

Health and Safety Policy

Version No	Purpose/Change	Lead	Date
Previous versions available			
7.0	Reviewed – included health and safety arrangements within the policy	VJR	November 2025
8.0	Reviewed – full review and update	VJR/CAP	June 2026

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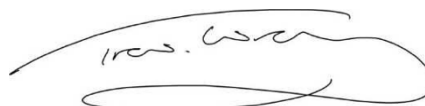
A. Statement of Intent

1. Wilberforce College recognises that the health, safety and welfare of staff, students, visitors, contractors and other stakeholders and recognises that good and health and safety standards can have a positive effect to the organisation.
2. Wilberforce College understands the responsibilities placed upon the organisation by the Health and Safety at Work, etc Act 1974, subordinate legislation, ACOPS, formal guidance notes and legislation not within scope of the Health and Safety Executive but with health and safety implications.
3. Wilberforce College is committed to ensuring a positive health and safety culture exists and ensures, so far as is reasonably practicable, working and learning environments are safe and healthy. Therefore, the approach to health and safety will be based on the identification of hazards and, where possible, the elimination of those hazards and the control of any residual risks.
4. The Principal is accountable to the Corporation for the overall development, implementation and continuous review of this policy and other related policies and procedures.
5. The Senior Leadership Team, College Leadership Team and department managers are accountable to the Principal for the continued implementation and enhancement of this policy within their respective areas of responsibility.
6. This policy is the direct concern of all staff, students, parents, visitors, contractors and those on College site. As such, they are charged under this policy and the Health and Safety at Work, etc Act 1974, with the duty to take reasonable care of their own health and safety and the health and safety of others who may be affected by their or Wilberforce College's activities. Employees also have a duty to co-operate with the College, as their employer, to enable the organisation to fulfil its responsibilities. Therefore, Wilberforce College looks to maintain a continuous awareness of health and safety requirements, alertness to existing and potential hazards and the need to eliminate, reduce and report them.
7. Wilberforce College will action this policy to ensure that its operations are conducted in such a way as to, so far as is reasonably practicable, prevent accidents and ill health to its employees, students and others who may be affected by its activities and to prevent damage to plan, materials and the environment.
8. Wilberforce College will take every reasonable measure within its power to discharge its responsibilities by implementing and arrangements within section D of this Health and Safety Policy.
9. This policy will be brought to the attention of employees and any other person it may apply, and it will be reviewed and revised as necessary.



Colin Peaks
Principal

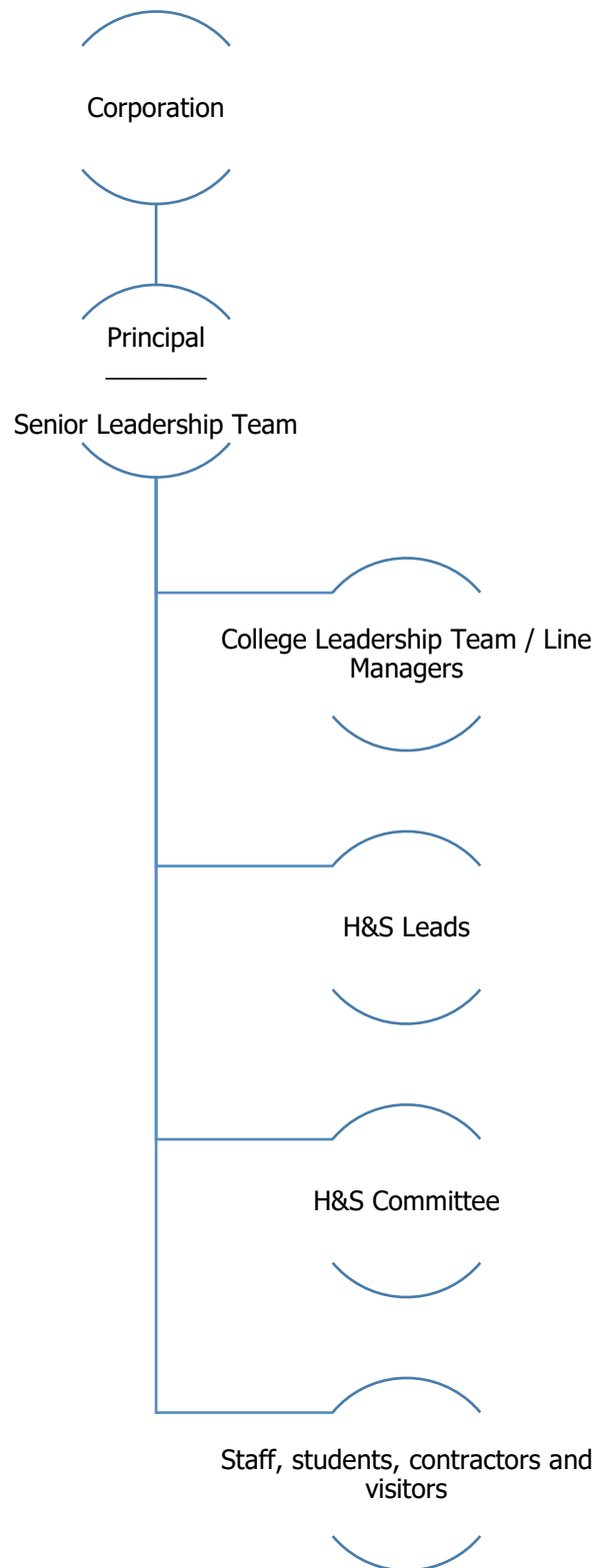
Date: 08/07/2026



Trevor Wray
Interim Chair of the Corporation

Date: 08/07/2026

B. Organisation



C. Roles and Responsibilities

C1. The Corporation

The Corporation are responsible for ensuring that health and safety standards and arrangements are set, maintaining and that suitable and sufficient resources are in place to manage those arrangements. In particular, the Corporation will:

- Ensure that the Health and Safety Policy is proportionate, compliant and reflects the activities at Wilberforce College.
- Seek assurance that procedures and arrangements set out in the policy and risk assessments are being followed and employees access suitable training and development where required.
- Ensure that direction from the relevant authority is being followed.
- Evaluate reports on health and safety, including data on accidents or near-miss incidents.
- Monitor the outcomes of independent health and safety audits and inspections, ensuring that any identified areas for improvement are acted on.

C2. The Principal

The Principal:

- Assumes overall responsibility for health and safety at Wilberforce College and is accountable to the Corporation for the implementation, success and operation of the Health and Safety Policy.
- Will demonstrate their commitment to this policy and health and safety as a whole by signing the statement of intent (section A of this policy).
- Will ensure all reasonably practicable resources are provided and/or made available to support the growth and/or maintenance of a positive health and safety culture at Wilberforce College.
- Will monitor and initiate a review of this policy at a period not exceeding one year. Earlier reviews will be requested where deemed necessary (e.g. significant changes have taken place).

C3. College Leaders / Line Managers

College leaders and line managers will:

- Ensure the health and safety of students during all College activities on or off site and provide information and training to students under their jurisdiction in safe and healthy working practices.
- Develop and implement, as far as is reasonably practicable, health and safety within their areas in accordance with the overall objectives of the College's Health & Safety Policy. They are directly responsible to the College's Principal or Team Leader as appropriate for the application of existing safety measures and procedures within that department/area of work.
- Be responsible for inspecting the areas for which they are responsible so as to maintain a suitable level of health and safety. They will communicate any concerns in their area in writing using the Health and Safety email address and copy in their line manager.
- Identify to the Principal any training requirements necessary to ensure the continuing safe working practice of their areas. The Principal, in consultation with the Director of

Resources, will ensure that all training needs identified are met, using recognised training courses when appropriate.

- Ensure that suitable and sufficient risk assessments are carried out and that corrective action is undertaken to reduce or eliminate the associated risks so far as is reasonably practicable. Assessments are to be in written format for significant risks and regularly reviewed.
- Ensure that all employees within the team have read and understand the Health & Safety Policy and other relevant documents.
- Ensure that machinery is adequately guarded, that all equipment is in good working order and that it is operated following safe working procedure. They are to report to their Line Manager on the requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Ensure that toxic, highly flammable and hazardous substances are correctly used, stored and labelled and that COSHH assessments have been undertaken.
- Be advised of health and safety legislation, amendments, approved codes of practice and other safety requirements relevant to their area, ensuring that relevant information is passed on to the personnel who may be affected. They are to ensure that all such literature is readily available and, health and safety information warning of hazards and dangerous practices is displayed in prominent positions in working areas.
- Ensure that all necessary personal protective equipment is provided, is readily available and used in accordance with the relevant risk assessment or safe working procedure and that it is stored and cleaned appropriately;
- Ensure that all incidents, accidents and near misses are reported through the Health and Safety email address and copy in their line manager using the appropriate form as soon as possible after the event. In the event of a serious incident nothing is to be moved or
- Co-operate with the College Health and Safety Leads or other competent body and follow recommendations as far as is reasonably practicable.

C4. Health and Safety Leads

Health and Safety (H&S) Leads for Wilberforce College are:

- Stewart Edwards, Health and Safety Lead – Policy development and communications
Stewart Edwards – Student-related matters
- Megan Spivey, HR Officer – Staff-related matters
- Maria Thornley, Premises Manager – Premises and equipment

H&S Leads will promote, develop and maintain positive health, safety and welfare practices and procedures throughout Wilberforce College. In particular, they will:

- Provide competent advice, guidance and assistance to management, employees and students on matters related to health and safety.
- Advise and update the Health and Safety Committee and employee representatives.
- Produce, review and update as necessary health and safety-related policies, procedures and guidance.
- Promote, develop and monitor systems related to risk assessments undertaken by employees, and conduct, advise on or source specialist risk assessments.
- Inform and advise management and employees on any changes to health and safety legislation and guidance which may have a legal, moral or financial implication to Wilberforce College or pose a health and safety risk to any person under Wilberforce College's duty of care.

- Receive, record and analysis Wilberforce College accident, incident and dangerous occurrence reports.
- Provide advice and guidance to management to help prevent recurrence and monitor reports for trends.
- Report to the enforcing authority any accidents, incidents or dangerous occurrences as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Carry out health and safety inspections and audits, creating action plans where required.
- Source and/or delivery health and safety-related training for Wilberforce College staff and, where needed, students.
- Keep and maintain up to date health and safety records, information and resources.

The Premises Manager will, working with key leads:

- Ensure this policy is implemented within College.
- Be the focal point for day-to-day references on health and safety and give advice or indicate sources of advice. To affect this the manager will maintain a complete file of all relevant documents for reference and make these available to all staff.
- Co-ordinate the implementation of the safety procedures in the College.
- Maintain contact with outside agencies able to offer specialist advice.
- Report all serious hazards and defects immediately to the Principal/Health and Safety Lead who should then inform the Corporation. The manager will render the hazard/defect safe and/or stop any unsafe practices until satisfied as to their safety, whether by improvement, addition or replacement.
- Make or arrange for investigation of premises, places of work and working practices including risk assessments on a regular basis and ensure that they are kept informed of accidents and hazardous situations.
- Review from time to time and make recommendations for improving:
 - the provision of first aid in the College
 - the emergency regulations.
- Review regularly the dissemination of safety information concerning the College.
- Monitor the College policy on health and safety procedures and update it as new information becomes available.

C5. Health and Safety Committee

The Health and Safety Committee will:

- Consist of the Health and Safety Lead who will chair the meeting, the Premises Manager the Catering Manager, members of staff representing departments and support staff, a student representative, Trade Union and/or Trade Union Health & Safety representatives.
- Invite all staff to committee meetings and advertise its agenda.
- Meet once per term, arranged in working time and determined in advance for the College calendar. Additional meetings will only be held if exceptional circumstances create a demand for working groups to meet.
- Receive, review and make recommendations towards the annual review of the Health & Safety Policy and Fire Safety Management Policy.
- Report to senior management items relating to health and safety issues in the College and the implications of future legislation and propose action to address these issues where possible, corporate and personal health and safety issues; premises development (as it relates to health & safety); and College security.
- Review and receive reports from external health and safety authorities.

- Review and receive reports from all employees relating to health, safety, security and welfare matters, college developments, including reports on accidents and dangerous occurrences, to consider possible health and safety implications and propose appropriate action.
- Accept reports from departmental and other College areas on health and safety issues since the last meeting.
- Review the provision, appropriateness of contents and access to the Health and Safety Policy and receive, review and approve details of changes in College health and safety procedures and/or practices.
- Provide a forum for inter-departmental cooperation, sharing of best practice, support and development for staff and the communication of health and safety information and guidance across the College.

C6. Staff

All staff will:

- Take reasonable care for the health and safety of themselves and of any other persons who may be affected by his acts or omissions at work (Health and Safety at Work etc. Act 1974).
- Co-operate with the College's H&S Leads, the enforcement officer of the Health and Safety Executive, the Environmental Health Manager and the Fire Officer as regards any duty or requirement imposed by or under any of the relevant statutory provisions, and co-operate so far as it is necessary to enable that duty or requirement to be performed or complied with.
- Be responsible for implementing and maintaining compliance with the policy in the areas for which they are responsible.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Be vigilant of health and safety matters and practice self-monitoring.
- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Set a personal example as regards commitment to health and safety by observing standards of dress consistent with safety and/or hygiene, use of PPE properly as per the training and instruction provided, and exercising good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.
- Report defects by following the notified reporting procedure.
- Co-operate with other employees in promoting improved safety measures.

Employees who fail to comply with these responsibilities may be subject to disciplinary action by the College and criminal prosecution by the HSE.

Teaching staff will:

- Maintain the safety of students when they are in charge by exercising effective supervision of the students and know the emergency procedures and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Give students clear instructions and warnings as often as necessary.
- Follow safe working procedures personally and ask for protective clothing, guards, special safe working procedures, etc where necessary.

- Make recommendations to their line manager on health and safety matters.

C7. Students

Student will:

- Exercise personal responsibility for the safety of self and others.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Observe all the safety rules of the College and in particular the instructions of teaching staff given in emergency.
- Use and not wilfully misuse, neglect or interfere with items (including PPE) provided for their safety.
- Report student infringements/non-compliance to a member of staff for further action.

C8. Visitors and Contractors

Visitors and contractors will:

- Report to Reception on arrival and departure.
- Observe the health and safety rules while on the College's premises.
- Leave the site when requested to do so. If any member of the public refuses to leave the premises, or is constituting a nuisance, Reception and a member of senior management should be informed.

D. Health, Safety and Welfare Arrangements

The College has established the following arrangements to maintain safe conditions and promote wellbeing for all members of the College community.

D1: Management of Health and Safety

Wilberforce College is committed to compliance with health and safety legislation and has in place risk management procedures enabling the provision of safe working and learning environments with suitable arrangements to control risk to health, safety and wellbeing.

Full guidance is available in the *Demonstrating an Effective Health and Safety Management System Policy*.

General Health and Safety Rules and Arrangements

The responsibility for implementing the following rules and arrangements are indicated in specific arrangements or as detailed in section C of this policy.

- All operations will be carried out according to relevant statutory provision and accepted codes of practice.
- All staff, students, visitors and contractors will be made aware of any hazards associated with their work activities, including fire and other emergency procedures and arrangements.
- Where it is not possible to eliminate hazards or adequately reduce risks with appropriate levels of control, as a last resort, personal protective equipment (PPE) will be provided where applicable.
- PPE will be maintained and its use monitored.
- Every effort will be made to avoid the need for hazardous manual handling operations. If avoidance is not reasonably practicable, risk assessments will be completed to identify suitable control measures to reduce the risk of injury.
- Suitable and sufficient firefighting equipment, alarm and detection will be provided and maintained on the premises.
- Suitable and sufficient fire risk assessments will be completed.
- Suitable instruction and training in fire and emergency procedures, fire prevention and firefighting equipment will be provided for staff, students, contractors and visitors as appropriate.
- Managers will ensure that all electrical equipment is serviced and maintained so as to prevent incidents. They will ensure associated documentation is retained for inspection.
- Managers will ensure all mechanical systems, work equipment and tools are effectively serviced and maintained in accordance with the manufacturer's recommendations, legal requirements and good practice. They will ensure associated documentation is retained for inspection.
- The College will ensure that all waste materials are disposed of in an environmentally friendly manner and in accordance with relevant legislation.
- All necessary safety signs and associated health and safety information will be posted at appropriate points across the premises. Staff, students, visitors and contractors are responsible for adhering to all safety signs, information and instructions.

D2: Contractors and Visitors

As site occupiers, the College will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to students, employees, other persons on site and the public.

Visitors are required to sign in and out at Reception, where a brief overview of health and safety arrangements will be provided. A more in-depth induction will be provided by the department/faculty manager where work is more involved and where activities carry greater risk beyond that of a general classroom or office environment.

For events (e.g. open events, enrolment, performances) where signing in is not feasible, alternative arrangements will be agreed through risk assessment. For example, alternative signing in and briefing procedures or increasing supervision to compensate for visitor numbers and lack of site knowledge.

All construction work completed will take into account and seek to comply with the Construction (Design and Management) Regulations 2015.

The College will ensure that all appointed contractors are competent, work safely and do not put staff, students and visitors at risk. The Premises Manager has responsibility for managing contractors and ensuring their competency meets the required level.

The Premises Manager will issue permits to work. This will be on the production of suitable and sufficient risk assessments and method statements from the contractor.

D3: Consultation with Employees

In accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, Wilberforce College has a Health and Safety Committee in place to work in partnership with staff and trade union/employee safety representative (as outlined in section C5 of this policy).

D4: Accident and Incident Reporting Procedures

All accidents, incidents and near misses should be reported to the Principal or a Health and Safety Lead, regardless of severity.

The following definitions apply:

- An **accident** is an unplanned event that results in personal injury or damage to property, plant or equipment.
- A **near miss** is an unplanned event that does not cause injury or damage but could have done so. Examples include (but are not limited to) items falling from height near to students, spillages).

All accidents should be recorded in the accident book, which is located in the main reception.

Serious accidents will be investigated and corrective actions recorded. The Principal will appoint an appropriate person to carry out investigations.

RIDDOR-reportable accidents will be reported to the Health and Safety Executive as required. Details are contained in the RIDDOR information available on the HSE website.

D5: Alcohol, Illegal Drugs and Smoking

All staff, students and visitors will observe smoking and vaping restrictions in place.

The consumption of alcohol is not permitted on site.

Drug and/or alcohol abuse in the College or affecting performance may be considered a disciplinary matter.

D6: Asbestos

Any asbestos-containing materials (ACMs) identified in College will be dealt with efficiently and appropriately, as required by The Control of Asbestos Regulations 2012.

People will not be affected by ACM if they do not disturb it; inadvertent exposure to asbestos can be prevented if they:

1. Consult the estates team before carrying out any work that might disturb ACMs in any part of the building.
2. Follow the written plan and use the control measures that are in place when carrying out any work that will disturb asbestos.
3. Report any damage to, or deterioration of, ACMs to the estates team.

Full guidance can be found in the College's *Asbestos Policy*.

D7: Control of Substances Hazardous to Health (COSHH)

The College will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill-health effects or accidents arising from or out of such activities.

Within curriculum areas (e.g. Science, Engineering), Faculty Heads are responsible for COSHH, ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place (e.g. CLEAPSS).

In all other areas (e.g. estates, catering), the establishment's nominated person(s) responsible for substances hazardous to health is Maria Thornley (Premises Manager).

Those responsible will ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All substances are appropriately and securely stored.
- All substances are kept in their original packaging and labelled (no decanting into unmarked containers).

- Suitable personal protective equipment (PPE) has been identified and available for use. PPE will be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace will be kept for up to 40 years.

The site team will ensure that contractors visiting the site, who are required to hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to their arrival on site.

All staff have a duty under the COSHH regulations to:

- Take part in training programmes.
- Read container labels.
- Practice safety working.
- Report any hazard or defect to their manager.
- Use personal protective equipment.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

D8: Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with display screen equipment (DSE). Display screen operators may suffer from postural difficulties and visual fatigue, in addition to other general hazards in the workplace. The College will endeavour to eliminate these difficulties through good workplace and job design, information and training.

Employees will be encouraged to complete DSE workplace self-assessments and report any concerns to their line manager.

Line managers will support staff, where needed, in assessing their workspace and planning work so that there are periodic changes to activity.

The College will meet the cost of an eye test for DSE users and if the test highlights the need for corrective lenses for VDUs, will meet the cost for the basic corrective lenses required.

D9: Driving at Work

Staff driving on College business are responsible for

- Driving in a safe and competent manner.
- Ensuring private vehicles are road worth and have the appropriate business insurance.
- Reporting any medical conditions, medication, treatment which precludes them from driving or place restrictions on their driving.
- Complying with all relevant legislation, e.g. smoking, drug and alcohol use, use of mobile communication devices.
- Complying with the Highway Code and all applicable road traffic regulations.
- Reporting any accidents/incidents whilst driving for the College to the Health and Safety email address and copy in their line manager.

- Advising their own insurance company about any accidents/incidents whilst driving their own vehicle for College business.

D10: Educational Visits and Work Placements

Educational visits:

Before undertaking any College trip, staff are required to carry out a written risk assessment. The College has a duty of care towards staff and students, and in an activity where there is an element of risk we will need to show that we have considered and, as a result, taken 'all reasonable precautions' as part of our legal health and safety duties.

All activities that involve students going off site for visits or activities must complete the 'Trips and External Visits' form (on SharePoint), ensuring the appropriate approvals are in place and risks assessment is complete.

Work placements:

College staff placing students with an employer or work experience will take all steps that are reasonably practicable to ensure that the appropriate standards are met, including the following:

- Students are supervised at placement by a suitably qualified member of staff.
- Students are issued with any necessary protective clothing and equipment.
- Employer placement providers follow best practices in health and safety and have appropriate policies and risk assessments in place.
- If an employer placement does not match the criteria for health and safety as required by the Health and Safety at Work Act 1974, the College will not use the employer until these requirements are met.

The College utilises Unifrog for the management of work placements. Part of its functionality is for the employer to follow and confirm that they follow best practices in health and safety, risk assessments, safeguarding etc.

D11: Electrical Safety

The College is committed to ensuring that all electrical equipment meets the safety requirements of the Electricity at Work Regulations 1989 so that staff, students and visitors are not exposed to danger.

In order to fulfil this duty, the following will apply.

- No person may carry out work on any electrical equipment, including the fitting of plugs, fuses and lamps, unless they have been suitably trained. Only competent persons trained and authorised by the College will be allowed to carry out these tasks.
- Work on all electrical equipment (fixed, portable or transportable) will be carried out so that it does not constitute a risk to staff, students or any other persons.
- It is the responsibility of the Premises Manager to ensure that any employee or contractor undertaking work on electrical equipment is suitably qualified and classified competent by the College.
- Work on or near live conductors will not be permitted without the authorisation of the Premises Manager.

- All reasonable precautions will be taken to ensure that live conductors are isolated before work commences.
- Employees and/or contractors who work on or use electrical equipment should always ensure that all:
 - electrical equipment is visually inspected for faults before use
 - portable electrical equipment has a valid and current test label attached to them (PAT)
 - leads and extension leads have a valid and current test label attached to them (PAT)
 - extension leads will be covered in walkways so they do not present a trip hazard.
- All electrical equipment in use will be maintained to a satisfactory standard to minimise risk to staff and students.
- We will perform regular periodic tests on all electrical equipment in use and the findings will be recorded. These tests will be carried out either by internal competent staff or external contractors.
- Staff will carry out visual inspections prior to using all electrical equipment.
- Only competent persons will be allowed to test equipment. A record will be kept of each test and a tagging system will be used on all electrical equipment.
- Detachable leads must be tested separately and marked accordingly with a tag number. Only the power leads to computing equipment, printers, faxes, etc. will be tested due to the risk of damage to the equipment.
- Wherever possible, trailing leads will be restricted from use. Any trailing lead in use will be tested separately. Visual inspections will be carried out before use and on a regular basis.
- Any electrical equipment found to be faulty will be taken out of service and clearly marked: **DO NOT USE – FAULTY.**
- No personal mains-powered equipment will be used on any of the College's premises unless permission has been given for its use by the Premises Manager and the equipment has evidence of a current valid test (displayed on an adhesive label on the lead or the equipment itself).

D12: Emergency Plans and Crisis Management

The College will ensure that plans and guidelines are prepared to manage a crisis that could put persons at risk and/or seriously effective Wilberforce College as a business. Plans and guidelines will indicate actions to be taken to ensure that the following priorities are met:

- To ensure the health, safety and welfare of staff, students and the general public.
- To protect the integrity of Wilberforce College's name and reputation.
- To maintain the normal business and operations of the College.

Full guidance can be found in the *College Continuity Plan*.

D13: Fire Safety

Wilberforce Sixth Form College will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the appropriate fire safety legislation, guidance and best practice standards. Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the College.

In doing so, the College will ensure that:

- Fire safety risk assessments are carried out on the premises
- A competent person to assist with implementing the requirements of legislation is appointed
- Organisational arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented
- General fire precautions are implemented to ensure, so far as is reasonably practicable, the safety of employees, students, contractors and visitors while on the premises.

Full guidance is available in the *Fire Safety Management Policy*.

D14: First Aid

The College will provide adequate first-aid equipment and facilities for employees if they are injured or become ill at work and ensure adequate provision of qualified first aiders to render first-aid to employees. In the absence of a first aider, an appointed person will take charge of first-aid equipment and facilities and any situation relating to an injured or ill employee who will need help from a medical practitioner.

The Premises Manager will oversee the successful provision of all First Aid facilities. All first aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive. Appropriate first aid equipment and materials will be provided and maintained on all college sites.

Notices indicating first-aid arrangements will be posted on notice boards throughout the College.

The College has a common law responsibility to look after the students in its care and, where possible, first-aid arrangements for employees and students will be combined so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to the College.

The College first aid room is located next to the main reception, and first aid response can be organised through the Reception team.

D15: Gas Safety

In order to secure the health and safety of staff, students, visitors and members of the public, Wilberforce College will ensure that all installation and maintenance on the gas installation, flue or appliance will only be carried out by a competent, Gas Safe Register registered person.

When a problem arises related to gas safety at work, employees must inform a responsible person immediately and the College will take the necessary measures to investigate and remedy the situation.

D16: Legionella

The College acknowledges and understands the responsibilities placed on the organisation under the Control of Substances Hazardous to Health 2002 (COSHH), Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive Approved Code of Practice L8 "The control of legionella bacteria in water systems" fourth edition.

In compliance with the above, the College will take all reasonable precautions to prevent risk to health from exposure to legionella by implementing the appropriate control measures.

Full guidance is available in the *Legionnaires' Disease Policy*.

D17: Lone Working

The College defines lone working as a member of staff who works by themselves without close supervision in a range of situations, including:

- Working alone in the premises
- Working in an isolated environment
- Working outside normal working hours

Wherever possible, the College seeks to reduce the incidence of lone working and has a number of control measures in place to mitigate the risks where lone working is unavoidable.

Procedure during holiday periods:

- HR to have a central record of staff scheduled to be in work.
- Term-time only staff who work additional days or hours in the holiday periods must inform HR of their work pattern.
- Staff must sign in and out at the main reception.
- During holiday periods, staff are working predominantly in areas that are considered low risk. Staff working in outlying areas should ensure someone is aware and that they have a means of communication (telephone).

Procedure during term time:

During term time, it is the responsibility of all staff members to advise their line manager or, where this isn't practical, a team member of their whereabouts and the estimated time they will be lone working.

If during this time, concern becomes apparent, an initial search should be carried out; if this doesn't resolve the matter, Estates should be notified and they will assist with locating the staff member.

Procedure outside of 'normal' college hours:

With the exception of pre-planned events, staff should be off site by 5.50pm Monday to Thursday and 5.00pm on a Friday. Premises will be locked and alarms set shortly after.

Any requirement regarding being on the premises outside of these hours should be discussed in advance with the estates team.

Staff working away from the College premises:

All staff that are working away from the College premises should have in place with their line manager a means of contact and confirmation of safe return agreed.

If staff members are scheduled to return to College after the normal site closure time (detailed above), for example sports fixtures or trips, should ensure the Estates team are made aware.

D18: Manual Handling & Lifting

Wilberforce College recognises the duties and responsibilities placed upon the organisation under the Manual Handling Operations Regulations 1992 (as amended) and recognises that manual handling is one of the most common causes of reportable injuries in the workplace.

The definition of manual handling is 'the transporting or supporting of a load by hand or bodily force'. This comprises of lifting, carrying, pushing, and pulling. It is the policy of the College to eliminate manual handling tasks so far as is reasonably practicable. Where this is not possible, tasks will be mechanised wherever possible, ensuring all lifting/moving aids used are suitable for the task.

Where it is not possible to remove the task, or mechanise it completely, manual handling training will be given to relevant staff as required. A manual handling risk assessment will also be in place when the task cannot be avoided and there is a risk of potential injury. The risk assessment will help in assessing the elements of the operation and assist in deciding suitable control measures. A key component of this is proper management of stores, supplies, and equipment. More specifically:

- Reducing the size of the parcels delivered.
- Making sure the stores are kept in the best location for use.
- Storage facilities for the supplies are suitable.
- Reduce the amount of repetition of the task.
- Using mechanical aids or extra personnel to move large deliveries.

D19: New and Expectant Mothers

It is the College's policy to establish and maintain, as far as is reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The College is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself. Until the College has received verbal or written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The College can also ask for a certificate from their GP or midwife showing that they are pregnant.

Upon verbal or written notification, the College will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the College. It is also the responsibility of the expectant mother to update the College if any circumstances change. The risk assessment should be reviewed if the new mother returns to work within six months of having a baby or if she returns to work and is breastfeeding.

Some of the more common risks might be:

- Lifting/carrying of heavy loads.
- Standing or sitting for long lengths of time.
- Exposure to infectious diseases.
- Work-related stress.
- Workstations and posture.

- Threat of violence in the workplace.
- Long working hours.
- Excessively noisy workplace.

The risk assessment should be reviewed on a regular basis by the member of staff and their line manager, and the frequency should increase as the pregnancy progresses.

D20: Noise

The College recognises its duties and responsibilities under the Control of Noise at Work Regulations 2005 and are committed to having management arrangements in place to ensure, so far as is reasonably practicable, the health and safety of all employees, students and visitors who may be affected by noise in the workplace.

We will seek to manage noise in the workplace through the completion of risk assessment and the application of control measures, such as:

- Removal/elimination at source.
- Isolation of the group/individual.
- Servicing and maintenance of equipment.
- Suitable information, instruction and training.
- Providing suitable PPE to protect against the hazard (This may be mandatory for some activities/areas).

D21: Permits to Work

As part of our duties under the Health and Safety at Work, etc Act 1974 to provide safe systems of work, the College will issue permits to work for the following work activities:

- Hot work
- Work in confined spaces
- Work on low or high voltage electrical equipment
- Excavation work
- Work with asbestos
- Work at height
- Lone working in isolated areas
- Work on lifts

It is the intention to introduce new permits to work or modify existing permits as necessary and to review their use.

The permit-to-work system applies to all the identified high-risk work carried out on site, and employees, contractors and visitors are all expected to comply with the requirements of any permits that are in place.

Employees working off-site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site. If no such permits are in use, employees must operate permit procedures as they exist under their employer. If additional permits are deemed necessary for certain off-site work, this should be raised with the appropriate person and the need for the permit determined.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor).

D22: Personal Protective Equipment

The College provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The College's policy is to provide suitable PPE as appropriate, ensure that it is properly maintained and that employees are provided with adequate information, instruction and training. The implementation of this requires the total co-operation of all members of staff. There will be full consultation with employee representatives through existing channels of communication.

D23: Provision and Use of Work Equipment (PUWER)

The College will ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided. Additionally, the College will:

- Select work equipment responsibly
- Ensure that any work equipment is only used for purpose and under conditions for which it is suitable
- Ensure that it is properly maintained
- Take special precautions where the use of work equipment involves a specific risk (e.g. conduct a risk assessment)
- Provide employees who use work equipment with health and safety information, instruction and training where relevant.

As part of their duty to take reasonable care of their own health and safety and that of other people around them, employees should co-operate by:

- When operating machinery, taking care to follow the manufacturers' instructions together with any information supplied by the employer
- Attending any relevant training that concerns the introduction of new work equipment, changes to current work equipment or changes to work practices involving work equipment.

D24: Risk Assessments

The College recognises that some of its activities could, unless adequately controlled, create risks to employee and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the College will take all reasonably practicable measures to reduce those risks to an acceptable level.

1. It is the policy of the College that all activities that pose an identified risk are assessed and documented.
2. Risk assessments for all work activities with a significant hazard will be undertaken as per the risk assessment procedures.
3. The following list the responsibilities of staff for performing risk assessments:

- All employees are responsible for assisting with and participating in the process of risk assessment.
 - Heads of Faculty, Department Managers and/or Line Managers are responsible for undertaking risk assessments, identifying and implementing control measures and communicating the outcomes to others as appropriate. Heads of Faculty, Department Managers and/or Line Managers are also responsible for aspects of quality control.
 - The Premises Manager is responsible for the allocation of resources to respond to risk assessments, the provision of a management framework for risk assessments and to assist where necessary in formulating risk assessments.
4. All risk assessments will be reviewed annually or sooner if there is a significant change to the matter to which the assessment relates.

D25: Site Security

Security and personal safety is everyone's responsibility. The College reserves the right to prosecute and/or take disciplinary action against any person who acts negligently, dishonestly or commits a crime while on the premises.

Site security is supported by the use of CCTV, external gates, entrance barriers and ID badges.

D26: Slips, Trips and Falls

The College will ensure that areas and operations that involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include careful design, maintenance and inspection of work areas and traffic routes. Where required, risk assessments will be undertaken and identified risks will be reduced to the lowest level reasonably practicable.

D27: Violence

Violence is defined by the Health and Safety Executive (HSE) as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. The College does not accept any form of violence or aggression against their employees and will take appropriate action if this occurs.

The College will attempt to reduce the risks of such incidents by the following means:

- Considering personal safety during specific risk assessments.
- Keeping detailed records of all incidents.
- Asking staff to report when they feel threatened.
- Being aware of the area where work is to be carried out.
- Considering physical security measures such as CCTV.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

D28: Working at Height

The College will, in consultation with staff and their representatives, ensure that:

- All work activities that involve work at height are identified
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- All the necessary equipment to allow safe access to and egress from the place of work is provided
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards
- Regular inspections of all equipment required for working at height are undertaken (inc. ladders and stepladders)
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities

D29: Workplace Environment

The College is committed to ensuring the site is clean and a safe environment for students, staff and visitors.

Premises issues requiring immediate attention should be reported directly to the Premises Manager or Principal.

Concerns relating to non-urgent hazards or requests for minor repairs and maintenance should be reported to the estates team by email.

E. Monitoring and Review

A review of all health and safety arrangements will take place each year in time for the commencement of the new academic year.

A full report on Health & Safety will be submitted to the Corporation in the Autumn term.

Other checks will be made at more regular intervals as defined. Outside consultants may be used to make inspection which require specific expertise not available in house.

Approval

This Health and Safety Document was approved by the College Corporation on _____ (date).

Colin Peaks
Principal

Date:

Pat Mould
Chair of the Corporation

Date:

F. Related Policies

- Asbestos Policy
- Bomb Threat Policy
- CCTV Policy
- Demonstrating an Effective H&S Management System Policy
- Dynamic Lockdown Procedures
- Fire Safety Management Policy
- Legionnaires' Disease Policy
- Safeguarding Policy

G. General Information

External contacts:

Health and Safety Executive, Edgar Allen House, 241 Glossop Road, SHEFFIELD S10 2GW.
Telephone Number 0114 2912300.

Internal contacts:

Unions should ensure regular contact with the Premises Manager (notwithstanding their statutory right of access to the Principal).

UNISON, NEU and NASUWT have Union representatives on site:

UNISON	– Not appointed
NASUWT	– Lynne Quinn
NEU	– Lewis Kellett

All non-union staff should contact the Premises Manager.