WM COLLEGE

INSPIRING LEARNING
SINCE 1854

HEALTH AND SAFETY POLICY

Created by:	**Dipa Ganguli, Principal**
Approved by:	**Approved by Corporation**
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PART I - Health & Safety Policy Statement

A Health and Safety Policy is a legal requirement under s2 (3) of the Health and Safety at Work etc. Act 1974 and specific Arrangements for Health and Safety under Regulation 5 of the Management of Health & Safety at Work Regulations 1999.

The Working Men's College wishes to promote the highest standards of health and safety at work. To this end it undertakes to provide and maintain safe and healthy working and studying conditions and equipment for all staff, students, contractors and visitors attending the College to a level which complies with or exceeds the relevant statutory requirements and officially approved codes of practice.

The College will provide staff, students, contractors and visitors with such information, instruction and supervision as they need to contribute positively to their own health and safety at work or study and to those working or studying with them. The College also accepts responsibility for the health and safety of other people who may be affected by the College's activities.

The College acknowledges that no policy can provide an absolute guarantee of health and safety for everyone at all times, regardless of circumstances. A successful policy depends on the vigilance of every individual working on college premises, for their own safety and that of others, as well as strong leadership by managers and governors.

Health and Safety is the responsibility of everyone using and working in the College and this policy sets out in detail those accountabilities and how they are administered.

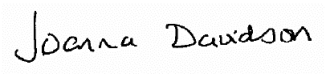
In implementing this policy, particular regard will be paid to:

- Providing a safe place of work.
- Providing safe and well-maintained plant, electrical and mechanical tools and other equipment to be used in teaching studios and classrooms, together with guidance and support on how to use them.
- Providing safe arrangements for the storage, handling and movement of chemicals and materials, together with guidance and support and training on the safest way to use, handle, move and store them.
- Providing safe means of entry to and exit from the College building, including emergency evacuations in the event of a fire or other emergency.
- Ensuring the safety and welfare of college staff, students and visitors by providing relevant and suitable health and safety information, instruction, training and supervision.
- Preventing accidents and cases of work related ill – health.
- Ensuring all staff are competent to perform their roles and to give them adequate training.
- Giving students appropriate support and information to enable them to ensure their own personal safety both inside and outside the College.
- Ensuring that contractors operating the café within the College comply with all relevant health and safety and hygiene regulations.
- Controlling waste and pollution under the provisions of the Environmental Protection Act 1990 and any Regulations thereunder. The College is committed to a clean and healthy environment.

- Ensuring that tenants sharing the College premises are fully aware of their responsibilities and obligations in respect of health and safety and provide College managers with appropriate evidence of the satisfactory operation of their health and safety procedures.
- Consulting employees on health and safety issues and working to create a positive and proactive safety culture at The Working Men's College.
- Providing appropriate special arrangements to ensure the safety of people with additional support needs.
- Carrying out Risk Assessments to identify significant risks, communicating the findings to those affected and taking action to control such risks.
- Having regard to the provisions of the Corporate Manslaughter and Corporate Homicide Act 2007, which provides criminal offences for cases where a corporation causes death by a gross breach of its duty of care.
- Integrating health and safety issues into broader management considerations. The College views health, safety and the environment as a core component in the College's life rather than a separate entity.

This policy will be communicated to all employees and displayed for viewing in staff areas. It will also be displayed on the College's website.

This policy will be reviewed at least annually to ensure that it remains up to date and relevant to the College.

Signed:  Date: 21 May 2023

Joanna Davidson, Chair of Governors

Signed:  Date: 21 May 2023

Dipa Ganguli, Principal

PART II - Policy

This section sets out how the College will implement the Policy Statement

1. **The overall co-ordination responsibility** of the Health, Safety and Environmental issues is vested with the Governing Body. However, the Principal is the designated Lead for Health and Safety and the Environment and has been delegated executive strategic responsibility by the Principal for all Health and Safety matters and for ensuring the implementation of the College's Health and Safety Policy Statement within the College.

2. **The Principal will delegate to** the Head of Facilities and other managers of the College as appropriate, responsibility for the day-to-day management of Health and Safety matters affecting staff, students, contractors, tenants and visitors.

   The responsibilities of the Principal include:

2.1 To pursue the objectives of the College in respect of Health, Safety and Environment and to monitor their implementation.

2.2 To oversee for the College, the implementation of appropriate Health and Safety manuals, procedures and documents as is necessary to ensure the implementation of the College's Policy.

2.3 To ensure there are procedures in place and that all employees know where they can be found and their contents. See 9.1 below. Essential Health & Safety notices must be posted in prominent positions throughout all the College's premises.

2.4 To ensure that procedures are regularly reviewed and revisions are carried out as necessary.

2.5 To monitor the development of an ongoing Risk Assessment programme (that complies with the Management of Health and Safety at Work Regulations 1999 , any amendments thereto and with other Regulations made under the Health and Safety at Work etc. Act 1974), the development of Safe Systems of Work, and the implementation of a system to provide information, instruction, training and supervision to employees within their areas of responsibility.

2.6 To be available to any employee to discuss and to seek to resolve Health and Safety problems not solved at a tactical or operational management level.

2.7 To ensure that appropriate action to remove or reduce potential hazards is taken by each department of the College.

2.8 To set up and maintain a system for collating such information and guidance as may from time to time be issued by the Health and Safety Executive or other advisory/information bodies Along with college line managers, to maintain records of all such material, and to make them readily accessible to all employees, and notify staff of new guidance where appropriate. See 9.1 below.

2.9 To be readily available to any Trade Union appointed Safety Representatives and to co-operate with them so far as is practicable in their efforts to carry out their prescribed functions.

2.10 To investigate, in conjunction with College line managers, any reports from staff, students, contractors, tenants or visitors concerning possible hazards and to respond within a reasonable period of time to the issues raised, ensuring appropriate records are kept that detail the actions undertaken to resolve.

2.11 To ensure that all areas are subject to a Health and Safety Tour and Inspection at least once every four months and that records are kept showing the findings of these Inspections. These

records are to be held by the Head of Facilities and can be inspected by governors and any regulatory bodies as necessary.

2.12 To ensure that the circumstances of all accidents and incidents are appropriately investigated and recorded and that all reasonable steps are taken to reduce the likelihood of, or prevent, a recurrence.

2.13 To ensure that all visitors, including those who will be undertaking maintenance work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.

2.14 To ensure that concerns of waste management, potential or actual pollution and environmental harm are acted upon within a reasonable period of time, when notified.

3. Duties of the Executive Management Group (EMG)

Members of the College's EMG have an individual responsibility, within their areas of direction, under the guidance of the Principal:

3.1 To operate an ongoing Risk Assessment programme that complies with the Management of Health and Safety at Work Regulations 1999, any amendments thereto and other specific Regulations made under the Health and Safety at Work etc. Act 1974.

3.2 To develop safe systems of work for all tasks undertaken within their area of responsibility.

3.3 To implement a system to provide information, instruction, training and supervision to all staff and students within their area. See Part III, 12 for further details.

3.4 To pursue the prevention of accidents and the avoidance of Ill health arising from work activities.

3.5 To receive reports from users of the area of hazards and risks and to take steps, so far as is reasonably practicable, to remove or reduce them.

3.6 To report to the Principal instances where their normal executive authority does not allow them to deal effectively with a hazard, or if there is any doubt as to the practicability of a solution. Where necessary, to take the appropriate short-term action to maintain safety, pending a fuller solution.

3.7 To ensure that all accidents and incidents are investigated and that records of these investigations and their findings are kept by the Head of Facilities. Copies of these are to be made accessible to allow for sufficient monitoring to take place for compliance with the College's instructions. A report on accidents and incidents will be made to the termly meetings of the Health and safety Committee.

3.8 To inspect designated areas at least once in every four months, both from the viewpoint of identifying hazards and risks, and to assess the effectiveness of the local hazard reporting system and other arrangements detailed in this Policy.

3.9 To ensure the use of protective clothing and equipment, where appropriate, and to ensure that such clothing and equipment is properly selected, maintained, stored and renewed where necessary. To ensure that all employees and students receive the required information and instruction to use the equipment safely.

3.10 To ensure that employees new to a workplace are given the required Information, instruction and training to enable them to perform their duties in a safe manner before starting work.

3.11 To identify, record and report to the Principal any environmental issues relating to waste, pollution or environmental health within the College.

3.12 To have regard to the provisions of the Corporate Manslaughter and Corporate Homicide Act 2007, which provides criminal offences for cases where a corporation causes death by a gross breach of its duty of care. The EMG is regarded as "Senior Management" under the terms of the Act, and its members must take personal responsibility to ensure that any Health & Safety concerns which could threaten life are reported and addressed urgently.

3.13 To ensure that the College's Safeguarding Children and Vulnerable Adults Policy, which seeks to protect vulnerable people at the College, is fully implemented. This includes the provision of appropriate support and information to learners to enable them to ensure their own personal safety both inside and outside the College.

4. General Duties of Employees

4.1 Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care of themselves and others who may be affected by their acts or omissions. This also includes volunteers, students, contractors, tenants and visitors to the College.

4.2 All employees also have a duty to co-operate with respect to Health and Safety with the College Board of Governors, the Principal, the Vice Principal, EMG and those with delegated management responsibilities, in pursuit of College policy and compliance with statutory provisions. Employees must follow Health, Safety and Environmental instructions given by management as best practice, including the rules set out in Part III of this Policy.

4.3 Section 8 of the 1974 Act requires that no person shall intentionally interfere with or misuse anything provided in the interests of Health and Safety (e.g. fire alarms, extinguishers, first aid boxes, machine guards, etc.). This section of the Act applies not only to employees, but also to volunteers, students and visitors to the College.

4.4 All employees must ensure that all persons who may be affected by their activities:

(i) are made aware of the findings of Risk Assessments;

(ii) are given adequate, suitable and sufficient information, instruction and training to enable them to work safely;

(iii) use all plant, equipment and substances in a manner which will not adversely affect their Health and Safety or that of anyone else;

(iv) are able to work under safe working conditions in workshops, classrooms, and studios.

(v) are supervised at all times when these areas are occupied, and ensure the areas are always locked and left in a safe condition when not in use, if appropriate.

4.5 All staff are directly responsible through their line management for matters of Health and Safety and the Environment for maintaining and operating a safe and healthy working environment within their work areas for themselves and others.

5. General Duties of Tenants and Contractors

5.1 Any private or public organisation leasing or renting accommodation from the College is responsible for identifying and notifying Health and Safety and Environmental concerns to the Principal, directly.

5.2 Such organisations in 5.1 will co-operate fully with the College in improving the safety and health of the College.

5.3 Any organisation that is permanently located at the College, that is, working from the College premises daily as an administrative base, shall provide evidence to the College of any Health and Safety Arrangements and key management personnel responsible for Health and Safety. Such organisations shall co-operate and co-ordinate their Health and Safety with that of the College.

6 Trade Union Safety Representatives

6.1 The Safety Representatives and Safety Committees Regulations 1977 (as amended) provide for the appointment of Safety Representatives by a recognised trade union and require the establishment of a Safety Committee if requested by at least two such Safety Representatives. The Regulations provide that Safety Representatives shall have the following functions:

(i) investigate situations that could give, and have given, rise to danger in the workplace, including the causes of accidents - whoever draws attention to them (i.e. not just the constituents represented);

(ii) look into complaints raised by any employee s/he represents relating to that employee's Health, Safety or Welfare at work;

(iii) make representations to the employer on matters out of sub- paragraphs (i) and (ii) above;

(iv) make representations to the employer on general matters affecting the Health, Safety or Welfare at work of the employees at the workplace;

(v) carry out health and safety Inspections in accordance with the Regulations;

(vi) represent the employees s/he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;

(vii) receive information that the Inspector or Officer may wish to give concerning any facts obtained by them as a result of an investigation and any intended action that the Inspector or Officer intends to take; and

(viii) attend meetings of the Safety Committee where s/he attends in her/his capacity as a Safety Representative in connection with any of the above functions.

6.2 Notification of Safety Representative Appointments

Any recognised trade unions must notify the Principal of the details of any Safety Representative appointments and a record of all Safety Representatives will be maintained.

6.3 Safety Representatives - Communications

Safety Representatives should channel all formal communications with the College through the Principal.

7 Health & Safety Communications

7.1 The Principal (or anyone designated by him) will consult with employees directly where Safety Representatives from recognised Trade Unions do not exist or where there is a group of non-represented employees .

7.2 The Principal will establish Health and Safety as a standing item on each and every College meeting agenda including meetings that the Principal has with the Union representative. This will ensure that staff at all levels of the College are fully engaged in Health and Safety communications and are able to be actively involved in Health and Safety issues within the College and contribute to policies and procedures to ensure a safe working environment for all.

8 Duties of Governors and Annual Health & Safety Report

8.1 The overall responsibility for Health, Safety and Environmental issues is vested with the Governing Body. Governors are responsible for approving the policy and monitoring progress and compliance. The policy is signed by the Chair of Governors. Appropriate training will be provided to ensure Governors can carry out their role effectively.

8.2 The Head of Facilities and Principal will prepare an annual report for governors on Health & Safety setting out an overview of the past year's activities and including the following information:

(i) A summary of updates to this Policy

(ii) A report on the College meetings in relation to Health & Safety

(iii) Key developments carried out during the past year

(iv) A summary of Health & Safety training carried out in the past year

(v) A report on emergency evacuations

(vi) A report on recordable incidents including those reportable under RIDDOR

(vii) A report on progress against the college's health and safety targets

9 Provision of Information

9.1 The College will employ a number of different means of circulating relevant information to employees, students, contractors, tenants and visitors, reflecting College policy and changes in legislation. These will include briefings, direct communication from the Principal, postings on notice boards, at forums such as The College's staff conference and via the meeting structure or through the staff intranet or the website.

10 Key Contacts

Lead on Health and Safety & the Environmental

Name:	**Dipa Ganguli**
Title:	Principal
Official Address:	Working Men's College, 44 Crowndale Road, London NW1 1TR
Telephone No.	020 7255 4710

Name:	**Tracey Gleeson**
Title:	Head of Facilities
Official Address:	Working Men's College, 44 Crowndale Road, London NW1 1TR
Telephone No.	020 7255 4714

The Principal, **Dipa Ganguli**, maintains overall strategic responsibility for the College.

List of Other Contacts

The Management of Health & Safety at Work Regulations 1999 requires the organisation to maintain contacts and links with external bodies that can be called upon for assistance and advice, to supplement in-house skills and competence. The College identifies bodies such as the following, for information and guidance:

(1) The Health and Safety Executive London Region
020 7556 2100 www.open.gov.uk/hse

(2) The Environment Agency
0370 850 6506 www.environment-agency.gov.uk

(3) HSE Info Line
0300 790 6787

PART III - Procedures

This Part is concerned with the systems and procedures the College has in place and will strive to improve.

It is a strict duty under the Management of Health and Safety at Work Regulations 1999 and Fire Precautions (Workplace) (Amendment) Regulations 1999 to show that arrangements exist to cope with Health and Safety (Fire Safety) concerns.

1. Accidents/Incidents/Injury Reporting (including RIDDOR)

1.1 Certain incidents are reportable to the Health & Safety Executive under the terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A summary of reportable incidents is given below:

- The death of any person (Regulation 6)
- Specified injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR incidents must be reported to the Health and Safety Executive by the "quickest practicable means" such as on-line, by phone or fax. This must be followed-up with the submission of the appropriate paperwork. Further details are available on the RIDDOR web site. The communication to the Health & Safety Executive will normally be made by the Head of Facilities.

1.2 Other accidents, incidents, thefts and ill-health occurrences outside the scope of RIDDOR must be recorded on an official College Incident Report Form, which should be returned to the Head of Facilities. Particulars of the incident may be entered either by the injured person or by any person acting on her/his behalf, e.g. the First Aider, a tutor or manager or Safety Representative.

(i) Blank Incident Report Forms are available on the staff intranet and at Reception areas.

(ii) Records of accidents are transcribed by the Head of Facilities or another delegated staff member as appropriate from the Incident Report Form into the College's Accident record keeping systems.

(iii) The completed Incident Report Forms are stored electronically and can be accessed at all reasonable times by any injured employee or any person acting on her/his behalf by contacting the Head of Facilities.

1.4 Trade Union Safety Representatives have statutory rights to inspect the site of an Accident or Incident and investigate an event affecting one of their members. The College will assist the Trade Union Safety Representative as far as is practicable and legally required.

1.5 All Incident Report Forms are to be investigated by the appropriate Line Manager. Basic and underlying causes will be identified and acted upon after consultation with employees and others as appropriate. Records will reflect the actions required to prevent reoccurrence and the Principal and Head of Facilities will review outstanding actions as part of the risk management strategy.

1.6 All RIDDOR-reportable incidents must also be reported to governors in their annual Health & Safety Report.

2. Risk Assessments

2.1 General and Building Site Risk Assessments will be carried out by the Head of Facilities with overall co-ordination by the Principal. It is aimed that these areas should be assessed every three years or sooner if the risk has materially changed.

2.2 The College will comply with the best practice stated in the Management of Health and Safety at Work Regulations 1999, Schedule 1 to prevent and control workplace risks. To this effect the College has allowed for a hierarchy of risk control in the Risk Assessments.

2.3 Activity-based Risk Assessments will be carried out by the Line Manager responsible for the activity or staff designated by them. Specialist rooms and equipment will be risk assessed by Technicians and Tutors and will be reviewed annually.

2.4 The College will regularly review Risk Assessment findings and communicate within a reasonable time period such risks to those affected and review risks and risk controls at staff meetings and other forums.

2.5 The College has made arrangements for Training in relation to Risk Assessments. The College is committed to regular training of all managers and others who are required to prepare risk assessments and also to providing Information updates on Risk Assessments.

2.6 A separate procedure is in place for the risk assessment of student work placements.

2.7 All educational trips organised by the College must have a risk assessment carried out by the line manager responsible for the activity designated by them. A form is available for the purpose. All risk assessment forms should be retained in the area where the activity is taking place and be made available for inspection when requested. An electronic version should also up uploaded to the relevant area on the staff intranet.

2.8 Event Risk Assessments are carried out by the event organiser and reviewed by the Head of Facilities.

3. First Aid

3.1 The College will maintain comprehensive, integrated First Aid arrangements and training to provide facilities as laid down in the Health and Safety (First Aid) Regulations 1981 and amendments thereto.

3.2 First Aid Boxes and burns kits are located in rooms as set out below:

Room no.	Location	Green (Normal first aid box)	Red (Burns kit)
001	Sculpture	x	
101	ALS / OLC	x	
102	Kiln Room	x	
103	Ceramics	x	
112	Jewellery	x	x
301	Café kitchen	x	
Reception	Reception	x	
306	Admin	x	
407	Fashion	x	
505	IT	x	
203	Facilities	x	
601	Library	x	
603	Media	x	
901	Art	x	
907/8	Office	x	
KT1	Print	x	
KT Reception	Reception	x	

3.3 Staff should contact Reception (x715 for Crowndale Road and x572 for Kentish 'Town) for First Aid. An up to date list of qualified first aiders must be maintained and held at reception at each location.

3.4 All College First Aid Boxes must be checked and maintained on a monthly basis. Records of these checks are stored on the Facilities drive.

3.5 The College will arrange for any further updating and Training in First Aid as may be required by legislation. The College aims to have a total of at least 10 First Aiders.

3.6 All Facilities team members are qualified first aiders and this ensures that there are always first aiders present whenever the buildings are open.

4. Fire Safety and Emergency Procedures

4.1 The College has an emergency evacuation procedure which describes what step to take in an evacuation of the building in an emergency situation. It describes the actions to be taken on hearing a fire alarm and by anyone who discovers a fire.

4.3 The College has a procedure for testing fire alarms and conducting evacuation drills every term. A record of all evacuation drills must be kept.

4.4 The College provides induction for new employees, including temporary staff. It is the responsibility of a member of staff's line manager to ensure they are aware of these procedures.

4.5 Fire Notices which summarise these procedures is displayed in all College rooms and on main escape routes.

4.6 Fire-fighting equipment is maintained annually and the checks recorded. Fire exits must be kept clear at all times.

4.7 Under the Regulatory Reform (Fire Safety) Order 2005, implemented in October 2006, the College is obliged to conduct periodic risk assessments by an accredited consultant, to identify specific fire hazards and recommend measures to control the associated risks. On advice from the London Fire Brigade, these are conducted every two years.

5. Control of Substances Hazardous to Health (COSHH)

5.1 The College will carry out regular COSHH Assessments with respect to chemicals deemed harmful to health and hygiene of the individual. These will be carried out under the direction of the line managers responsible for the activity or staff designated by them.

The College recognises the importance of COSHH Regulations 1999 and will extend the best practice identified not just to the attached EH40 Schedule, but it will also follow COSHH guidelines in general. These include:

(i) use of cleaning chemicals whether in liquid or solid form by cleaners;

(ii) use of substances in classrooms by staff and students, in particular during experiments and in design classes where substances are used and fumes/vapours released; and

(iii) any other substance including alcohol and prescribed substances that can be harmful to health.

5.2 The College will carry out COSHH Assessment training to ensure that in-house competence is developed and that suitable and sufficient COSHH assessments can be carried out by staff.

5.3 The College will maintain Hazard Data Sheets or access these via appointed safety consultants, when there are concerns with any substance not clearly marked or identified.

6. Work Equipment Inspection and Assessment

6.1 In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), the College will inspect and assess and accordingly train key staff, to use and handle 'work equipment' safely and competently. This will relate to in particular, potentially hazardous work equipment such as mechanical devices and lifting equipment. However, all employees

should be notified as to the safe use of all work equipment including photocopiers and computers.

6.2 The College will ensure that any work equipment purchased is warranted safe by manufacturers and that appropriate instructions exist for safe use, handling and assembly.

6.3 Learners who are required to use potentially dangerous equipment as part of their course must be fully trained before using it. In cases where the risk assessment warrants it, they must also sign a declaration to that effect, which must be retained by the College. In addition, learners must never work alone while using any potentially dangerous equipment.

6.4 The College will maintain a register of all equipment requiring periodic maintenance and will ensure appropriate maintenance is carried out in accordance with it.

7. Personal Protective Equipment (PPE)

7.1 The College will provide free of charge essential PPE to employees and learners to enable them to carry out their work activity safely e.g. gloves, protective overcoats, spectacles etc. where deemed necessary by virtue of the risk of the activity.

7.2 The College will provide space for storage of essential PPE, for changing into PPE and also make arrangements for the maintenance of any PPE, to ensure it is free from damage.

7.3 The College will replace any PPE that is unsuitable or that hinders the effective and safe performance of work tasks.

8. Manual Handling

8.1 The College will provide suitable and sufficient Manual Handling Training to those staff where regular handling, lifting, awkward movement is involved, which could lead to serious injury. Managers will identify such requirements.

8.2 The College will attempt to minimise Manual handling risks by providing where reasonably practicable and cost effective, mechanical handling devices. This could be trolleys, basic lifting equipment etc.

8.3 The College recognises that Manual Handling problems are a major cause of time-off work in industry and will follow best advice from the HSE and others, as well as inform staff accordingly.

9. Display Screen Equipment

9.1 If employees use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, the Head of Facilities will carry out a work-station assessment, looking at the whole work-station, including equipment, lighting, furniture, and work conditions, the job being done and whether an employee has special requirements, for example a user with a disability Where there are risks, the College will take steps to reduce them.

9.2 A work-station assessment will take place where a new work-station is set up, a new user starts work, or a change is made to an existing work-station, or the way it is used, or users complain of pain or discomfort.

9.3 The College will arrange for DSE Assessments for all workstations on request and act upon any significant risk that is identified.

9.4 The College will develop in-house DSE Assessment training to ensure in-house competence is developed. This will be simultaneously with Generic Risk Assessment Training.

9.5 The Health & Safety (Display Screen Equipment) Regulations 1992 state that habitual users of VDUs are entitled to yearly eye examinations paid for by their employer. The College will offer paid eyesight tests for employees who are regular users of computers and other alphanumeric devices. The College has a separate Assistance with Eye Care Policy which sets out the details

10. Welfare at Work

10.1 The College will, so far as is reasonably practicable, ensure that the College working environment is clean (practising good house-keeping at work), there are adequate rest facilities for employees as well as changing rooms, appropriate access to clean toilet facilities for employees, clean drinking water etc., as well as for students and others.

10.2 The College is committed to providing adequate heating, lighting and ventilation in College property. The College building has undergone considerable renovation and renewal in recent years. A full replacement of the heating system and introduction of mixed mode ventilation has taken place in the Crowndale Road site in 2018 and 2019.

11. Occupational Health Monitoring

11.1 The College will arrange for external, professional Occupational Health support or surveillance if appropriate, either via direct contact with employees or via third party expertise. This will identify any potential and actual health risks to staff and students.

11.2 The College will act upon any health concerns expressed to the Principal or to an employee's line manager. The College will also seek and follow best advice from the Department of Health and the Department for Education on health risks in the education sector.

12. Training

12.1 The College is committed to high quality and in-house Health, Safety and Environmental Training to employees. It will offer such training as a part of Induction Training and whenever appropriate. It will develop in-house capabilities and use external agencies to achieve this. The College is committed to following certified and accredited training programmes where relevant and necessary, such as IOSH, NEBOSH, City and Guilds, British Safety Council, ROSPA etc.

12.2 The College requires all staff to undertake a comprehensive general on-line training system for Health & Safety upon initial appointment and then as periodic refresher training. Further, more in-depth training for individual staff, relevant to their role, will be agreed with line managers as part of performance management processes.

12.3 The College has also developed a short Guide to Health and Safety for staff. A guide for students is incorporated into the College's Learner Guide and is available on the staff intranet.

13. Communication

13.1 The College will advise and inform all employees through talks, noticeboards, newsletters, staff intranet briefings, staff meetings, etc. of any changes in legislation and best practice that will impact on the Health, Safety and Welfare of employees and others.

13.2 The College is receptive at all times to suggestions for improving safety at work and will actively encourage employees and others to suggest improvements.

13.3. The College will ensure that latest Health and Safety information and posters are displayed on all College sites and that appropriate details are included on such forms (e.g. nearest Enforcing Office etc.).

14. Contractor Safety

14.1 The College will require appropriate Risk Assessment, Method Statement and evidence of safety awareness from any Contractor working on College property. The College will not permit any Contractor onto the premises otherwise. A contractors H&S induction pack will be provided by the Head of Facilities. In any tendering process that the College may engage in, it will also specify the centrality of safe practice from any Contractor tendering for such work.

14.2 Where required the College will comply with Construction (Design and Management) Regulations 2015 and Construction (Health, Safety and Welfare) Regulations 1996.

15. Food Safety

15.1 In all kitchen and cafe areas the College's contractors will ensure that food hygiene is a primary concern. The College will ensure that any contractor carries out regular Food Hygiene Inspections and ensures that food and other food related supplies are from known and recognised sources.

15.2 Cafe and kitchen areas will be cleaned on a daily basis.

15.3 Food served in the café includes some pre-packed sandwiches which includes allergen labels. Ingredients of all dishes to be available on request.

15.4 Food Hygiene Certificates must be held by the College's contractors or appropriate Catering staff and up-dates on training undertaken if necessary.

15.5 The College will take steps to keep the College free of mice and other vermin, as far as reasonably practicable.

16. Security

16.1 The College has installed CCTV systems on its site to monitor intruders and trespassers.

16.2 The College has installed a panic alarm system at Crowndale Road reception should any incidents occur. This is a monitored system that automatically calls the Police if there is an incident which requires it.

16.3 All visitors must report to Reception. Staff and students are required to show their ID cards when entering College premises, or when requested to do so by a member of College staff,

and are required to wear their ID cards at all times while on the premises unless engaged in a activity or using equipment where wearing a lanyard and card presents an unnecessary risk of harm.

16.4 The College has installed a card-operated access control system and a coded access system in the basement entrance at Crowndale Road to further improve security.

16.5 In the event of a security emergency staff or learners should contact Reception for help - phone **extension x715, or *x706*** and **x572** to KT; a red disc with the room number will be located near the door of each room, for anyone to take to Reception even if their English is poor. Alternatively, panic alarms are located in reception under the desks.

16.6 Appropriate signage and warnings are in place around the perimeter boundary of the College, warning intruders and trespassers in general that the College is secure and has CCTV in operation.

16.7 Certain areas of the College are designated as prohibited to students, and are clearly marked as such. Students are not permitted to enter these areas.

17. Highly Flammable Liquids and LPG

17.1 The College does not store any HFLs or LPG on site.

17.2 Due to the fact that the College keeps less than 50 tonnes of HFL/LPG on site, it is exempt from the COMAH Regulations 2015.

18. Notification of Policy to Learners and other Visitors

18.1 A summary of this Policy is included in the College's Staff Handbook and Student induction video and learners' guide.

18.2 This full policy is available on the College's staff intranet, and on request under the terms of the Freedom of Information Act. A copy is kept in Reception and can be seen by any learner. A copy will be sent to a learner if there is a specific and justifiable request (such as involvement in an Injury).

18.3 All teachers are responsible for ensuring their students are appropriately briefed on essential Health and Safety matters, as set out in the Student Induction. They must also give students full instruction in the use of any potentially dangerous equipment and substances during their course. Teachers are required to confirm that Students have undertaken an induction by ticking the relevant box on the staff intranet where the induction is located. Reports are then generated which detail which learners have undertaken the induction and this is monitored by the Line Manager responsible for the Department.

19. Health, Safety and Welfare of Students including Young Persons and Vulnerable Adults

19.1 The College has a separate Safeguarding Children and Vulnerable Adults Policy to safeguard against the risk of abuse.

19.2 Staff under 18 will receive comprehensive Induction, Information, training and supervision before being allowed to use any work equipment or/and any substance under EH40 of COSHH Regulations 1999. The College will carry out a Capability Assessment of the young person to ensure they are capable of understanding and coping with any known risks. The

College will notify the parent or guardian of the young person of any known risks and ensure they are kept informed of any specific on-going risks.

19.3 Through its safeguarding policy and practice the College aims to give students appropriate support and information to enable them to ensure their own personal safety both inside and outside the College.

20. Health, Safety and Welfare of Pregnant Workers and Nursing Mothers

20.1 The Working Men's College recognises the provisions made under the Management of Health and Safety at Work Regulations 1999 to control the exposure to risk of Pregnant Workers, Nursing Mothers, Women of Child Bearing Age and the Unborn Child.

20.2 Specific Risk Assessments will be carried out vis-à-vis work activity of Pregnant Workers for instance to ensure that known risks and foreseeable risks are identified and any adverse impact on health noted and acted upon.

20.3 The College will endeavour to mitigate risk by seeking alternative tasks for the affected person if the main occupation is deemed to pose a health risk, whether physical, chemical, biological or ergonomic.

20.4 The College will ask female employees to notify their Line Manager if they become pregnant or are returning to work after a recent pregnancy.

20.5 The College will provide support, guidance and information to those listed under 20.1 and is committed to the welfare of such persons.

21. Arrangements for People with accessibility concerns

21.1 Under the terms of the Working Men's College's Disability Equality Scheme, the College will make reasonable adjustments to enable any member of staff, student or visitor to safely access and utilise College facilities.

21.2 The Working Men's College has access and egress arrangements in place for people with mobility concerns at work or attending courses. This includes a platform lift providing access to the main college entrance, plus access ramps and lifts to some floors for wheelchair users.

21.3 In the event of a Fire or an Emergency, the College has a Mobility registry file which covers the identification of people with mobility difficulties. The register is maintained by the Disability Officer and copies are located in the reception area of both sites and the Head of Facilities's office.

21.4 People with mobility issues should all have a Personal Emergency Evacuation Plan (PEEP) in place which the tutor or a member of the Student Support Team completes during the first lesson. This plan should remain with the teaching staff and will detail how the individual will be supported to evacuate the building.

21.5 Arrangements exist for accessible toilet facilities on several floors, which are regularly maintained. Sanitary provisions for such persons are checked and maintained throughout the day by cleaning staff.

21.6 The College is committed to compliance with Disability Discrimination Legislation.

22 Fitness to attend College

22.1 Any health problems and health risks in the use of work equipment or/and substances by such persons will be identified by Risk Assessment and if deemed appropriate, permission denied to such a person on the use of such items on Health and Safety grounds.

23. Children on Premises

23.1 The College, or those using College premises, to train or educate children over 16 and under 19 must warn such persons and their guardians of any Health and Safety issues, such as Fire Evacuation, use of Emergency Exits, First Aid Facilities etc. This will be during commencement of any course at the College and be a part of any Induction.

23.2 The College does not knowingly train or educate children under 16 and does not permit their unrestricted movement on College property.

24. Smoking on Premises

24.1 The Working Men's College does not permit smoking on College property or in the vicinity of any of its doors or windows. The College's separate Smoke Free Policy sets out the details. This includes the use of e-cigarettes.

25. Alcohol and Drug Use/Misuse at Work

25.1 Any employee or student who is on College premises under the influence of non-prescribed drugs or alcohol is in breach of the College's disciplinary procedures. They will be required to leave the premises and will have disciplinary action taken against them if appropriate.

25.2 Any employee consuming controlled substances classified under the Misuse of Drugs Act 1971 (amended) will be in breach of both the criminal law and the terms of their Contract of Employment.

25.3 The College will advise staff who have an addiction to controlled substances or alcohol on where they can get help.

25.4 Employees under any medication (prescribed substance) which may have an adverse effect on their performance or behaviour must notify their line manager. If a facility (use of a room) is needed for a prescribed substance on medical grounds then the College will offer assistance.

26. Mechanical and Electrical Safety

26.1 Regular daily and weekly visual Inspections will be carried out of boiler rooms, heating systems, air-conditioning systems and other similar systems.

26.2 A record of maintenance of all such items will be kept. The College is committed to Planned Preventative Maintenance (PPM) and will act upon mechanical and electrical problems identified.

26.3 The College, in compliance with Electricity at Work Regulations 1989 and associated regulations, will use competent persons to carry out Portable Appliance Testing (PAT) on all

its electrical equipment on a cyclical basis as required by the regulations. PAT reports will be kept on file.

26.4 Testing of fixed wired electrical circuits will be carried out every five years.

27. Asbestos

27.1 The College will maintain a log of any known occurrences of asbestos in the building. Asbestos is not a health and safety risk provided it is in good condition and is not disturbed. If the Principal has any concerns air tests will be commissioned.

27.2 The College will take appropriate precautions when undertaking building or maintenance work in any area which does or may contain asbestos. If the Principal has any concerns a professional survey will be commissioned and any asbestos found will be removed or made safe.

28. Working at heights

28.1 All reasonable measures will be taken to ensure the safety of employees who work with ladders and/or step ladders.

28.2 Where appropriate, every effort will be made to minimise or eliminate the necessity to work from ladders.

28.3 Working Men's College will ensure all ladders supplied are of a sound construction and suitable for the task to be performed. Adequate training will be provided for all employees using ladders at work. Employees must report any defects with ladders to the Head of Facilities immediately and any concerns or problems encountered while using the ladders.

28.3 No employee or learner will use any ladder and/or step ladder, or any other form of equipment used for working at height, without the suitable training authorisation and certification.

29. Blood Spillage and HIV

29.1 HIV and some other viruses are spread by the exchange of bodily fluids. It is extremely rare for anyone to contract HIV in a non-medical occupational setting.

29.2 All spillages of body fluids should be treated as hazardous. The College does not ask students or staff if they have HIV, so we have no way of knowing if any spilled body fluids are carrying the virus.

29.3 First Aid must only be administered by a qualified first aider, who has been trained in safe procedures for dealing with cuts and other injuries. All other bystanders must stand well clear of any injured person or any other spillage.

29.4 Spillages of blood and any other bodily fluids must be cleaned up promptly by the College cleaning contractor or Facilities Team using a diluted solution of disinfectant. Disposable gloves must be used. A spill kit is available in the Facilities office at main site and at Reception at KT.

30. Bad Weather and Transport Disruption

30.1 The college expects staff to take reasonable steps to get to work in bad weather or where transport is disrupted for other reasons (e.g. transport strikes). They should use whatever public transport is available. Staff should wear appropriate clothing and take special care when pavements are icy. If a member of staff believes they are unable to get to work, or if they need to leave early, because of bad weather or disrupted transport they must discuss the circumstances with their line manager.

30.2 Staff and students should always assume the College will remain open unless advised otherwise. In very exceptional circumstances, for example if there is severe disruption to transport links within Camden, the Principal may decide to close the College. If they do so, all relevant staff will be informed.

31. Environment

31.1 The Working Men's College views quality of life issues as central to well-being at work. The College is committed to identifying, assessing and managing all waste in the least harmful way to the physical environment. The College will seek less harmful alternatives in cleaning, catering, science or artistic activities. The College is developing a separate Sustainability Policy setting out its commitment to environmental protection.

31.2 The College is committed to recycling and provides recycling facilities.

31.3 The College discourages litter dropping and provides adequate bins and disposal sites throughout the College.

31.4 As far as the College is aware it does not carry out any Prescribed Process under the Environmental Protection Act 1990, for which Authorisation Licence is needed. The College does not preclude the use of Environmental Impact Assessment in the future if expansion of its site is needed or if required to do so by the Environment Agency. Irrespective of legislative requirements. The College is committed and will make arrangements for the use of best available techniques not entailing excessive costs when considering environmental issues and pollution control.

31.5 Noise Pollution and its adverse effects on welfare of employees, visitors and surrounding areas is of concern to the College, who will carry out Noise Monitoring if necessary to ensure noise levels are kept within acceptable limits.

32. Equal Opportunities & Safety at Work

32.1 Where employees and others who use the College's premises do not readily comprehend English, any information provided to secure their safety (whether oral, written or in the form of safety signs) must be given in an understandable form. Whenever appropriate, pictorial signs will be used.

33. Stress at Work

33.1 The College shall, so far as is reasonably practicable, provide a place of work free from foreseeable risk. The College will, as far as possible, identify key ergonomic issues that may lead to occupational stress, such as workstation design, inadequate work equipment etc. The College is committed to identifying and controlling potential workplace stress variables.

34. Violence

34.1 The College's Courtesy Code makes it clear that action which causes harm to anyone will not be tolerated. The College's Disciplinary Policy will be used to investigate and punish anyone who uses violence.

34.2 The College also gives equal importance to psychological intimidation of staff, sexual threats, and verbal threats and recognises the negative impact this can have on Welfare at work as well as Health and Safety of the individual. The College may arrange for private advice and counselling of any staff threatened or attacked.

34.3 The College has made arrangements to record and report to the HSE any acts of physical violence which are reportable under RIDDOR. The acts will also be recorded in the Accident Records and be fully investigated.

35. Legionella

35.1 The Working Men's College undertakes to ensure compliance with the relevant legislation with regard to the control of Legionella in hot and cold water systems for all learners and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

35.2 The College will ensure that relevant risk assessments are carried out and that control measures are implemented. Appropriate training is provided. The Head of Facilities is informed of any problems with water or the water system. Records are kept for each water outlet of flushing and testing and any disinfection procedures.

36. Lifts and Lifting Equipment

36.1 All passenger lifts and stair lifts for disabled learners are inspected by a competent engineer on a six-monthly basis.

36.2 Lifting equipment not used to lift people is inspected on an annual basis.

37. Slips Trips and Falls on the Same Level

37.1 The potential for slips trips and falls in the Working Men's College has been risk assessed and appropriate controls have been put in place.

37.2 This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

38. Covid-19

The College undertakes to ensure full compliance with all Covid-19 legislation, as well as government regulations and guidance. For instance, it will provide hand sanitation facilities at convenient locations throughout the College premises and make every effort to ensure that employees, learners, contractors and visitors comply with government guidance on social distancing and the wearing of face coverings.

38. Review of Policy

38.1 This policy will be reviewed by the Principal on an annual basis, or sooner if there is a significant change to the working environment. Where deemed appropriate, the Principal will submit recommendations on changes and updates to the Principal and the Governing Body for consideration.

Next Policy Review Due: 18th December 2024