

WINCHESTER COLLEGE

HEALTH AND SAFETY POLICY

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Introduction

The Governing Body of Winchester College (hereafter referred to as “GoBo”) is fully committed to ensuring a healthy and safe working and learning environment for all staff, pupils and others who use our facilities and services.

This policy document is organised into 3 sections as follows:

PART I - Health and Safety Statement of Intent which includes the formal commitment to the management and governance of health and safety within Winchester College.

PART II - General Health and Safety Management System which sets out how health and safety is organised within Winchester College and defines the associated responsibilities and accountabilities for all employees.

PART III - Codes of Practice and other guidance and information. Codes of Practice provide detailed policy and guidance for staff to follow. These can be general Codes of Practice which apply across Winchester College or local Codes of Practice that apply to a specific department or house.

PART I - Health and Safety Statement of Intent

Winchester College (hereafter referred to as “the College”) is fully committed to ensuring a healthy and safe working and learning environment for all staff, pupils and others who use our facilities and services.

To achieve this, we will:

- Comply with the Health and Safety at Work etc. Act 1974, Regulatory Reform (Fire Safety) Order 2005, the Food Safety Act 1990, and all other relevant legislation including relevant sections of the Education (Independent Schools Standards) Regulations 2014 and subsequent amendments.
- Provide, as far as reasonably practicable, a safe environment for work, study and any other activities.
- Maintain suitable and sufficient management arrangements and systems of work which minimise risk of harm occurring and that protect against injury and ill health.
- Ensure staff, pupils and others receive the appropriate health & safety training and / or information to enable them to conduct their work / learning safely.
- Promote a positive safety culture demonstrating a visible commitment to health and safety to motivate educate, and support, staff and pupils
- Allocate appropriate resources to assist with the implementation of this Policy including provision of appropriate safety training and instruction as necessary.
- Regularly measure and review health and safety performance within the College and commit to continual improvement of health and safety standards and arrangements, including setting relevant health and safety objectives.
- Ensure there are effective processes for consultation on health and safety with all employees.

The Warden and Fellows have collective responsibility for health and safety within the College. One Fellow will be designated Health and Safety Fellow whose role it is to champion health and safety at the senior leadership level within the College. The Headmaster and Bursar will be responsible for implementing and monitoring health and safety policy. Managers at all levels will be responsible for visible and proactive leadership in implementing this policy. Staff, pupils and others that work for the College also have a critical role to play through their active participation in developing and complying with this policy and any safe systems of work.

The Health and Safety Fellow will be invited to attend the Health and Safety Committee at least annually to attend and observe the meeting.

Approved by the Governing Body on: 21st June 2025

Warden

Headmaster

Bursar

Winchester College

Health & Safety Policy

June 2025

PART II - General Health and Safety Management System

1. Introduction and Principles

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 place an overarching obligation on organisations to put in place suitable management arrangements for the effective planning, organisation, control, monitoring and review of their safety systems.

This Part II describes those arrangements within the College, commonly referred to as a health and safety management system. These arrangements are based on the general guidance in the Health and Safety Executive's (HSE's) publication, *Successful Health and Safety Management (HSG 65)* and where practical aligned to *BS ISO 45001:2018 Occupational Health and Safety Management Systems*.

2. Scope

These arrangements apply to all academic and support activities on and off campus and to all College staff and volunteers.

3. Legal and Other Requirements

The safety laws and other standards applicable to College activities by staff, pupils, and others are detailed in the relevant College health & safety Codes of Practice.

Roles and Responsibilities

3.1. The Governing Body

The Warden and Fellows have the collective responsibility to ensure that all the requirements of health and safety legislation are met. At least once a year the Governing Body will review health and safety performance and set high level health and safety objectives and approve any changes to this Policy with the aim of improving health and safety, culture, performance and standards.

The following members of the Governing Body have specific health and safety roles:

4.1.1 Health and Safety Fellow

One Fellow is designated Health and Safety Fellow. They will ensure regular consideration is given to health and safety at board and, where appropriate, committee meetings and help the Governing Body to:

- Understand and monitor the College's health and safety performance.
- Act to improve health and safety culture, performance and standards, including by:
 - Attending H&S Committee meeting at least once annually
 - Meeting with the H&S Manager at least once per term.

The person appointed cannot be the Headmaster or Bursar.

4.1.2 Headmaster and Bursar

The Headmaster and Bursar, have joint responsibility for the implementation of the College's Health and Safety Policy and for co-ordinating the day-to-day activities of the College in accordance with the Policy's principles and objectives. The Bursar will Chair the Health and Safety Committee.

3.2. Heads of Department, Housemasters and 'Relevant Others'

Heads of Academic Departments, Heads of Support Departments, Housemasters, Bursars and others with delegated responsibility for:

- a) Practical day-to-day managing of health and safety issues within their respective Departments/Houses or areas of authority.
- b) Completing and regularly reviewing of health and safety risk assessments for any task or activity and demonstrating personal compliance as an example to others.
- c) Briefing relevant staff and pupils on fire procedures and completing regular fire evacuation drills to ensure this knowledge is reinforced and retained. Drills must be practised for all sleeping accommodation as prescribed in the Fire Risk Assessment. Ensure alerting systems and evacuation plans are made clear and accessible for all.
- d) Drawing up and reviewing relevant Departmental safety arrangements (known as House Codes of Practice and Department Codes of Practice');
- e) Communicating the contents of the Department Codes of Practice to all relevant persons, including dons, technicians, non-academic staff, pupils, visitors, volunteers and contractors.
- f) Reporting to the Works Department (using the Quadpro System) any defects to the fabric or facilities of areas under their control as soon as practical.
- g) Ensuring that the correct personal protective equipment (PPE) is provided and worn by all persons under their control, as determined by risk assessment.
- h) Identifying health and safety training needs and arranging appropriate training in conjunction with the Health and Safety Manager.
- i) Ensuring relevant employees undertake routine allergy control training and observe local measures at all times.
- j) Ensuring all departmental accidents /incidents/near miss/exposure to dangerous substances/dangerous occurrences are recorded on the relevant Accident Report (Smartlog for staff and CPOMS for pupils) as soon as possible, ideally within 2 working days of the incident.
- k) Advising the Health and Safety Manager as soon as possible of any serious departmental accidents or incident which the Health and Safety Manager will be required to report to the Health and Safety Executive as per RIDDOR reporting requirements;
- l) Ensuring that, as far as is reasonably practicable, all relevant risks are assessed in accordance with this policy for any offsite activity the school arranges for pupils and relevant others.

3.3. The Health and Safety Manager

Under the direction of the Estate Bursar, is responsible for:

- a) Providing competent advice and support about health and safety to all persons within the College, where required, advice will be sought from other relevant professionals.
- b) Managing and overseeing the day-to-day implementation of this policy.
- c) Promoting safety practices across the College and monitoring risks and hazards to reduce injuries and improve safety performance.
- d) Reviewing and revising health and safety arrangements, policies and documentation on a regular basis and where relevant, submitting those arrangements for approval either by the Governing Body or the Health and Safety Committee.
- e) Communicating health and safety information to all employees and providing employees with information and training on the detail of this Policy.
- f) Support Heads of Department including College staff with applying the H&S Codes of Practice and reviewing Risk Assessments.
- g) Provision of College wide health and safety training and inductions.
- h) Acting as Secretary of the Health and Safety Committee.
- i) Liaising with external agencies, including any safety consultants, Health and Safety Executive Inspectors, local Environmental Health Officers (for non-food related safety issues) and Local Fire Authority.
- j) Notifying 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).
- k) Meeting at least once per term with the Health and Safety Fellow to review policy, procedures, implementation, updates, etc., as well as undertaking a site visit.

3.4. All Staff and Volunteers

All staff, agency workers and volunteers are responsible for their own conduct and must not endanger themselves or others through their acts or omissions. They will cooperate with their managers or supervisor in implementing this policy, including undertaking health and safety training and they will report any accidents, dangerous situations or shortfalls to their manager or supervisor or the Health and Safety Manager.

4. Organisational Context and Risk Profile

The College is a large and complex school providing accommodation, quality education and the opportunity to participate in a wide range of educational activities for pupils between the ages of 4 and 18. These include field trips; sports and adventurous training; and teaching and learning in science laboratories, design & technology workshops and studios.

The College operates 11 boarding houses, supported by a medical centre and laundry. The College also maintains the Estate that includes over 100 buildings, many of which are heritage listed; and extensive grounds, including a section of the river Itchen and many areas accessible by the public. Other activities include administrative functions, events, venue hire and visitor tours.

This diverse portfolio of activities presents a wide range of hazards and the safe management of these is addressed in PART III. The College's commitment to building a safety culture is reflected in the College's approach to managing health and safety risk and its alignment to the Health and Safety Executive UK's HSG65 guidance *Managing for Health and Safety*.

The Governing Body keeps itself informed of its key strategic health and safety responsibilities, guiding the College in effectively managing and leading health and safety initiatives.

5. Consultation and Participation

The College has established effective ways to consult staff and promote participation and representation on matters of Health and Safety.

5.1. Department and House Meetings

All staff department and house meetings must have health and safety as an agenda item where staff can raise concerns or make suggestions for improvement. This agenda item is also used to consult staff about any changes to health and safety arrangements.

5.2. College Health and Safety Committee

The College Health and Safety Committee meets termly and is the formal way the College consults staff on health and safety matters in accordance with the requirements of *The Health and Safety (Consultation with Employees) Regulations 1996*. The membership includes representatives from different staff groups. The representatives canvas their respective staff group regularly and table staff items for discussion. The Terms of Reference and minutes are available on the health and safety pages of the College intranet site - Wykehampedia.

5.3. Other consultation arrangements

The Warden and Fellows encourage consultation and participation on health and safety matters and all staff can contact the Health and Safety Manager directly to raise concerns or suggest improvements at any time. The Health and Safety Manager contact details are on Wykehampedia for staff to access.

6. Health and Safety Competence Training

The College is committed to ensuring employees are provided with the necessary skills and knowledge to prevent injury or ill health to themselves or others impacted by their actions at work.

The College's aims and principles for the management of training and development for employees are set out in the HR Policy Staff Handbook: Training and Development Policy. This includes elements of health and safety training and development and should be referred to in the first instance. Codes of Practice in PART III provide specific topic and department guidance on health and safety training requirements.

7. Accident Reporting and Investigation

The College is committed to minimising the number of accidents and incidents ~~to~~ affecting staff, pupils, contractors and visitors. It is important to report these events, not to apportion blame instead to learn from experience and help reduce the number of future accidents and incidents. The standards and procedures for reporting, recording and investigating accidents and incidents are set out in PART III, Code of Practice, Health & Safety Incident Reporting and Investigation.

8. Monitoring

Monitoring health and safety performance is a key element of the College's health and safety arrangements. It provides key decision makers with objective data and insights they need to improve health and safety culture, performance and standards. The College will measure health and safety performance through the use of performance indicators, audit and inspection.

8.1. Inspection

The College will specify inspection requirements in the relevant Codes of Practice. In addition, the College will undertake general workplace inspections on a termly basis. The Health and Safety Manager will set the workplace inspection criteria and schedule them on Smartlog. The Head of Department or Housemaster will be responsible for ensuring these are undertaken and the results are entered into Smartlog.

The Health and Safety Manager will aim to attend department or house workplace inspection once a year to provide assurance that the results are reliable and to maintain familiarity with all the workplaces.

8.2. Health and Safety Audit

The College's Health and Safety audit schedule ensures that health and safety arrangements are suitable and sufficient. This will be maintained by the Health and Safety Manager and approved annually by the Health and Safety Committee.

The audit schedule will include management audits that look at compliance of the College's management arrangements to the Health and Safety Executives publication, Successful Health and Safety Management (HSG 65). At least every 3 years this will be undertaken by an external or third-party auditor.

The audit schedule will also include themed or technical audits focussing on current areas of concern, whether these be topics, legal requirements or department specific. Review of

performance measures, incident data and other audit results will help determine which topics or departments are relevant to audit.

8.3. Health and Safety Key Performance Indicators (KPIs)

The College Health and Safety Key Performance Indicators measures health and safety performance. Proactive KPIs, also known as lead KPIs, measure activities that are designed to prevent harm and are essential for predicting health and safety performance. Examples include completion of planned safety activities such as inspections, training, risk assessment review etc.

The College **uses** reactive performance indicators also known as lag KPIs. These measure health and safety events that have already occurred. Examples include the number of injuries, RIDDORS and notices received from regulatory safety bodies.

The Health and Safety Committee will monitor health and safety performance and review performance termly with the emphasis on challenging poor performance and sharing good practice.

Some KPIs are monitored termly, while others will be monitored in rotation or by exception. The Health and Safety Committee will collate performance and provide this data and insight to the Governing Body who will review performance and approve this Policy at least annually.

9. Codes of Practice (Part III)

The College Health and Safety processes and procedures are detailed in its Codes of Practice (CoPs) which reflect the aims and objectives of this policy, and which together form Part III of the health and safety management system.

The General CoPs provide the College an outline of the legal requirements, standards and good practice in managing key health and safety hazards. CoPs are reviewed annually by the Health and Safety Manager. General CoPs include:

- Health & Safety Risk Assessment (Formerly - Risk Assessment Policy)
- Health & Safety Incident Reporting (Formerly - Reporting Injuries Diseases & Dangerous Occurrences)
- Fire Safety (Formerly Fire Safety Policy)
- First Aid Arrangements (Formerly First Aid Policy)
- Health & Safety Workplace Inspections (New)
- COSHH
- Display Screen Equipment
- Lone Working
- Manual Handling
- Travel and field trips
- Work related driving
- Work related stress
- Working at Heights

Local Department and House Codes of Practice describe local arrangements and are reviewed at least every two years by the Head of Department or Housemaster. Local CoPs must reflect the requirements of General CoPs.

In general, the Codes of Practice will employ 'must', 'should' and 'could' language as follows:

- Must / Will: indicates that the policy or direction is a legal or key policy requirement and is mandatory.
- Should: indicates the process or procedure is a recommendation. Although not mandatory, if a decision is made that any part of this process or procedure cannot be complied with, then the relevant Head of Department who is ultimately responsible for that decision must ensure that the risk is managed to an equivalent level.
- Could: indicates that the process or procedure is good practice and encouraged.

10. Policy Review

This policy will be monitored to ensure that it is effective and will be reviewed at least annually and revised as necessary by the College Health and Safety Committee and the Governing Body.