

<b>Title</b>	<b>Health, Safety and Welfare Policy</b>	<b>No: HSW2</b>
<b>Originator</b>	<b>College Health and Safety Manager</b>	<b>Date Reviewed: Advent Terms: 2018, 2019, 2020, 2021</b>
<b>Approved by</b>	<b>College Steering Committee Committee/Governing Body</b>	<b>Next Review: Advent Term 2022</b>



# Lancing College

## Health, Safety and Welfare Policy

- **Lancing College**
- **Lancing College Preparatory School at Hove**
- **Lancing College Preparatory School at Worthing**

**NOTE: All references within this document to Lancing College or College include the Preparatory Schools at Hove, and Worthing as well as Little Lancing Nursery.**

## Foreword

Lancing College places great importance on staff, pupils and visitors' Health, Safety and Welfare (HS&W); which is regarded as a core value and vital to its continuing success. The College aims to take all steps necessary to ensure the HS&W of all members of the organisation and shall conduct its affairs in such a way as to protect everyone who may be affected by its activities.

Lancing College is a large and diverse organisation operating in an increasingly competitive environment. It is subject to a wide variety of legal and financial regulations. These **College Health and Safety Management Responsibilities and Arrangements** explain how compliance with the statutory requirements is undertaken and outline how this duty is effectively communicated and managed. Their purpose is to make compliance more easily measurable by ensuring proper managerial control of the significant risks to the establishment.

All members of the College have personal responsibility for their own HS&W and shared responsibility for that of their colleagues. However, the principal responsibility for safety and the prevention of accidents rests with those who manage the College. This is not a responsibility which the College can afford to ignore. Successful HS&W management depends on the genuine commitment by senior staff throughout the organisation who are required to demonstrate the leadership necessary to achieve and maintain satisfactory standards of a safe and healthy working environment.

Signed:

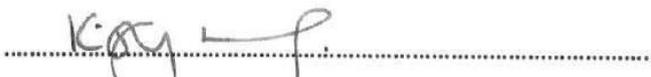
Dominic Oliver, Head Master



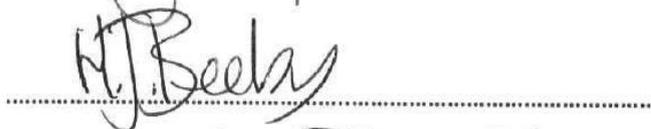
Mark Milling, Bursar



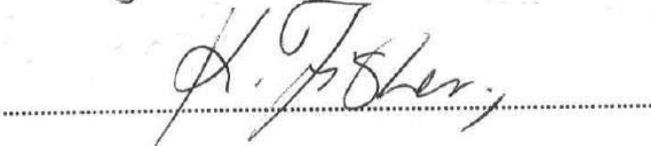
Kirsty Keep, Lancing Prep at Hove



Heather Beeby, Lancing Prep at Worthing



Kim Fisher, Estates Bursar



**Lancing College Health and Safety Policy consists of three parts:**

- **Part 1: Health and Safety Statement of Intent** - original copy signed by the Chairman of the Governing Body
- **Part 2: Health and Safety Organisational Responsibilities** - signed by the Head Master and Senior Managers
- **Part 3: Health and Safety Arrangements** - outlined in this document with further details available on the College VLE Intranet, Health and Safety Pages

# 1 Health and Safety Statement of Intent

## 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, Worthing Preparatory Schools, Little Lancing Nursery 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 Hove and Worthing Preparatory Schools and Little Lancing Nursery 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.

## **2. Health and Safety Organisational Responsibilities**

**2.1 :** This document details the organisational arrangements and responsibilities that are required to successfully implement the Governing Body's Health, Safety and Welfare Statement of Intent and is signed by the Head Master of Lancing College, The Bursar, The Head of Worthing Preparatory School, the Head of Hove Preparatory School and the Estates Bursar.

### **2.2 : Governing Body**

In implementing its commitment to Health and Safety as outlined in its Health, Safety and Welfare Statement of Intent, The Governing Body shall ensure that adequate resources are allocated for the College's Health and Safety function and that a designated member of the Governing Body responsible for Health and Safety attends the termly Health and Safety Steering Committee meetings.

**2.3 :** The Governing Body shall receive regular reports from the College Health and Safety Steering Committee and verbal updates from the attending Governor. Governors are fully entitled to follow up areas of concern with Senior Managers, the College Health and Safety Manager or other Health and Safety professionals.

### **2.4 : The Governing Body shall:**

- consistently monitor the effectiveness of the Health and Safety function
- review the Health, Safety and Welfare Statement of Intent annually and recommend implementing new arrangements
- promote a positive Health, Safety and Welfare culture and high standards of Health, Safety and Welfare within the College (via the nomination of a named Governor responsible for Health and Safety)

### **2.5 : Head Master of the Senior School**

The Head Master is accountable to the Governing Body for overall operational responsibility for the implementation of all measures considered necessary by the Governing Body to ensure compliance with the College HS&W function.

**2.6 :** The Head Master shall ensure that HS&W is taken into account in College planning activities and management and take steps to ensure that any changes in curriculum and also changes in systems of work on the support side are considered for their Health and Safety implications.

**2.7 :** The Head Master shall chair the College Health and Safety Steering Committee, establish and maintain competent Health, Safety and Welfare support and advice, ensuring pupils, employees, or their representatives are involved in decisions that affect their Health, Safety and Welfare and shall:

- ensure that there is an effective Health, Safety and Welfare management system in place
- ensure that there is adequate funding and resources available for fulfilling the requirements of the Health, Safety and Welfare management system
- consistently monitor the effectiveness of the College Health, Safety and Welfare Policy as regards both academic and non-academic work and report back to the Governing Body as appropriate
- consult with the Bursar, College Health and Safety Manager, Heads of Prep Schools and Deputy Heads
- recommend changes in the Health, Safety and Welfare Policy in the light of experience

- ensure the co-operation of all staff at all levels as regards implementing this Policy
- ensure that the Heads of Prep Schools, the Heads of Department, Housemasters and Housemistresses fully understand their responsibilities and are given both the time, resources, and the encouragement to carry them out
- review termly accident, incident and near miss reports

## **2.8 : Bursar**

On a day-to-day basis, the Head Master's Health, Safety and Welfare responsibility to the support and administrative side of Lancing College shall be devolved to the Bursar who in turn may delegate some of the listed responsibilities to the Senior Support Staff Team as deemed appropriate, in particular to the Estates Bursar and the College Health and Safety Manager.

The Bursar is responsible for managing the control of asbestos across College sites and as the Duty Holder is responsible to the Head Master and Governing Body for the implementing and maintaining the College Asbestos Management Policy & Procedures.

The Bursar shall:

- ensure that suitable Health, Safety and Welfare Policies are prepared, implemented, and reviewed
- ensure that the Risk Assessment Policy is maintained, and that Risk Assessments are suitable and sufficient
- ensure College Fire Risk Assessments are undertaken and reviewed annually as well as ensuring suitable fire precautions and procedures are implemented and maintained in conjunction with the Estates Bursar and the College Health and Safety Manager
- ensure all staff have access to the Lancing College Health, Safety and Welfare Policy
- be responsible for the finances and resources required for implementing and maintaining the Health and Safety Management System
- monitor the effectiveness of the Health and Safety Management System and report back to the Head Master as appropriate
- be responsible for obtaining, interpreting, and disseminating all relevant Health, Safety and Welfare information to the College via the normal line management structure
- be responsible for the safe operation of work and workplaces for all staff
- ensure the management of assets and systems complies with Health and Safety requirements
- ensure the swimming pool buildings, plant and equipment are maintained to the required standards
- ensure that the College has access to competent Health and Safety advice in support of the Health and Safety Management System, Health and Safety training, accident investigation etc.
- chair the Senior School Health and Safety Committee
- chair the Health and Safety Steering Committee in the Head Master's absence
- ensure that staff with Health and Safety responsibilities are given the necessary information, instruction, and training to carry out the functions
- establish a system for monitoring Health, Safety and Welfare and reviewing the Health and Safety Management System
- establish a system for the reporting back of all accidents, incidents, near misses and damage to College property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the College's Health and Safety Committee

- be responsible for liaising with outside bodies who may from time to time use the facilities of Lancing College, ensuring that these bodies have sufficient knowledge of Lancing College procedures and that the College itself has appropriate insurance cover
- ensure that when awarding major contracts, Health and Safety is included in specifications and contract conditions
- ensure all self-employed contractors and subcontracted companies engaged for construction or maintenance services are competent and comply with Lancing College Contractor Policies and guidance
- ensure that fire alarm and gas installations are serviced annually, and fixed electrical installations are subject to periodic testing
- ensure portable electrical equipment across the College is subject to portable appliance tests
- ensure that Risk Assessments for the control of legionella bacteria in water systems across all College sites are completed and that the appropriate control measures, safeguards, and checks are in place to maintain safe and healthy water supplies

## **2.9 External Contractors**

It is a requirement for external contractors to comply at all times with the provisions laid down in the Health and Safety at Work etc. Act 1974 and other Health and Safety Regulations.

Lancing College Managers or staff should not engage external contractors for the provision of professional services within their area of responsibility without following the College's Approved Contractors' Policy.

Where work is contracted through a College Departmental Manager/Co-ordinator they must inform the Estates Bursar who will:

- ensure pupils, employees, visitors who have access on or within the premises are not adversely affected by the contractor's undertakings
- ensure that persons undertaking work on the premises, but not employed by the College are not exposed to Health and Safety risks
- furnish contractors with the correct information to carry out their operations safely
- ensure contractors engaged by Lancing College form part of the Approved Contractor scheme and have submitted the relevant up to date Health and Safety etc. documentation
- ensure that the approved contractor list is regularly updated and maintained (via the Estates Office)
- ensure that signing in and out protocols are maintained at all times and contractors wear a visitor's identification badge
- ensure contractors receive a Health and Safety Induction prior to commencing work
- ensure contractors wear appropriate hi-visibility Personal Protective Equipment (PPE) at all times whilst working on College premises
- ensure contractors are made aware of the College's Health and Safety policies and arrangements and that all persons working for the contractor carry out their work in accordance with the requirements of these policies and arrangement

### **2.10: Heads of Lancing Preparatory Schools**

The Heads of the Preparatory Schools are accountable to the Head Master of Lancing College for Health, Safety and Welfare arrangements for their schools.

The Heads of the Preparatory Schools shall ensure that HS&W is taken into account in College planning activities and management and take steps to ensure that any changes in curriculum and also changes in systems of work on the support side are considered for their Health and Safety implications. Heads shall also:

- ensure that there is an effective Health and Safety Management system in place
- chair or attend the termly Prep School Health and Safety Committee meeting
- ensure they or deputy Head attend the termly Health and Safety Steering Committee
- ensure that there is adequate funding and resources available for fulfilling the requirements of the school Health and Safety management system
- consistently monitor the effectiveness of the school management system as regards both academic and non-academic work and report back to the College Health and Safety Steering Committee as appropriate
- consult with the College Health and Safety Manager as necessary
- recommend changes in the Health, Safety and Welfare Policy in the light of experience
- ensure the co-operation of all staff at all levels
- ensure that all Heads of Departments fully understand their responsibilities and are given both the time and the encouragement to pursue them
- take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their Health and Safety implications
- ensure Health, Safety and Welfare matters are discussed at Senior Management and Team meetings

### **2.11: Deputy Heads of Preparatory Schools**

Deputy Heads or Senior Assistant Heads of Lancing College Preparatory Schools shall stand in for Heads as required and shall:

- review and maintain the School's Health and Safety function and implement the Health and Safety management system at the School in conjunction with the College, Health and Safety Manager
- monitor and review safety performance at the School
- liaise with the College Health and Safety Manager on all Health and Safety matters and provide Health and Safety reports and information as required
- make recommendations for Health and Safety training in the School to enable the College Health, Safety and Welfare Policy to be effectively implemented in conjunction with the College Health and Safety Manager
- make recommendations for any modifications to the Health and Safety management system
- assist the College Health and Safety Manager in the investigation of accidents, near misses and dangerous occurrences in the School
- liaise with and provide Health and Safety advice and support to all Departments in the School
- ensure suitable and sufficient Risk Assessments and COSHH assessments are prepared and implemented in the School
- ensure regular Safety Inspections are completed and actions progressed
- chair or attend the Prep School Health and Safety Committee
- ensure the School Fire Risk Assessment is undertaken and reviewed annually and further ensure that suitable fire precautions and procedures are implemented and maintained in conjunction with the College Health and Safety Manager

### **2.12: Responsibilities of the Senior Management Team [College]**

The Senior Management Team (SMT) shall ensure that working and learning takes place in a safe, healthy, and supportive environment. Members of the team are accountable to the Head Master for the implementation of all relevant policies and procedures within their areas.

The Senior Management Team shall ensure the allocation of resources and proactive planning for safety management within their respective areas of responsibility, particularly in the preparation of budget plans.

The Senior Management Team shall include HS&W as an agenda item in its meetings and give adequate consideration to matters of HS&W in making plans for the College. The Senior Management Team in conjunction with the Health and Safety Steering Committee and School Health and Safety Committees shall:

- receive reports on HS&W from those they line manage and ensure that safety is discussed as an agenda item with appropriate frequency and regularity
- undertake, review, and maintain the College Health and Safety Management System in relation to College activities
- monitor and review safety performance of Heads of Departments in relation to all activities and provide Health and Safety reports and information as required
- make recommendations for Health and Safety training in relation to College activities to enable the Policy to be effectively implemented
- make recommendations for any modifications to the Health and Safety management System in relation to College activities
- assist line managers in the investigation of accidents, near misses and dangerous occurrences in relation to College activities
- ensure suitable and sufficient Risk Assessments are prepared and implemented by Heads of Departments for College activities and school trips
- ensure suitable and sufficient Risk Assessments are prepared and implemented for areas incurring risk e.g., welfare, particular to Houses, particular to academic departments
- contribute and provide the necessary information at the Health and Safety Committee and Health and Safety Steering Committee meetings
- ensure funding bids are made at the appropriate time for Health, Safety and Welfare matters or raised immediately with the Bursar if urgent

### **2.13: Senior Deputy Head**

The Senior Deputy Head is responsible for an overview of the welfare arrangements of Lancing College, in addition to liaising with the Assistant Head (Pastoral) in the management of the Houses, the Designated Safeguarding Leads of the College, the Preparatory Schools and the Health Centre Manager. The Senior Deputy Head shall:

- through the offices of the Assistant Head (Safeguarding) who is DSL and the DDSLs, ensure that all staff are trained in and are conversant with their Safeguarding responsibilities for pupils

- arrange whole site fire drills in conjunction with the College Health and Safety Manager
- make recommendations for health and Safety training in relation to pastoral activities and staff
- contribute to the review and maintenance of the Lancing College Health, Safety and welfare Policy
- review with the Head Master any accidents and incidents concerning pupils and staff
- with the Assistant Head (Safeguarding) ensure the assessment of any staff who, in rare and particular circumstances commence work in the College without full supporting documentation
- ensure Risk Assessments are prepared for visiting staff to the College ensure Risk Assessments are in place for matters pastoral and safeguarding

#### **Assistant Head (Pastoral)**

The Assistant Head (Pastoral) is responsible, working closely with the Senior HMM, for the overview of Health and Safety in the Senior School Houses including Fire Safety (in conjunction with the College Health and Safety Manager) and Maintenance (in conjunction with the Estates Bursar and Premises Manager) and shall:

- make recommendations for Health and Safety training in relation to the Houses
- liaise with the Estates Bursar, Premises Manager and College Health and Safety Manager in respect of requirements and arrangements within the Houses
- ensure consistent adherence to House-based Risk Assessments by HMMs
- liaise with the Bursar on all Health, Safety and Welfare matters relating to the Houses
- chair the Senior School Health and Safety Committee in the Bursar's absence
- monitor and review safety in the Houses and make recommendations for modifications

#### **Senior Deputy Head and Assistant Head (Pastoral) together shall:**

- contribute and provide the necessary information at the Health and Safety Committee and Health and Safety Steering Committee meetings
- assist the Bursar and other line managers in the investigation of accidents, near misses and dangerous occurrences within the Houses and the College

#### **2.11 : Deputy Head**

The Deputy Head shall be responsible for the Health and Safety of academic activities across the College and shall:

- monitor and review safety performance in relation to academic activities
- make recommendations for Health and Safety training in relation to academic activities
- liaise with the Bursar, Estates Bursar and College Health and Safety Manager on Health, Safety and Welfare matters
- ensure suitable and sufficient departmental Risk Assessments are prepared and implemented by Heads of Academic Departments for academic activities and school trips and visits
- contribute to the review and maintenance of the Lancing College Health, Safety and Welfare Policy
- assist in the implementation and upkeep of the Lancing College Health and Safety Management System in relation to academic activities

- contribute and provide the necessary reports and information to the Senior School Health and Safety Committee and Health and Safety Steering Committee meetings

### **2.12 : Responsibilities of Assistant Head (Co-Curricular)**

The Assistant Head (Co-Curricular) is currently the Educational Visits Coordinator and is responsible for the Health and Safety of co-curricular activities in the Senior School. Co-curricular activities include, *inter alia*, afternoon activities, off-site visits, sport, music, drama, dance, CCF, DofE, Scouts, Outreach and swimming pool use. The Assistant Head (Co-Curricular) shall:

- monitor, review and maintain the College Health, Safety and Welfare Policy and implement the Health & Safety Management System in relation to co-curricular activities
- liaise with the Bursar and College Health and Safety Manager on all Health, Safety and Welfare matters relating to co-curricular activities and provide Health & Safety reports and information as required
- be the designated senior member of management, responsible for the safe operation of the College Swimming Pool
- make recommendations for Health and Safety training in relation to co-curricular activities to enable the Policy to be effectively implemented
- make recommendations for any modifications to the Health & Safety Management System in relation to co-curricular activities
- offer Health and Safety expertise and advice to relevant staff
- consult and proactively plan in co-curricular Health and Safety matters e.g., new facilities, new processes
- assist the Bursar, College Health and Safety Manager and other line managers in the investigation of accidents, near misses and dangerous occurrences in relation to co-curricular activities
- ensure suitable and sufficient Risk Assessments are prepared and implemented by staff for co-curricular activities
- ensure suitable and sufficient Risk Assessments are prepared for school visits and overseas trips and ensure that they are adequately planned and resourced
- contribute and provide the necessary information at the Health and Safety Committee and Health and Safety Steering Committee meetings

### **2.13 : Responsibilities of Swimming Pool Manager**

The Head of Swimming is responsible for the day-to-day safety of the College Swimming Pool operation and shall:

- manage all health and safety aspects of the pool, in liaison with the Health and Safety Manager and Assistant Head (Co-Curricular)
- ensure suitable staffing, such as appropriately trained lifeguards, first aiders and staff operating the technical equipment are present during pool use
- ensure pool Risk Assessments and COSHH assessments are completed, reviewed, and maintained
- ensure Pool Safety Operating Procedures are reviewed annually and adhered to
- manage the pool plant to ensure appropriate dosing of the pool to maintain water quality and ensure records are completed
- have a thorough understanding of HSG179 (Managing H&S in Swimming Pools)

- ensure maintenance, checks and inspections of plant and machinery and equipment within the swimming pool facility are regularly carried out with the full support of the Estates Bursar and College Health and Safety Manager

#### **2.14 : Responsibilities of the College Health and Safety Manager**

The Lancing College Health and Safety Manager is accountable to the Head Master or the Bursar for the provision of timely advice on all Health, Safety and Welfare matters to Lancing College staff and Governors and where circumstances require, for acting in the interests of safety.

In addition, he/she shall be accountable to the Bursar and Estates Bursar for the monitoring of Health Safety and Welfare throughout Lancing College. The College Health and Safety Manager is specifically responsible for the following and shall:

- review and audit the Lancing College Health, Safety and Welfare Policy and Health, Safety and Welfare Management System
- monitor, review and audit Lancing College's Health and Safety performance
- liaise with the Bursar and the Estates Bursar on all Health, Safety and Welfare matters and provide Health and Safety reports and information as required
- make recommendations for Health and Safety training across the organisation to enable the Policy to be effectively implemented
- ensure contractors on site receive a site induction
- ensure the weekly fire alarm tests are undertaken and appropriate records are kept
- ensure Lancing College fire drills are regularly carried out and records of the drills are retained, filed and recorded
- check fire alarm installations
- ensure that fire extinguishers are checked regularly and are refilled or recharged as necessary
- make recommendations for any modifications to the College Health, Safety and Welfare Management System
- assist the Bursar and other line managers in the investigation of accidents, near misses and dangerous occurrences
- review accident reports as part of the accident recording process
- liaise and provide Health, Safety and Welfare advice and support to all departments of Lancing College
- ensure suitable and sufficient Risk Assessments and COSHH assessments are prepared and implemented throughout Lancing College
- attend, provide reports and contribute at Health and Safety Committees and the Health and Safety Steering Committee meetings
- ensure suitable Fire Risk Assessments are undertaken and reviewed annually, and ensure suitable fire precautions and procedures are implemented and maintained
- undertake monthly, termly and yearly inspections of the premises and provide recommendations for rectification/improvement to the Bursar and Estates Bursar
- provide a framework for induction training to all staff new to the College detailing their Health and Safety responsibilities

#### **2.15 : Responsibilities of the Teaching Staff (including peripatetic staff)**

Lancing College teaching staff are responsible for assessing monitoring and maintaining a safe learning environment including identifying hazards and giving relevant consideration to the Health, Safety and Welfare of those around them. As part of their everyday duties, teachers shall:

- ensure tasks are carried out safely and that all associated risks are adequately assessed
- liaise with their line managers and technical staff to ensure there are adequate Health and Safety arrangements in place within their areas
- ensure the environment that they are working in has undergone regular Safety Inspections
- provide adequate supervision and training in relation to the course requirements
- possess the relevant competencies required for assessing, monitoring, and supervising the learning environment
- organise and co-ordinate teaching activities, school visits and co-curricular activities to ensure minimum risk to the Health and Safety of pupils under their control or any persons who may be affected by the College's activities
- consistently monitor the classroom for any Health and Safety issues and report problems or concerns to their Head of Department or the College Health and Safety Manager as soon as possible
- ensure that materials/equipment are stored safely in their area of responsibility
- listen to pupils' concerns in relation to Health and Safety and act accordingly
- set a good example of behaviour with regard to health, hygiene and safety
- ensure that fire drills and evacuations are carried out in a safe and correct manner
- act as a Fire Warden as required

#### **2.16 : Responsibilities of the Human Resources Manager:**

The Lancing College Human Resources Manager shall:

- assist the College Health and Safety Manager to ensure that new Lancing College employees receive general Health and Safety Induction training
- assist the College Health and Safety Manager in assessing Health and Safety training requirements
- assist the College Health and Safety Manager in maintaining Health and Safety training records
- assist the College Health and Safety Manager in ensuring Display Screen Equipment (DSE) assessments are completed for frequent DSE users and that DSE assessment records are retained
- review pre-employment medical questionnaires, and if relevant and with the candidate's prior permission, inform the appropriate manager of the findings, making sure personnel records are completed in accordance with the requirements of the Data Protection Act
- ensure New and Expectant Mother are completed for pregnant staff  
ensure all Disclosure and Barring Service (DBS checks) are completed prior to the commencement of employment for all staff and volunteers with an opportunity for unsupervised access to pupils

#### **2.17 : Responsibilities of the Heads of Department/Departmental Managers**

Lancing College Heads of Department responsibilities incorporate the adequate allocation of resources for safety management within their departments as well as developing and maintaining departmental safety policies, identifying hazards, ensuring all activities and tasks are carried out safely and the associated risks adequately assessed.

Heads of Department shall:

- ensure that their department is run according to the appropriate requirements and other standards that may be set by the College

- ensure funding bids are made at the appropriate time for Health, Safety and Welfare matters or raised immediately with the Bursar if urgent
- ensure suitable and sufficient Risk Assessments are prepared and implemented for activities within their department
- ensure that safe systems of work are implemented
- ensure regular Safety Inspections and statutory examinations of work equipment are carried out in their department
- ensure adequate supervision of all activities so that the work proceeds in a safe manner
- ensure that First-aid cover is suitable and sufficient in their areas of responsibility
- ensure that departmental staff receive adequate induction, information, instruction and training
- ensure that departmental staff are aware of their responsibilities and are provided with both the time and resources to fulfil their Health and Safety duties
- monitor Health, Safety and Welfare within their Department whilst carrying out their normal day to day duties and resolving any Health, Safety and Welfare issues as they arise
- provide adequate supervision for pupils both inside the College during normal teaching activities and also for off site visits
- ensure that reporting procedures are followed for any accidents, incidents, near misses or damage for appropriate investigation
- ensure that staff for whom they are responsible co-operate fully with any fire practices and other emergencies
- ensure contractors appointed by them are competent, have had adequate Health, Safety and Welfare checks and have signed in before work commences
- ensure work equipment used in the department is appropriate to the task, CE marked and well maintained
- ensure materials are stored safely
- keep records of Personal Protective Equipment (PPE) issued to employees
- set a good example of behaviour with regard to health, hygiene and safety
- ensure adequate security arrangements within their area of responsibility
- notify their line manager of any Health and Safety matters which they feel are beyond their competence to deal with

**2.21 Responsibilities of Housemasters, Housemistresses, and their delegated deputies (Assistant HMMs) HMMs shall:**

- ensure that their House is managed in accord with the appropriate safety requirements
- ensure that reporting procedures are followed for any accidents, incidents, near misses and that any damage is appropriately investigated
- ensure (via Matrons) that any cleaning materials are safely stored
- Ensure tutors, matrons and domestic assistants are trained and cognisant with the actions to take in the event of a fire, a missing pupil or other emergencies
- ensure that first aid cover is suitable and sufficient within the House
- ensure that House staff receive sufficient and due induction, training and information
- provide adequate supervision of pupils  
ensure proper security arrangements are in place
- run and manage night-time fire drills particular to the House in the opening days of each term

- in liaison with the Health and Safety Manager, draw up PEEPs for any pupil who requires such in the event of a fire
- in liaison with the Health and Safety Manager, ensure that the audit of pupils' personal electronic equipment is up to date and that PAT testing occurs within Houses on an annual basis
- act as fire warden for their House – and ensure sufficient House staff do so likewise
- with the Snr Deputy Head and Snr HMM draw up and review House Risk Assessments particular to individual situations (e.g., Covid-19)
- via pupil Individual Welfare Plans (IWPs) assess and review risks particular to individual pupils and do so in conjunction and with reference to relevant staff and external agencies/parents

### **2.18 : Responsibilities of Laboratory Assistants, Technicians, and other Departmental Assistants**

Laboratory Assistants, Technicians and other Departmental Assistants shall be responsible to the appropriate Head of Department and shall:

- assist with the completion of Risk Assessments applicable to the Department
- consistently monitor their work areas for any Health, Safety and Welfare issues and report problems or concerns to teaching staff or the College Health and Safety Manager as soon as possible
- ensure regular Safety Inspections and statutory examinations of work equipment are carried out in their department
- ensure COSHH assessments and safety data sheets for hazardous substances are completed or available (the relevant teacher may have responsibility for preparing these)
- ensure the constant security of all toxic and highly flammable substances which may be used in their department
- ensure that all stores are kept securely locked when not actually being supervised
- ensure that laboratories and storerooms under their control are kept tidy and safe with safe access and egress
- ensure that all experiments and services are rendered as safe, so far as reasonably practicable on hearing the fire alarm
- ensure that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms
- act as a Fire Warden as required

### **2.19 : Responsibilities of all Staff**

All members of Lancing College staff are responsible for reading the College Health and Safety Policy and taking reasonable care of their own safety, that of pupils, visitors, temporary staff volunteers and contractors. They are responsible for co-operating with the Head Master, the Prep School Heads, the Bursar and other members of the SMT and Support Staff Management Team (SMMT) in order to enable the Governing Body to comply with Health and Safety requirements. All staff shall:

- comply with the College Health, Safety and Welfare Policy, Risk Assessments, and other documented procedures
- co-operate with the College management and follow reasonable instructions in the interests of Health and Safety
- take all reasonable steps to ensure the safety of themselves and others (i.e. staff, pupils, visitors, contractors)

- avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- observe all warning notices and follow instructions
- not interfere with or misuse anything provided for them in the interests of health, safety, and welfare
- wear appropriate clothing, footwear, and Personal Protective Equipment (PPE) conducive to carrying out their work and maintain records of PPE issued
- raise any Health and Safety concerns with their Manager, College Health and Safety Manager or Bursar
- report immediately any defective equipment, putting it out of use until repaired
- inform their Manager, College Health and Safety Manager or Bursar if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks
- use, operate and maintain all work equipment as instructed and not misuse it in any way
- ensure that guards or covers provided for safety purposes are in position whilst work equipment is in use
- keep work equipment and PPE in good condition and report defects
- ensure their work area (i.e., classroom, workshop, theatre, storeroom) is kept clean, tidy, free of trip hazards whilst maintaining safe access and egress
- report any accident, dangerous occurrence or condition to their Manager, College Health and Safety Manager or Bursar
- attend inset days, in-house training and undertake any updates as may be necessary to ensure proper familiarity with and management of good practice

**2.20** : All employees are briefed on where copies of this statement can be obtained on the College intranet. They will be advised as and when it is reviewed, added to, or modified.

### 3 Health and Safety Arrangements

Details of how the College Health and Safety Arrangements are implemented follow. Further guidance is available on the Lancing College, Health and Safety Intranet Pages (VLE).

#### 3.1 : Managing Health and Safety

**3.1(a):** As part of their accountabilities outlined in this document, Senior Managers, Teaching Staff, Heads of Department, Departmental Managers, Technical staff, shall:

- Ensure that arrangements are in place for the implementation of Health, Safety and Welfare Policies, Procedures and Codes of Practice as appropriate and for the effective monitoring and evaluation of those arrangements at appropriate intervals
- Identify and establish arrangements including Risk Assessments in respect of potentially hazardous areas or activities within their control
- Ensure personnel within their areas of responsibility receive adequate information, instruction, training and/or supervision necessary to enable them to avoid or adequately control the risks involved
- Ensure adequate arrangements are in place for the effective exchange of information on Health, Safety and Welfare matters with staff, students, staff representatives, contractors and others who may be affected by their directed activities

**3.1(b):** In order to identify any measures necessary to comply with the College Safety Procedures and Policy documents, Senior Managers, Teaching Staff, Heads of Department, Departmental Managers, Technical Staff shall make, record and publicise details of suitable and sufficient assessments of:

- the Health, Safety and Welfare risks to which employees and pupils of the College using their facilities are exposed to whilst at work
- the risks to the Health, Safety and Welfare of persons using facilities within their areas of control arising out of, or in connection with, the activities undertaken therein
- the Health, Safety and Welfare of pupils undertaking any activity, on or off College premises, as part of their course of study with the College
- the specific risks to particular special groups who may be affected either directly or indirectly by the activities, e.g., the inexperienced, disabled, children, young persons and new or expectant mothers

**3.1(c):** Assessments made under section 3 shall be reviewed at least annually (more often if the risk determines) and made known to those to which they relate. If there is reason to suspect that changes have been made, then they shall be revised further.

**3.1(d):** All Managers shall itemise those College policies, procedures and local codes of practice that are specifically relevant to their areas of responsibility and make them known to their staff and students. In addition, they should be aware of all other Health and Safety policies and procedures of the College. The list should be updated annually.

The advice and guidance of the College Health and Safety Manager should be sought in this activity. Lancing College shall ensure that adequate arrangements are made and maintained for the provision of effective Health, Safety and Welfare assistance and specialist advice, as appropriate, through the appointment of competent persons.

### **3.2 Health, Safety and Welfare Consultation Arrangements**

**3.2(a):** Lancing College shall consult employees on matters related to their Health and Safety at work e.g., the introduction of measures affecting employees, information to meet relevant statutory provisions, the provision of Health and Safety training, the introduction of new technologies, and the arrangements to select nominated specialists.

**3.2(b):** The College Health, Safety and Welfare Steering Committee shall meet termly and form the main vehicle for the co-ordination of Health and Safety across the establishment. The committee shall comprise a range of Senior Managers representing College areas, a designated Member of the Governing Body together with staff representatives.

**3.2(c):** The Head Master (or Vice Chair) shall chair the Committee meeting and the Minutes of the Committee meeting shall be sent to the Governing Body for comment.

### **3.3 Health and Safety Steering Committee Structure:**

**3.3(a)** Functions include:

- co-ordination of all safety and security matters at Lancing College, including the examination and analysis of safety records and accident reports
- analysis of the implication of changes in legislation and any action required to address issues arising from the changes
- encouragement of an interest in Health, Safety and Welfare matters amongst College staff and pupils including accident prevention and occupational health
- ratification of Health, Safety and Welfare policies and procedures
- establishment of safe environmental conditions such as security, lighting, ventilation, access around the site, fire prevention, tidiness etc.
- consideration of safety suggestions by employees and pupils
- Health and Safety training requirements, safety education teaching aids, posters, booklets, and electronic information
- provision of a forum for inter-departmental co-operation, sharing of best practice, support and development for staff and the communication of Health and Safety information and guidance across Lancing College
- the monitoring of the safe use of equipment including guarding and correct Personal Protective Equipment (PPE)

**3.3(b):** Lancing College has been divided into a number of operational areas consisting of the Senior School, Hove Preparatory School and Worthing Preparatory School. Each area organises a termly Health and Safety Committee meeting that is chaired by the Head, Deputy Head or Bursar.

**3.3(c):** The Health and Safety Committees are made up of a mixture of managers and staff and meet and report to the main College Health and Safety Steering Committee. Matters examined include the monitoring and reviewing of local Health, Safety and Welfare issues. The committees provide an opportunity for staff at all levels of Lancing College to frame and shape organisational Health and Safety policy.

### **3.4 Training for Health, Safety and Welfare**

**3.4(a):** Senior Managers, Teaching Staff, Heads of Department, Departmental Managers, and Technical staff shall ensure that all staff are adequately trained in their particular area of work to enable them to discharge effectively their Health, Safety and Welfare duties. This shall involve:

- reviewing skill requirements as part of the Risk Assessment process

- ensuring that hazards are understood, and tasks are undertaken safely by individuals
- providing supervision, appropriate support and training where necessary

**3.4(b):** The College shall ensure through the published management structure and staff development arrangements directed by the HR Manager that adequate Health, Safety and Welfare training is provided for all staff:

- on appointment or upon transfer within the College
- on being exposed to new or increased risks
- when new equipment, including new or improved technology, is introduced
- with the introduction of new, or changes to, systems of work

**3.4(c):** The staff appraisal system shall be used to assist in the identification of Health and Safety training requirements as well as updating requirements and changes either to their role or to College policies and procedures.

**3.4(d):** The College shall seek to encourage staff employee safety representatives to take part in appropriate training schemes and attend Health and Safety committee meetings etc

### **3.5 Accident/ Incident Reporting and Investigation**

**3.5(a):** Lancing College and Lancing College Preparatory Schools shall maintain an accident recording and investigation procedure to meet current statutory requirements and shall ensure that appropriate statistics are prepared and made available, as necessary, but at least termly, with a full annual summary.

**3.5(b):** Lancing College and Lancing College Preparatory Schools shall require staff to report all incidents, including accidents and near misses, using the established procedures.

**3.5(c):** Lancing College and Lancing College Preparatory Schools shall require that accidents and incidents be systematically investigated, regardless of injury, both to verify the statement made by any injured person, and to identify any action required to prevent a re-occurrence.

**3.5(d):** The responsible Manager shall be accountable for the initial investigation of any reported incidents and must notify the College Health and Safety Manager of any major incidents, take direct action to prevent further incidents occurring including the review of Risk Assessments and systems of work, complete the accident/incident report form and ensure it is signed by the appropriate person.

**3.5(e):** The College Health and Safety Manager shall assist in this process and take the lead in any investigation as appropriate. The College Health and Safety Manager shall advise the appropriate Manager of any action considered necessary as a result of the incident or matters identified during the investigation and monitor the implementation.

### **3.6 Hazard Reporting**

**3.6(a):** All staff and students are required to report any hazards in their workplace to their line manager, teacher or the College Health and Safety Manager without delay.

**3.6(b):** Visitors to the College premises shall be asked to report to the College any matters which they think might adversely affect the Health, Safety or Welfare of any persons using the premises.

**3.6(c):** Managers shall be required to ensure that appropriate action is taken to remove or adequately control reported hazards with advice and/or action from the College Health and Safety Manager, as necessary.

**3.7 Publicity**

**3.7(a):** A copy of these responsibilities and arrangements shall be issued to all staff on appointment to the College by the Human Resources Manager. A further copy shall be kept together with other Health, Safety and Welfare policies and procedures on the College Health and Safety intranet pages.

**3.7(b):** The College Health Safety and Welfare Statement of Intent, Management Guidelines and any associated Codes of Practice, guidance or procedures shall be reviewed annually and revised as necessary following advice from the College Health and Safety Manager.

**3.7(c):** Revisions shall be brought to the attention of all staff and published on the College intranet and VLE

**3.8 Disciplinary Action**

**3.8(a):** Breaches of College Health, Safety and Welfare Policies and Guidelines by staff or pupils shall be considered under the appropriate disciplinary procedures.

**3.9 Nominated College Specialists**

**3.9(a):** In areas of the College that require specialist advice on the control and assessment of risks, nominated specialists shall provide advice on how to control, manage and monitor these areas to an acceptable level of safety.

**3.10 First aid:**

**3.10(a):** All staff shall be informed about first aid arrangements during induction. Lancing College shall train an adequate number of staff in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) commensurate with the tasks and activities carried out by the College in order to provide a good level of first aid cover at all times. In addition, all Contractors on site shall be informed about on site first aid arrangements during their separate induction undertaken by the Maintenance Department.

**3.10(b):** The Senior School has a Health Centre which is staffed by trained medical staff during all periods of term-time. The two Prep Schools have first aid facilities for pupils, staff and any visitors on site who may need first aid assistance.

**3.10(c):** Details of first aiders and their contact details shall be posted in key places within the College. Suitable first aid kits shall be provided for each Department, to be checked termly by the Health Centre Team. Details of defibrillators and their location shall also be posted in key places.

**3.11 Fire:**

**3.11(a):** Responsibility for complying with current fire legislation rests with The Head Master who is the 'responsible person'. Day to day management of fire safety and risk assessment procedures is delegated to the Bursar, Senior Management Team, Estates Bursar and College Health and Safety Manager.

**3.11(b):** The College Health and Safety Manager has responsibility for ensuring that Fire Risk Assessments are completed and that fire safety procedures and a fire emergency plan are implemented and maintained.

**3.11(c):** Housemasters/Housemistresses shall ensure that the fire safety arrangements in the Houses are adequately maintained at all times.

**3.11(d):** Day to day informal inspections of the premises shall be undertaken by Heads of Managers, the College Health and Safety Manager and the Estates Management Team to identify any shortcomings in the fire arrangements.

**3.11(e):** The College Health and Safety Manager shall undertake a formal weekly check of fire arrangements. Designated Fire Wardens shall undertake a formal monthly check of fire arrangements in their area of responsibility. The completed checklists shall be forwarded to the College Health and Safety Manager for monitoring purposes.

**3.11(f):** The College Health and Safety Manager and Estates Departmental Management Team shall ensure that arrangements are in place for annual servicing/checks on extinguishers, emergency lighting, signage, fire alarm systems and fire doors.

**3.11(g):** Fire exits are located at strategic points. Staff, pupils, and contractors shall be made aware that exit doors and corridors must never be blocked, locked, or used as storage space. Staff, pupils, contractors, and visitors must abide by the no smoking policy in the College. Contractors will be required to go off site to smoke.

**3.11(h):** Organisations which hire part of the College for events shall be made aware of the location of fire extinguishers, other fire precautions and the emergency exit routes during their site induction. It is the responsibility of the person co-ordinating the event to ensure that the hirers have assessed the risks of the event and implemented appropriate control measures and those using the venue have the required information and understand the fire procedures well in advance of the event.

**3.11(i):** The use of all open fires or wood-burning stoves within the main College complex, or within any boarding, day House or teaching or multi-occupancy property is strictly prohibited. In detached private residences (e.g., The Drive, Hoe Court etc.), open fires or wood-burning stoves may be used subject to the following criteria:

- an initial inspection of the chimney / flue by a suitably qualified tradesman shall be undertaken at the College's expense
- the chimney / flue must be swept / cleaned and as far as possible inspected at least annually by a suitably qualified tradesman – e.g., a chimney sweep belonging to the Guild of Chimney Sweeps or a wood-burning stove installer. A copy of the report or invoice must be submitted to the Estates Department Office for safekeeping. This work shall be undertaken at the expense of the occupant / tenant

### **3.12 Safety Inspections**

**3.12(a):** Departmental Managers shall formally check areas of the College for which they are responsible using an inspection checklist. Inspections shall be carried out either termly or annually dependent on the levels of risk. Copies of the reports shall be sent to the College Health and Safety Manager who shall be responsible for reviewing the reports and collating information from them.

### **3.13 Specific Health and Safety Information and Guidance**

**3.13(a):** A number of Lancing College's Health, Safety and Welfare functions have specific Policies, Procedures, Codes of Practice and Guidance that require more detailed documentation (see appendix1).

**3.13(b):** The College Health and Safety Manager shall maintain an internal Health and Safety intranet area containing all College Health, Safety and Welfare related documents which shall be available to all staff and pupils

**3.13(c):** Each Departmental Manager shall maintain a Health, Safety and Welfare file with policies and procedures relating to their area. This file shall be made available to anyone working or studying within the area or who has reasonable grounds to access the information contained therein.

**3.14 Definitions**

**3.14(a):** The generic term "Managers" used within this, and other Health, Safety and Welfare documents issued by the College applies to all operational levels as defined within the published College Management Structure and Organisation Chart.

**3.14(b):** "Assessment" means the Risk Assessment made in accordance with the published College guidance which is intended to comply with Statutory Regulations. Specific Risk Assessments may also be required under other policy documents issued by the College.

**3.29(c):** The term "the College" includes the Senior School and Lancing College Preparatory Schools

## Appendix 1

The following information is available on the Health and Safety VLE pages in Policy, Code of Practice, Procedure, Guidance or Information format or via the VLE Policies page.

1. Health, Safety and Welfare Statement of Intent
2. Fire Procedures and Fire Risk Assessment Policy
3. Risk Assessment Policy
4. Reporting Accidents and Incidents Guidance
5. First aid
6. Transport policy
7. On site Vehicle movements
8. Educational Visits Policy
9. Child protection (Safeguarding) Policy
10. Swimming Pool Safe Operating Procedure
11. Policy and Procedure for the Safe Working with Asbestos
12. Events Guidance
13. Display Screen Equipment Guidance
14. Access to Risky Areas Policy
15. Staff Code of Conduct
16. Crisis Plan
17. COSHH control of hazardous substances
18. Slips and trips
19. Use of ladders
20. Approved Contractors Policy
21. Manual Handling
22. Occupational health services and managing work-related stress
23. Workplace safety
24. School security
25. Violence to staff