



# HEALTH AND SAFETY POLICY

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# Health and Safety Policy

## 1 | Mission Statement

“All Wandsworth residents will have access to a wide range of high-quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at times and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning team aims to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community”

## 2 | Introduction

It is the policy of Wandsworth Council Lifelong Learning to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff and learners and others to co-operate with the organisation and to conform and comply with the requirements of this policy and associated arrangements, procedures and Codes of Practice which apply.

## 3 | Statement of Intent

In order to achieve compliance with the statement of policy, the organisation, has set the following objectives that apply to staff, learners, visitors, external clients and stakeholders where appropriate:

- a) To set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- b) A working environment, in all areas connected with the organisation that is safe, without significant risk to health and adequate facilities and arrangements for the welfare of those at work.
- c) Means of access and egress that are safe and without risk.
- d) Equipment and systems of work that are safe and without significant risk to health.
- e) Information, instruction, training and supervision as is necessary to ensure the health and safety, at work, of staff, learners and others undertaking their working activities, operating equipment and handling materials.

- f) Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles.
- g) To identify risks and set in place procedures to remove or reduce these risks.
- h) To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of the organisation.
- i) To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement accident, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- j) To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff, learners, visitors and contractors under such circumstances, to ensure our premises have sufficient emergency procedures.
- k) To monitor health and safety operations in all business undertakings.
- l) To review, revise and add where necessary to this policy and operational procedures to ensure that current organisational arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.
- m) The organisation also recognises its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their health or safety.

## 4 | Arrangements to deliver this policy

### **This policy will be delivered by:**

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to Wandsworth Council Lifelong Learning which will be made available internally
- b) Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility
- c) The use of SharePoint to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress
- d) The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc
- e) The promotion of health, safety and welfare of all colleagues through campaigns, communications, SharePoint links and surveys.

## 5 | Monitoring

The effectiveness of the organisation's Health and Safety Policy will be monitored in the following way:

### a) Accident/incident reporting and analysis

- There are systems in place for reporting, recording and analysis of all accidents and incidents with a view to determining and reducing, as far as reasonably practicable, their causes
- Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where appropriate, additional preventative and protective measures
- Where the organisation is undertaking contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with that partner organisation

### b) Measuring performance

- Inspections, risk assessments and health and safety audits will be carried out at the organisation's workplaces and the resulting action plans addressed by WCLL managers
- WCLL Managers will formally monitor the site health and safety inspections and risk assessments completed through an internal audit programme

### c) Reviewing Performance

- WCLL Management will prepare an annual report evaluating the health and safety performance of the organisation. The annual report will refer to the following areas:
  - Health and safety performance for the previous year
  - Measuring performance statistics
  - Health and safety learning and development
  - Health and Safety planning for the coming year an annual report will be submitted to the Monitoring and Advisory Group.

## 6 | Implementation

The policy describes a broad range of responsibilities across all levels of WCLL. The Policy will be delivered and followed at all levels and subject to frequent revisions as appropriate to ensure that WCLL maintains a safe learning environment. It is the responsibility of any staff who suspect any reason why the policies or procedures are no longer effective or are not being followed should address them with their individual line managers for potential review.

The full delivery of a safe workplace is supplemented by the carrying out of risk assessments specific to individual work areas, which will contain additional controls, procedures and instructions not detailed in this policy

## 7 | Responsibilities

### Wandsworth Council

WCLL Management are responsible for completing the Councils quarterly monitoring form and this is to be sent to the councils Health & Safety coordinator, covering Health & Social care, Public Health and children social services.

### Wandsworth Council Lifelong Learning Management team

#### Managers are responsible for:

- a) Understand and enforce the WCLL Health and Safety Policy
- b) Ensure that the organisations Health and Safety promotional information is kept current and implemented
- c) Ensure that accidents/incidents are recorded and investigated
- d) Ensure that statutory requirements are complied with for the organisation.
- e) Ensure that their staff and Learners are aware of, and observe, the Health and Safety Policy
  - ii. First Aid Procedures
  - iii. Evacuation Procedures
- f) Ensure that reporting and recording procedures are carefully followed
- g) Co-operate with the Health & Safety Officer during inspections
- h) Ensure that risk assessments are carried out and recorded for their area of responsibility by competent members of their staff.
- i) Allocate funds from their budgets for the health and safety requirements of their area of responsibility. e.g. The purchase of Personal Protective Equipment, maintenance of specialist equipment
- j) Ensure when new or second-hand equipment or machinery is purchased, that it complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER)
- k) Training: All WCLL staff and learners must have appropriate Health and Safety training as laid down by the Management of Health and Safety at Work Regulations 1999
  - i. Staff who may be required to change work areas or tasks, must receive safety training before starting
  - ii. Refresher training must be given when and where necessary
- l) Warning Signs: Warning signs must be clear, un-obstructed and easily understood by all staff. Where appropriate, multilingual or pictorial signs must be displayed
- m) Safe Methods of Work: All centre staff must:
  - i. Issue written instructions for safe methods of work specific to their areas. Contractors must be aware of and or given instructions where appropriate
  - ii. Ensure that proper precautions are taken in the use of classroom equipment
  - iii. Ensure that regular Health and Safety audits of equipment are undertaken
  - iv. Arrange for classroom equipment to be regularly monitored/serviced and records maintained

- v. Report to the Head of Service, any defects in the fabric of Centre
- n) Control of Substances Hazardous to Health Regulations 2002 (COSHH): All areas must comply with COSHH Regulations, and copy assessments sent to the Quality team. Any additional, replacement or discontinued substances must be assessed and recorded.
- o) Personal Protective Equipment at Work Regulations 1992 (PPE): All staff must observe regulations regarding the use of the above, learners must use the appropriate safety clothing and equipment if required.
- p) Work based learning manager is responsible for ensuring all risk assessments have been completed for apprenticeship employer premises.

## Wandsworth Council Lifelong Learning Staff

**All staff are responsible through their line manager to the Head of Lifelong Learning for:**

- a) Familiarising themselves with the WCLL Health and Safety Policy, and to instruct learners regarding health and safety within the learning environment
- b) Ensuring Risk Assessments are completed and available for all areas, which cover all significant risks, and control measures in place as required.
- c) The safety of learners whilst they are in their charge at the centre, external venues or other locations
- d) Ensuring that clear safety instructions and warnings are given, understood and obeyed
- e) Personally following safe working procedures and observing general safety regulations
- f) Ensuring that they and their learners know the whereabouts of First Aiders and First Aid facilities
- g) Reporting and taking any practicable steps immediately to remove any hazard, existing or potential, and reporting without delay to the Head of Service
- h) Ensuring that protective clothing, safety guards, etc. are used as required and enforcing safe working procedures
- i) Following an accident/incident a member of staff should complete an Accident Report form which must be submitted to the Health & Safety Officer without delay.
- ) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty.
- k) Keeping up to date with health and safety legislation with regard to their curriculum area

## Wandsworth Council Lifelong Learning Learners and Apprentices

- a) We will do everything that is reasonably practicable to ensure the Health, Safety and Welfare of learners on our Apprenticeship and other work-based programmes.
- b) We will work with the employer to ensure they are aware of all local arrangements relating to your Health, Safety and Welfare, including the reporting of accidents, fire precautions and safety policies.

- c) All learners must have due regard for Health & Safety regulations both for themselves and for other persons who may be affected by their actions. Details of employer and employee responsibilities for Health and Safety can be found on the 'What you should know' poster on display in your workplace.
- d) Apprentices should be aware of their employer's Health and Safety Policy Statement and the arrangements that are in place for the organisation and management of health and safety.
- e) You can also access further information about health and safety from the SFA Safe Learner website at [www.safelearner.info/learners](http://www.safelearner.info/learners)
- f) If you do have an accident at work, we would appreciate your co-operation with following the accident reporting procedure below.
- g) All accidents must be recorded in your employer's Accident Book and then reported to the Deputy Head of Lifelong Learning Joss New on T: 020 8871 5372 M: 07867 151502 or preferably email to [joss.new@richmondandwandsworth.gov.uk](mailto:joss.new@richmondandwandsworth.gov.uk)
- h) Wandsworth Lifelong Learning will investigate accidents or near misses and report any injuries, diseases or dangerous occurrences (covered by the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1992 (RIDDOR)) to the Skills Funding Agency