicable and legally required.

1.5 Departmental managers must investigate the cause of all accidents and incidents and ensure any preventative action that can be taken is recorded and implemented.

1.6 All three-day plus Accidents and Incidents are to be investigated by the FHSC. Basic and underlying causes will be identified and acted upon after consultation with employees and others.

#### **2. Generic Risk Assessment Arrangements**

2.1 The College will carry out suitable and sufficient generic Risk Assessments based upon the HSE Guidance 'Five Steps to Risk Assessment'.



2.2 The College will comply with the best practice stated in the Management of Health and Safety at Work Regulations 1999, Schedule 1 to prevent and control workplace risks. To this effect the College has allowed for a hierarchy of risk control in the Risk Assessments.

2.3 The College will regularly review Risk Assessment findings and communicate within a reasonable time period such risks to those affected and review risks and risk controls at Health and Safety Committee Meetings and other forums.

2.4 Generic Risk Assessments will be carried out by those identified in Figure 1, in particular, departmental managers with overall co-ordination by the FHSC.

2.5 The College will undertake training and information updates in relation to Risk Assessments.

### **3. First Aid Arrangements**

3.1 The College will maintain comprehensive, integrated First Aid arrangements and Training to provide facilities as laid down in the Health and Safety (First Aid) Regulations 1981 and amendments thereto.

3.2 Details of trained first aiders are displayed in the reception area and on notice boards throughout the college.

3.3 The Health and Safety Manager is responsible for checking and maintaining all College First Aid Boxes.

3.4 The College will arrange for any further updating and training in First Aid as may be required by legislation.

### **4. Fire Safety Arrangements**

4.1 Regular fire drills must be held on all premises at least termly and recorded formally to enable regular reviews of procedures and targets set for evacuation. Fire Exits must be checked regularly. Fire Alarms are tested regularly.

4.2 Escape routes must be kept clear at all times.

4.3 The College's safety representatives as engaged from time to time, are responsible for co-ordinating advice on means of escape matters and for the provision and maintenance of fire-fighting equipment.

4.4 Fire Notices are displayed in all rooms of the College's premises and on main escape routes. Fire escape routes must be adequately signed.

4.5 College based Fire Risk Assessments are periodically undertaken with the assistance of external fire safety consultants. Regular local Fire Risk Assessments should be carried out by departmental managers, both when carrying out Generic Risk Assessments and other occasions. Fire Risk Assessments will identify specific fire hazards and identify measures to control associated fire risks. The College aims to develop in-house competence in Fire Risk Assessment Training. Such training will be simultaneous with Generic Risk Assessments. This is to comply with the Fire Precautions (Workplace) (Amendment) Regulations 1999.

### **5. Display Screen Equipment Arrangements**

5.1 The College will arrange for DSE Assessments for all workstations and act upon any significant risk that is identified.

5.2 The College will develop in-house DSE Assessment training to ensure in-house competence is developed.

5.3 The College will offer paid eyesight tests or arrange for in-house eyesight testing for regular users of computers and other alphanumeric devices.

## **6. Welfare at Work Arrangements**

6.1 The College will ensure that the College working environment is clean (practising good house-keeping at work), there are adequate rest facilities for employees as well as changing rooms, appropriate access to clean toilet facilities for employees, clean drinking water etc., as well as for students and others.

6.2 The College is committed to providing adequate heating, lighting and ventilation in College property.

## **7. Occupational Health Monitoring Arrangements**

7.1 Where risk assessments indicate a need, the College will arrange for Occupational Health surveillance either via direct contact with employees or via third party expertise. This will identify any potential and actual health risks to employees and students.

7.2 The College will act upon any health concerns expressed to the FHSC, or to departmental managers. The College will also seek and follow best advice from the Department of Health and other Managerial bodies on health risks in the education sector.

## **8. Training Arrangements**

8.1 The College is committed to high quality Health, Safety and Environmental Training to employees. It will offer such training as a part of Induction Training and whenever appropriate. It will develop in-house capabilities and use external agencies to achieve this.

## **9. Communication Arrangements**

9.1 The College will advise and inform all employees through briefing meetings, Notice Boards, and email of any changes in legislation and best practice that will impact on the Health, Safety and Welfare of employees and others.

9.2 The College is receptive at all times to suggestions for improving safety at work and will actively encourage employees and others to suggest improvements.

9.3. The College will ensure that latest Health and Safety information and posters are displayed widely including on the College intranet.

## **10. Contractor Safety Arrangements**

10.1 The College will require appropriate Risk Assessments, Method Statements or other evidence of safety awareness from any Contractor working on College property. The College will not permit any Contractor onto premises otherwise. In any tendering process that the College may engage in, it will also specify the centrality of safe practice from any Contractor tendering for such work.

## **11. Food Safety Arrangements**

11.1 The kitchen area will be kept clean and hygienic.

.

## **12. Emergency Procedures and Arrangements**

12.1 In the event of an Emergency Evacuation, departmental managers, or their

nominated deputies, should ensure that their areas are cleared and should report to the FHSC or the Health and Safety Manager. A report should then be made by the FHSC, or the Health and Safety Manager, to the Senior Officer from the Emergency Services.

12.2 No employee, student or visitor may re-enter the premises until permission is given by the Senior Officer from the Emergency Services or by a senior member of the College's management.

12.3 The College's Health and Safety Manager will maintain regular contact with the Local Fire Safety Officer, to ensure that premises are appropriately sign-posted and adequate facilities exist for Emergencies.

12.4 In the event of an Emergency, all persons must evacuate and assemble at the nearest designated Assembly Point in the Elizabeth House carpark.

### **13. People with Disabilities**

13.1 People with disabilities will be afforded assistance by Security and Administration employees at any time during the working day.

13.2 The College is committed to compliance with Disability Discrimination Legislation.

### **14 Smoking**

14.1 Smoking is not permitted anywhere in the building.

### **15 Alcohol and Drug Use/Misuse at Work**

15.1 Any employee consuming controlled substances (those classified under the Misuse of Drugs Act 1971 as amended) will be in breach of both the criminal law and the Terms of their Contract of Employment. The College will advise employees who have such addiction to controlled substances, on assistance and where it can be sought.

15.2 Employees under medication (prescribed substances) must notify their Line Manager. If particular facilities are needed for the administration of a prescribed substance on medical grounds then the College will offer assistance.

### **16 Environmental Arrangements**

16.1 The College is committed to identifying, assessing and managing waste in the least harmful way to the physical environment. The College will seek to adopt less harmful alternatives, particularly in its cleaning, catering, and educational activities.

16.2 The College discourages litter dropping and provides adequate bins and disposal sites throughout the College.

16.3 Noise pollution and its adverse effects on welfare of employees, visitors and surrounding areas is of concern to the College, who will carry out Noise Monitoring if necessary to ensure noise levels are kept within acceptable limits.

### **17. Stress at Work & Arrangements**

17.1 The College shall, so far as is reasonably practicable, provide a place of work free from foreseeable risk. The College will, as far as possible, identify key ergonomic issues that may lead to occupational stress, such as workstation design, inadequate work equipment etc.

## **18. Violence at Work to employees**

18.1 The College gives equal importance to psychological intimidation of employees, sexual threats, verbal threats and recognises the negative impact this can have on Welfare at work as well as Health and Safety of the individual. The College will arrange for private advice and counselling of any employee threatened or attacked.

## **19. Review of Arrangements**

These arrangements will be reviewed by the FHSC on an annual basis or sooner if there is a significant change to the working environment. Where deemed appropriate, the FHSC will submit recommendations on changes and updates to the Principal and the Governing Body for consideration.

The First Aider(s) at the College as of December 2017 are as follows:

**Anna Dalton**

The Fire Warden(s) at the College as of December 2017 are as follows:

**Anna Dalton**  
**Oksana Musaeva**

The Health and Safety Manager is responsible for checking and maintaining all College First Aid Boxes. Any items missing or removed from first aid boxes must be reported to the Health and Safety Manager accordingly.

Appendix 2 – Fire Evacuation Procedures

### **On hearing the Fire Alarm**

- leave the building by the nearest safe exit;
- do not stop to collect personal belongings;
- where appropriate, help others to leave the building;
- do not attempt to tackle the fire unless it is preventing your safe egress from the building
- go to your nearest assembly point:

The Assembly Point is: outside Elizabeth House Car Park next to the Barrier at the Fire Assembly Point signage.

DOCUMENT CONTROL BOX	
<b>Policy title:</b>	Health and Safety Policy
<b>Policy owner:</b>	Senior Management Team
<b>Lead contact:</b>	Head of Administration
<b>Audience:</b>	Staff /Students
<b>Next review date:</b>	December 2018