



WOODHOUSE

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C O L L E G E



# Health and Safety Policy

November 2022

# Health and Safety Policy

## Statement of Intent

Frontier Learning Trust which includes Woodhouse College, Woodhouse College Trading Limited and Imperial College London Maths School (when it opens in September 2023) is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, students, visitors and others that may be affected by the activities of the Trust and to fully meet its legal obligations and corporate responsibilities. The Trust recognises the role staff play through their duty of care when working with students who in the main are under eighteen years of age. The Trust also recognises and accepts statutory obligations under the Health and Safety at Work Act 1974 (HSAWA), the Management of Health and Safety at Work Regulations 1999 (MHSAWR) and other relevant legislation.

The Trust aims::

- To bring to the attention of all employees and students this policy and ensure they fully understand their roles and responsibilities to provide a safe working environment throughout the College in accordance with the Health and Safety at Work Act 1974 and other relevant legislation;
- To ensure there are safe working procedures among staff, students and other users of the College;
- To provide adequate training in first aid and other safety procedures;
- To have procedures in place in case of fire, accidental injury or other emergencies;
- To report (when required) accidents and cases of ill health to the HSE and funding organisations;
- To have periodic inspections and audits to ensure effectiveness of the College's Health and Safety Policy;
- To provide plant equipment and systems of work that are as safe as reasonably practicable;
- To provide sufficient information, instruction, training and supervision to enable all staff and students to carry out their work in a safe manner;
- To have procedures to identify hazards and risks and the means of controlling such risk;
- To include procedures to ensure relevant safety issues are embedded within course syllabi at all levels

The Trusts objectives are:

- By 30<sup>th</sup> January 2023 to have received confirmation that all staff have read and understood this policy
- To organise Health & Safety meetings with staff in higher risk areas (such as Science, Estates, Sports etc). To add H & S as a standing item to Staff Voice committee to give staff an opportunity to raise any H & S concerns, if required.
- Perform at least one planned fire evacuation and one lock down / Invac across the academic year 2022-23
- To continue to improve and imbed a robust system of inducting new staff to the College by August 2023

All employees and students have responsibilities for their own health and safety and should co-operate with the College to achieve safe working practices. Failure to comply may be treated as a disciplinary matter.

We acknowledge the important part our own staff have to play in ensuring a healthy and safe workplace and we will consult with them on a regular basis as appropriate. This policy will be kept up to date and will be reviewed annually by the Senior Leadership Team and by the Audit and Risk Committee of Trustees.

Signed



Chair of Audit  
Date 28th November 2022

Signed



Principal and CEO  
Date 28th November 2022

# **Health and Safety Procedures**

## **Organisation and Responsibilities**

### **Trustees' Responsibilities**

The Board in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g., students, contractors, visitors) in accordance with Section 2 (3) (a) (b) (c) (d) (e) of the Health and Safety at Work Act 1974 (HASAWA) and Management of Health and Safety at Work Regulations 1999 (MH&SAWR)

In order to discharge this responsibility, the Board of Trustees' will:

- a. Ensure the Trust's Health and Safety Policy and procedures are kept up to date and those arrangements are in place to ensure that all staff and students are aware of, and comply with, its contents
- b. Ensure the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the Trust;
- c. Have Health and Safety as a 'standing item' on the agenda of all Audit Committee meetings in order to enable the board of Trustees to monitor the adequacy of arrangements and take any action necessary.

### **Principal/CEOs Responsibilities**

The Principal and CEO of the Trust has overall responsibility for the Health and Safety Policy, the organisation and the health and safety arrangements throughout the Trust. However, they have delegated day to day responsibility and responsibility for setting up systems to manage health and safety to the Assistant Principal, Finance (APF) who is subsequently supported by the Estates Manager (who is deemed to be the competent person).

The Principal/CEO will:

- a. Budget for health and safety matters;
- b. Review with the APF and Estates Manager the effectiveness of the measures to manage health and safety.
- c. Implement a policy for the management of critical incidents

### **Senior Vice - Principal**

The Senior Vice-Principal will ensure that the HR team:

- a. Include health and safety in the induction of all new staff, in conjunction with the Estates Manager
- b. Support staff with personal safety issues including supporting staff to managing their own health and well-being
- c. Ensure that the effects on the health and safety of disabled staff and on expectant and new mothers are assessed, monitored and reviewed in line with any risk

## **Vice Principal (Outcomes and Destinations)**

The Vice Principal along with their support team consisting of a Head of Student Progress and Tutoring to ensure that all students receive an induction that includes relevant Health & Safety information, including what to do if the fire alarm sounds and first aid procedures.

The Vice Principal will also ensure that:

- a. Academic Heads of Faculty and Academic Heads of Departments make the necessary arrangements for the implementation of departmental health and safety procedures within their departments.
- b. Working with the Careers Manager that an appropriate system is maintained to monitor the standards of health and safety provision of work experience providers.
- c. Student Events run by the Head of Student Progress and Tutoring have the appropriate control measures in place.
- d. Students are notified of any updates to the Health & Safety policy and procedures and where they can find the latest policy.

## **Assistant Principal, Finance (APF) & Estates Manager (delegated responsibility)**

The APF and Estates Manager is/are responsible for setting up appropriate health and safety systems, maintaining them and for reviewing health and safety performance. They will:

- a. Update and maintain the College Health and Safety Policy and bring it to the attention of all staff annually.;
- b. Ensure that appropriate information and instructions to assist staff in carrying out their Health and Safety responsibilities are produced and made available to staff when required e.g., training;
- c. Ensure that risk assessments, assessments required under the Control of Substances Hazardous to Health regulations (COSHH), manual handling assessments and display screen equipment workstation assessments (DSE) are carried out and reviewed as necessary
- d. Ensure as far as reasonably practicable that there is adequate first aid provision to cover staff, students, contractors and visitors, and that an adequate number of staff are trained in first aid and other emergency procedures (e.g. lockdown);
- e. Ensure planned fire evacuation drills are undertaken once a term and that there are sufficient numbers of trained fire marshals available to perform an effective evacuation
- f. Ensure that said fire marshals receive adequate periodic training
- g. Ensure that details of any injury, disease or dangerous occurrence reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported as necessary;
- h. Ensure that contractors undertaking work on site have effective systems to operate in a safe manner and for monitoring their compliance with these systems;
- i. Regularly report to the Principal/CEO and Audit Committee on health and safety matters;
- j. Oversee the completion of risk assessments for all on and off-site activities;
- k. Ensure that hazard reporting and maintenance documentation are actioned;

- l. Ensure visitors are registered, wear a badge and are briefed on emergency procedures;
- m. Ensure that all staff are aware of the policy on lone-working and that this practice is; discouraged where possible;
- n. Organise the planned programmed maintenance of plant and equipment
- o. Arrange the visual inspection and testing of portable appliances across campus
- p. Act as Educational Visits Co-ordinator (EVC) ensure that all trips and visits are authorised and operate with robust mitigation measures in place

### **Assistant Principal, Student Services**

The AP Student Services along with their support team will ensure that

- a. Students are provided with an opportunity to voice their views on health and safety issues via Student Voice regular meetings with SLT
- b. Oversee Sports provision at the College and ensure that this is delivered to Students in an appropriate way

### **Assistant Principal, Curriculum (APC)**

The APC is responsible for ensuring that Exams and admissions events such as Taster days and open days are organised appropriately and that Health and Safety is considered when making these arrangements.

### **Headteacher, ICLMS**

The headteacher at ICLMS is responsible for health & safety in the day to day running of ICLMS and its outreach work. The Estates Manager will oversee the maintenance and premises compliance across the Trust and work alongside the headteacher of ICLMS to ensure the ICLMS has appropriate controls in place.

### **Academic Heads of Faculty/Department**

The Heads of Faculty/Department are responsible for the organisation and arrangements of health and safety in their areas of responsibility. Additionally, they are responsible for:

- a. Developing safe practices and for ensuring that these practices are implemented and observed. For example, the Estates Manager will be responsible for ensuring PPE is correctly available and worn by the Caretaking staff
- b. Ensuring that all staff receive sufficient and appropriate support, training and supervision to undertake their work safely and in compliance with the Trust's Health and Safety policy and Health and Safety legislation
- c. Ensuring that all accidents and hazards are reported immediately and recorded appropriately (currently via an accident book held at reception)
- d. Carrying out risk assessments as appropriate to the learning environment and the activities being undertaken

- e. Ensuring that sufficient equipment is made available to provide safe working practices and that such equipment is effectively maintained to a safe standard e.g., trollies for transporting goods around campus are visually inspected
- f. Ensuring that all hazardous substances such as highly flammable liquids and chemicals are stored safely and securely and used correctly and properly sign posted. And those assigned to use such chemicals have the received the appropriate training to do so
- g. Attend to defects by reporting them to the appropriate dept and where applicable taking the item out of commission/use
- h. Ensure that all/any portable electrical equipment has been adequately prior to use Making sure equipment is available for inspection upon request
- i. Ensure that where necessary personal protective equipment is provided and is stored safely and is maintained and inspected regularly including when being used by outside contractors Maintain safe access and egress from the work place at all times and comply with housekeeping protocols as appropriate (keeping work spaces clear and tidy).

### **Teaching Staff Responsibilities**

Teachers are responsible for ensuring that the Trust's health and safety policy is followed within the areas under their control. They will:

- a. Exercise effective supervision of their students when both on and off site
- b. Ensure that students are aware of the procedures for fire, first aid and other emergencies
- c. Follow the Health and Safety procedures that have been adopted in their own teaching areas and ensure that they are applied where and when applicable
- d. Give clear Health and Safety instructions and warnings to students when necessary
- e. Ensure the use of protective clothing and guards where applicable
- f. Integrate all relevant aspects of safety into their teaching process and, where necessary, give additional lessons on Health and Safety as required
- g. Report all accidents, near misses/dangerous occurrences, incidents and defects in accordance with Trust and College procedures
- h. Comply with the Trust's Health and Safety policy and procedures
- i. Use all work equipment and substances in accordance with instruction, training and information received
- j. In good time report to their immediate Line Manager, Head of Faculty, Vice Principal or the Estates Manager any hazardous situations and/or defects in equipment found in their work space
- k. Inform their Line Manager, Head of Faculty, or Estates Manager of what they consider to be shortcomings in an area's Health and Safety arrangements. Staff may also, if necessary, use the Trust's Whistle Blowing policy if/when appropriate
- l. Encourage and proactively support good standards of housekeeping and cleanliness and reporting any short falls in service to the Estates Manager or their representative

### **Support Staff Heads of Department/Managers**

Those with line management responsibility are responsible for the organisation and arrangements of health and safety in their areas of responsibility.

Additionally, they are responsible for:

- a. Exercise effective supervision of college students/subordinate staff
- b. Ensure that students/subordinate staff are aware of the procedures for fire, first aid and other emergencies as appropriate
- c. Follow the Health and Safety procedures that have been adopted in their own areas and ensure that they are applied
- d. Give clear Health and Safety instructions and warnings to students/subordinate staff where/when necessary
- e. Ensure the use of protective clothing and guards where applicable
- f. Integrate all relevant aspects of safety into their working processes and, where necessary, give additional lessons/training on Health and Safety
- g. Report all accidents, near misses/dangerous occurrences, incidents and defects in accordance with Trust and College procedures
- h. Comply with the Trust's Health and Safety policy and procedures
- i. Use all work equipment and substances in accordance with instruction, training and information received
- j. Report to their immediate Line Manager, Estates Manager or appropriate member of SLT any hazardous situations and defects in equipment found in their work space
- k. Inform their Line Manager, Estates Manager or appropriate member of SLT of what they consider to be shortcomings in an area's Health and Safety arrangements. Staff may also, if necessary, use the Trust's Whistle Blowing policy if/when appropriate
- l. Encourage and proactively support good standards of housekeeping and cleanliness and reporting any short falls in service to the Estates Manager or representative

### **All staff**

Each member of staff is responsible for their own personal safety and that of other persons in the College by the proper observation of Trust and College rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at work Act 1974 Section 7 and 8:

It shall be the duty of every employee while at work:

- a. To take reasonable care for the health and safety of themselves and other persons who may be affected by his/her acts or omissions at work
- b. As regards any duty or requirement imposed by his/her employer or any other person or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with
- c. Not interfere or misuse any item of clothing or equipment, which has been provided in the interest of Health and Safety
- d. Report any hazardous defects in plant, equipment, tools or work practices to their line manager and bring to the attention of their line manager and or Estates Manager (Team) any short comings in existing Health and Safety arrangements
- e. Not undertake any task that is requested of them that they do not feel competent to do without receiving adequate training, information and supervision and the authorisation to do so.
- f. Inform the Estates Manager as soon as reasonably practicable of any 'Near Misses'

### **Student's Responsibilities**

Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for Health and Safety, the College expects every student to:

- a. Report any hazard or malfunction immediately to a member of staff
- b. Conform to all instructions whether written or verbal, given to procure personal safety and the safety of others
- c. Conform to all instructions whether written or verbal, given to procure personal safety and the safety of others
- d. Conduct themselves at all times in an orderly manner in and around the College campus
- e. Use all safety equipment and/or protective clothing as required
- f. Report all personal accidents to themselves which cause hurt and may require first aid or hospital treatment
- g. Be aware of the fire evacuation procedures and the position of fire alarms and equipment.
- h. not to misuse anything provided for Health and Safety purposes

### **Visitors and Contractors**

- a. Report to reception upon arrival to campus
- b. During out of hours operation (e.g., evenings and weekends) visitors and contractors must report to either a member of the Estates Dept or Lettings Team as applicable
- c. Sign in using the visitors/contractors' signing in system as applicable
- d. Read and confirm that they have read and understood the information surrounding 'Health and Safety Procedures for Visitors/Contractors as well as the Colleges Safeguarding Policy Contractors need to be informed of hazards peculiar to the site asbestos as applicable
- e. Wear a 'Visitors/Contractors badge' at all times whilst the College is in session making it clearly visible at all times
- f. Follow evacuation procedures in the event of an emergency
- g. Raise health, safety and environmental issues with their college contact

## **Arrangements for Carrying Out the Policy**

### **Risk Assessments**

The Frontier Learning Trust follows the approach to risk assessment advocated by the Health and Safety executive in their publication 'Five steps to risk assessment'. FLT carries out risk assessments of the college premises and the activities that take place and also when students are invited to attend trips and educational visit away from the college. These are recorded and reviewed as required. All risk assessments can be found in the Health and Safety Manual this can be access via.

### **Health and Safety Training**

The Estates Manager is delegated as the competent person for the Trust on Health and Safety matters. They will oversee and consult with and guide staff where/when



necessary/appropriate. The Estates Manager will hold a recognised qualification in Health and Safety (currently this is a NEBOSH National General Certificate).

The trust will, on occasion, also seek external guidance on Health, Safety and Wellbeing matters from other agencies and professional bodies as required

### **Consultation**

The Trust recognises the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. The “Staff Voice” Committee meets once a term and Health and Safety is a standing item. The Estates Manager and HR manager both attend this committee.

### **First Aid, Accident & Incident Reporting**

It is expected that all accidents/incidents however minor, are reported via Reception. The Estates Manager is responsible for monitoring this information producing reports for the APF and Trustees at the audit committee. The Estates Manager is responsible for reporting all reportable incidents within the relevant timescales.

The Estates Manger ensures that the Trust has adequate first aid personnel and equipment, in accordance with Health and Safety (First Aid) Regulations 1981. Periodic checks are made of the first aid arrangements, equipment required and all first aid boxes across campus.

### **Monitoring and Workplace Inspections**

The Estates Dept are responsible for all pro-active inspections and any reactive remedial repairs in line with current systems. Inspections are undertaken on a daily, weekly, monthly, termly and annual basis. These cover all/any related fire, water, gas, electrical compliance, asbestos, as well as visual checks of grounds and buildings (e.g., loose paving, blocked pathways, fixtures and fittings that are hazardous).

Should staff identify a hazard likely to cause an increased they are advised to contact the Estates Manager of Caretaking team immediately who will respond and deal with the situation

Regular checks and audits are undertaken to ensure the risks presented by the premises are minimised.

Any Health and Safety maintenance requirements will always be prioritised.

### **Work Experience**

There is separate documentation relating to Health and Safety for work experience placements. This is maintained and monitored by the Careers Co-ordinator and reviewed on a regular basis by the Vice Principal.

### **College Trips**

The Educational Visits Co-ordinator (EVC) is currently the AP for Finance. All trips and external visits must be approved by the EVC prior to going ahead. The Trust Uses Evolve (external trip advisors) to sign off overseas, overnight or adventurous trips. Part of the process is to identify clear aims and objectives of the trip, making sure that it is viable and that there is/are suitable and sufficient risk mitigation factors in place via the undertaking of a robust risk assessment. There is a separate document outlining trip procedures.

## **Fire**

Fire Evacuation procedures and maps are posted across the College, these are updated as required.

## **Stress**

The Trust's has a separate Stress policy. All staff have access to an Employee Assistance Programme

## **Security**

Woodhouse College campus boundary is cordoned off via a variety of physical barriers (e.g. gates, fencing, brick walls). Entrances and exits gates where not access controlled are covered by CCTV cameras. Cameras are also located at strategic points throughout the property to monitor security and act as a pro-active measure to enhance the safety of staff, students, visitors and contractors.

Security checks are routinely (daily) undertaken by the College own in house Estates Team (e.g., Caretakers).

The Lettings Department are responsible, in the main, for locking down buildings at the end of the day and at weekends following the completion of community activities being hosted by the College

The College employ the services of a key holding company who are responsible for responding to call out activations during out of hours' time frames (e.g., after 10.30pm). This service runs for 365 days of the year.

College/Reception Office staff have a panic alarm installed at the front of house that sends a discreet signal to the first floor Main Building to alert staff of any issues which might emerge.

INVAC/LOCKDOWN - Unauthorised persons gaining access to the College site is currently controlled via a RUN, HIDE and TELL system, supported by instant messaging software

## **Hazardous Substances (COSHH)**

Occasionally the Trust will use what is deemed to be hazardous substances. These occasions are limited

We continually review what we hold of these to see if there are safer alternatives and we assess those hazardous products that we do use to ensure that we use them in accordance with the safeguards advocated by the suppliers.

The College has appointed a Radiation Protection Advisor (David Makepeace) who is available for support if necessary.

The College undertakes an asbestos management survey once a year. The asbestos register is kept in the Estates Office and is made available to any contractor who is proposing to undertake any intrusive works likely to disturb any asbestos containing material. A permit to work system is then in place to govern any associated works and is then contained within the Asbestos Management Plan

### **Measuring, Monitoring and Auditing**

The FLT take the following steps to measure the effectiveness of its systems to manage health and safety and to see where improvements can be made as necessary and appropriate:

- a. Recording and investigating accidents and incidents as and when they happen. All data is shared with the Audit Committee for scrutiny as appropriate
- b. External audits are carried out by insurers (the RPA). The most recent external audit was undertaken in January 2022.
- c. . Periodic inspections and internal audits undertaken by Estates Manager, SLT, Heads of Dept and or competent Dept members. Reports/findings/results are subsequently sent to the Estates Manager and/or APF for review
- d. Annual review of Health and Safety Policy and monitoring and inspection procedures
- e. Health and safety is a standing item on Audit Committee meeting
- f. Health & Safety meetings with Estates Manager and key staff to review H&S arrangements

### **Other documents/policies related to this policy**

- **Educational Visits Procedures**
- **Work Experience Policy**
- **Fire Evacuation Procedures**
- **Monitoring and workplace inspection records**
- **Staff policies (including Stress, Equalities and Whistleblowing)**