

<b>Title</b>	Health, Safety & Welfare Statement of Intent	No HSW1
<b>Originator</b>	College Health and Safety Manager	Date Reviewed: Advent Term 2018
<b>Approved by</b>	College Steering Committee Committee/Governing Body	Next Review: Advent Term 2019



## 1. Introduction

- 1.1 The Governing Body of Lancing College is committed to ensuring the health, safety and welfare of all those who work for the College as well as the Hove and Worthing Preparatory Schools and everyone who may be affected by the Schools and their activities, including pupils, visitors, contractors and the general public.
- 1.2 This Health, Safety and Welfare at Work Statement of Intent has been issued by the Governing Body to comply with the requirements of health and safety legislation and expresses the commitment of the Governing Body to maintaining health, safety and welfare provisions.
- 1.3 This document together with the Health, Safety and Welfare Policy establishes the Governing Body's responsibilities towards its employees and others who will from time to time use the College's or the Prep Schools' services. It also outlines the formal arrangements which the Governing Body has introduced to achieve the elimination or adequate control of any hazards associated with its activities and the arrangements for the maintenance of adequate welfare facilities.
- 1.4 The Governing Body recognises its obligations under the Health and Safety at Work Act 1974 and related legislation and intends to demonstrate an ongoing and determined commitment to improving health and safety at work.
- 1.5 The Governing Body aims to lead the independent education sector by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.
- 1.6 Health and safety is the direct responsibility of all adults associated with and operating within Lancing College, be they employees, members of the Governing Body, contractors or volunteers. Pupils and visitors are likewise encouraged to highlight any health and safety concerns and required to operate within the structures which are in place to ensure the welfare, health and safety of all. The main aim of the arrangements contained within this and the associated documents is the establishment of a safe and healthy working environment by the application of appropriate measures which either remove or adequately control work related risks.

## 2 Policy Objectives

- 2.1 Lancing College shall, so far as is reasonably practicable, take all necessary steps to ensure the health, safety and welfare of all its employees as well as those at the Hove and Worthing Preparatory Schools whilst at work and shall conduct its affairs in such a way as to protect persons not in its employ who may be affected either directly or indirectly by its activities.
- 2.2 To this end particular attention will be paid to the provision and maintenance of:
  - A safe and healthy working and learning environment
  - Safe access and egress and adequate welfare facilities
  - Arrangements for the identification of hazards and the control of risks
  - Suitable information, instruction, training and supervision to enable those affected to contribute to their own health safety and welfare and that of visitors or others whilst at work
  - Safe plant, equipment and systems of work
  - Arrangements for the safe use, handling, storage and transportation of articles, materials and substances
  - Appropriate management procedures to monitor and audit compliance with safety procedures
  - Appropriate arrangements to ensure the risks to staff and others affected by the College business are assessed and controlled
  - Arrangements for the reporting and investigation of accidents, incidents and near misses
  - Arrangements for the emergency evacuation of premises
  - Arrangements for the provision of suitable first-aid treatment for those injured whilst on College premises
  - Appropriate procurement policies to ensure that only competent contractors and suppliers are engaged
- 2.3 In furtherance of these objectives this Health, Safety and Welfare Statement of Intent will be supported by such additional policies, guidance and related documents as are considered necessary by the Governing Body to meet identified specific Health, Safety or Welfare needs of the College and the Prep Schools. Details of these documents are to be found on the College health and safety intranet pages or from the Health and Safety Office.

Signed: .....

Chairman

Dated: 30 November 18