

## WINCHESTER COLLEGE

### HEALTH AND SAFETY POLICY

Implementation Date:	April 2010
Review Date:	7 December 2019
Next Review Date:	5 December 2020
Author:	SFJ
Approved:	College Meeting: 7 December 2019

#### **Statement of Intent**

Winchester College, through all levels of management, is committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005, the Food Safety Act 1990 and all other relevant legislation which hereafter will be collectively referred to as "health and safety legislation".

#### **Principles**

The College is committed to ensuring that:

1. All employees are safeguarded in respect of health, safety and welfare whilst at work;
2. Pupils and members of the public, (including parents, visitors, those using College facilities, and contractors), are not, as far as is reasonably practicable, exposed to health and safety risks whilst on College premises;
3. No activity is carried out by the College, or by contractors that is liable to expose employees, pupils or members of the public to hazards to health, without suitable and sufficient risk assessments being made and necessary measures taken to prevent or control risk;
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety arrangements, including where necessary a written statement of policy, and risk assessments for the tasks to be undertaken.

#### **Objectives**

In order to carry out this commitment, the College aims to:

1. Provide conditions and systems of work for all employees that prevent danger to health. This requires that periodic risk assessments be carried out so that hazards and risks can be identified and necessary standards of safety adopted and enforced;
2. Ensure that all plant and equipment is maintained properly and that none will knowingly be used when it presents risk to College employees, pupils, contractors or members of the public;
3. Provide means of access and egress that are safe;
4. Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all pupils, employees and any relevant third parties;
5. Ensure that the health, safety and welfare of all pupils, employees, contractors and visitors to the College are under continuous review by management at all levels;
6. Ensure that safe arrangements are made for the storage, handling and transport of materials and substances around the College.

7. Ensure that the designated 'responsible person' within an area undertakes to assess fire safety risks and ensures measures resulting from these assessments are implemented;
8. Ensure that, throughout the food production process, all safety principles and due diligence are adhered to.

### **The Governing Body**

The Warden and Fellows have the ultimate responsibility to ensure that all the requirements of health and safety legislation are met. However, the Headmaster and Bursar are responsible for implementing, monitoring and enforcing the Health and Safety Policy within their respective areas. They may delegate these responsibilities including day-to-day operational matters to members of staff as set out below. One Fellow has been designated Health and Safety 'Governor'.

### **Reporting Structure**

College wide matters requiring resolution will be discussed through the Health & Safety Committee and appropriate action will be taken. The Committee meets termly. Where appropriate or necessary matters will be referred to the Senior Management Committee and/or the Warden and Fellows. Health and Safety is a standing agenda item for all meetings of the Governing Body and the Works Committee.

### **Organisation**

#### **Headmaster and Bursar**

The Headmaster and Bursar, jointly have ultimate responsibility for the implementation of the College's Health and Safety policy. In particular they are responsible for co-ordinating the day-to-day activities of the College in accordance with the Policy's principles and objectives.

#### **The Health and Safety Officer**

Under the direction of the Estate Bursar is responsible for:

1. Co-ordinating the day-to-day implementation of all agreed College health and safety arrangements;
2. Reviewing and revising health and safety arrangements on a regular basis and ensuring that, once approved by the health and safety committee, all the Arrangement documents are available for any employees to access;
3. Providing advice and information on health and safety matters to employees at all levels;
4. Acting as Secretary of the Health and Safety Committee, liaising with the Bursar as Chairman;
5. Liaising with external agencies, including the College's safety consultant, Health and Safety Executive Inspectors, local Environmental Health Officers (for non-food related safety issues) and Local Fire Officers
6. Notification of serious accidents, incidents and cases of industrial diseases, to the enforcing authority, in accordance with the requirements of the Reporting Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
7. Where required, advice will be sought from a relevant professional.

#### **Heads of Department, Housemasters and 'Relevant Others'**

Heads of Academic Departments, Heads of Support Departments, Housemasters, Bursars and those who have delegated responsibility for particular buildings, are responsible for:

1. Practical day-to-day management of health and safety issues within their respective Departments/Houses or areas of authority;
2. The completion and regular review of health and safety risk assessments for any task or activity that incurs risk, and to ensure personal compliance as an example to others;
3. Assuming the responsibility of delegated 'responsible person' and to complete, and regularly review, the fire risk assessment applicable to their specific workplace;

4. Briefing relevant staff and pupils on fire procedures and completing regular fire evacuation drills. Drills must be practised half termly for all sleeping accommodation;
5. Drawing up and reviewing relevant departmental safety Arrangements (known locally as 'Codes of Practice');
6. Communicating the contents of the departmental Codes of Practice to all relevant persons, including dons, technicians, non-academic staff, pupils, visitors and contractors' staff;
7. Reporting to the Works Department any defects to the fabric or facilities of areas under their control;
8. Ensuring that personal protective equipment is provided and worn by all persons under their control, as determined by risk assessment;
9. Identifying health and safety training needs and arranging appropriate training in conjunction with the Health and Safety Officer;
10. Ensure that all departmental accidents are recorded on an accident/incidents/near miss/exposure to dangerous substances/dangerous occurrences form;
11. Advising the Health and Safety Officer of any departmental accidents or industrial diseases which are required to be reported through the RIDDOR procedure.

### **Duties of employees generally**

The proper implementation of this policy depends upon the cooperation of every employee. All employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others;
2. Cooperate with superiors and colleagues on all matters relating to health, safety and welfare, so as to maintain the safety of all;
3. Assist with the preparation of, and work to the requirements of, risk assessments and safe systems of work;
4. Observe procedures in their department's Code of Practice and any other safety procedures laid down by the College. This includes the correct use of any health and safety equipment provided and to attend appropriate training;
5. Check that work areas and equipment are safe and without risks to health, both before and during use;
6. Alert Heads of Department and/or Housemasters to any potential hazard they have noticed and report, to their immediate superior, all accidents, incidents or near misses that have led, or may lead, to illness, injury or damage;
7. Wear personal protective equipment as determined by risk assessment, and report immediately to the person in charge any defects that the personal protective equipment may have;
8. Ensure that no person uses dangerous machinery unless they have been fully instructed on the dangers associated with its use and the precautions to be observed when it is being operated.

### **Staff Consultation**

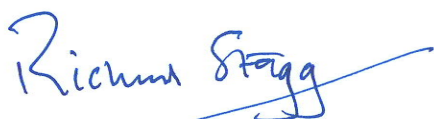
Health and Safety Committee meetings will be held at least once per term. Minutes of these meetings will be published and distributed widely. Where relevant, matters will be referred, through the Headmaster and Bursar, to the Warden and Fellows for approval.

### **Arrangements (Codes of Practice)**

All Codes of Practice reflect the aims and objectives of this policy. Each head of department must ensure that their department's Code of Practice is reviewed on the same basis as the overall policy.

This policy will be monitored to ensure that it is effective and will be reviewed at least annually and revised as necessary.

**Approved by the Governing Body on 7 December 2019**

A handwritten signature in blue ink that reads "Richard Stagg".

**Warden**

A handwritten signature in blue ink consisting of stylized initials "R.A." followed by a horizontal stroke.

**Headmaster**

A handwritten signature in blue ink consisting of a series of loops and a long horizontal stroke.

**Bursar**