Waltham International College

2.0 Compliance



2.01 Health and Safety Policy

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Reviewed by | Approved by:	Compliance Review | BoG
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Compliance Alignment Statement

This version of the Health and Safety Policy has been aligned to current UK and Office for Students requirements as of May 2026. The substantive changes are listed below.

Version Control Statement

Version	Date	Changes	Reason	Author	Next Review
1	28/08/15		New Policy	H/S Officer	03/10/16
2	03/10/16	None, only date and version revised	Routine Annual Review	H/S Officer	02/10/17
3	08/03/17	None, only date and version revised	Review for Compliance	H/S Officer	07/03/18
4	07/03/18	None, only date and version revised	Review for Compliance	H/S Officer	Mar 19
5	23/01/19	Titles and Compliance checks	Reviewed for Compliance	H/S Officer	Mar 20
6	01/07/2019	Substantial additions and complete revision	Reviewed for Compliance	H/S Officer	July 20
7	July 2020	Substantial review including structure, grammar, spellings, and punctuation	Annual review	H/S Officer	Jul/Aug 2021
8	July 2021		Annual Review	H/S Officer	July 2022
9	July 2022		Annual Review	H/S Officer	July 2023
10	July 2023		Annual Update	H/S Officer	July 2024
11	April 2024	Minor adjustments and grammar checks	Quality Assurance Checks	QA	July 2024
12	August 2024	General refresh	Annual Review	QA	August 2024
13	August 2025	General refresh	Annual Review	Health and Safety Officer	August 2025
7	May 2026	- Textual revisions made throughout to bring the policy into compliance with applicable regulation - Changed to new template - Updated External Reference List - Added purpose - Added governance oversight section (Risk & Compliance Board); added H&S data protection section (UK GDPR); expanded working from home H&S; added OfS Condition B2 regulatory context; updated RIDDOR reference to 2013 regulations; retitled the sections - Added section on Environmental protection and Snow and Ice (original in security policy) - Added appendices 1- 3	Compliance Alignment 2026 (OfS)	QA Compliance Review	August 2027

External Reference Points

- Health and Safety at Work Act 1974 (as amended)
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Environmental Protection Act 1990
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH, as amended)
- Working at Height Regulations 2005
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (for H&S records)
- Equality Act 2010 (reasonable adjustments for disabled staff and students)
- OfS Regulatory Framework – Condition B2 (resources and support for students)

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- 1.11 Safeguarding Children and Vulnerable Adults
- 1.12 Prevent Policy and Strategy
- 1.03 Risk Management Policy
- 2.01.1 Fire Safety Procedure
- 2.02 College Security Policy
- 2.02.1 College Emergency Plan
- 2.02.2 Severe Weather Policy
- 2.05 Data Protection and Retention Policy
- 5.01 Resourcing Policy
- 5.10 Work from Home Policy

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1. Purpose

The purpose of this policy is to set out Waltham International College's (WIC) commitment to providing and maintaining a safe and healthy environment for all staff, students, visitors, and contractors across its campuses and activities. The policy establishes the College's framework for managing health and safety risks in compliance with the Health and Safety at Work Act 1974 and associated legislation. It defines roles and responsibilities, sets out procedures for risk assessment, incident reporting, and safety training, and ensures that health and safety considerations are embedded in all aspects of College operations. The policy also demonstrates WIC's compliance with OfS Condition B2, which requires the College to provide resources and support sufficient for a high-quality academic experience.

2. Scope

This policy applies to all WIC campuses (London, Birmingham, and Leeds) and all off-campus activities conducted on behalf of the College, including student placements and off-site visits. It applies to all staff (employed, contracted, and agency), all students, and any other persons on College premises or undertaking College activities.

3. Introduction

WIC is committed to providing and maintaining a safe and healthy working and learning environment for all staff, students, visitors, contractors, and members of the public who may be affected by its activities.

WIC's commitment to health and safety is integral to its compliance with OfS Condition B2. A safe, well-managed campus environment is an essential component of the high-quality academic experience the College is required to provide, and health and safety considerations inform all aspects of resource planning and student support.

The Risk and Compliance Board of the Board of Governors has oversight responsibility for health and safety at WIC, receiving regular assurance reports from the H&S Officer via the Operations Management Committee (OMC).

3.1 Board of Governors / Risk and Compliance Board

The Board of Governors holds ultimate responsibility for health and safety at WIC. The Risk and Compliance Board has delegated responsibility for receiving and scrutinising H&S assurance reports, monitoring compliance with H&S legislation, reviewing the H&S risk register, and escalating significant H&S matters to the full Board. The Risk and Compliance Board will receive a formal H&S assurance report at each of its meetings.

3.2 Principal and Operations Management Committee (OMC)

The Principal holds overall executive responsibility for implementing this policy. The OMC is responsible for:

- Ensuring adequate resources are allocated for H&S compliance
- Overseeing the implementation of H&S procedures across all departments
- Receiving H&S updates at each OMC meeting

- Approving H&S risk assessments for significant activities
- Reporting H&S performance to the Risk and Compliance Board

3.3 Health and Safety Officer

The College Health and Safety Officer has operational responsibility for all health and safety matters within the College. Key responsibilities include:

- Maintaining an effective and up to date H&S Policy and associated procedures
- Coordinating, conducting (where applicable) and recording risk assessments for all College activities
- Ensuring adequate H&S training for all staff and students
- Managing and reporting accidents, injuries, and near misses in accordance with RIDDOR 2013
- Maintaining records of statutory inspections and risk assessments, stored securely in line with UK GDPR
- Liaising with the OMC and Risk and Compliance Board on H&S matters
- Coordinating with building occupiers and landlords on premises safety
- Ensuring adequate first aid provision across all campuses
- Reviewing and updating this policy annually or when circumstances change

3.4 All Staff

- Read and comply with this policy and all applicable H&S procedures
- Work with due care and attention at all times
- Report hazards, defective equipment, accidents, and near-misses promptly
- Not operate equipment without appropriate training and authorisation
- Keep work areas clean and tidy in accordance with the clean desk initiative
- Cooperate with the H&S Officer and their line manager

3.5 All Students

- Read and familiarise themselves with the College H&S Policy at induction
- Comply with all H&S instructions, working procedures, and safety rules
- Report hazards and accidents to the H&S Officer or a member of staff
- Not behave in a way that endangers themselves or others

All staff and students are expected to cooperate fully with the College H&S Officer and to fulfil their responsibilities under this policy. Disciplinary action may be taken against any member of staff or student who violates safety rules or fails to comply with their duties. Any concern about H&S compliance should be raised with a line manager or the H&S Officer at the earliest opportunity.

4. Risk Assessment

Risk assessments will be conducted by the H&S Officer for all significant College activities, including on campus activities, off campus visits and trips, student placements, and working from home arrangements. Where specialist expertise is required, appropriate specialist risk assessments will be undertaken by a suitably competent person (e.g. Fire Safety) and coordinated by the H&S Officer. Risk assessments are documented and stored on the College's secure shared drive. They are reviewed annually or when activities, locations, or personnel change.

5. Safety Training

Safety training is compulsory for all staff. Initial induction training is mandatory for all new staff and students. The compulsory training programme is revisited each year to ensure ongoing competence. Additional specialist training is provided as required by the H&S Officer. Records of all training are maintained by the H&S Officer and stored in line with UK GDPR.

6. Communication

The College ensures that all staff and students are familiar with the contents of this policy. Communication takes place through induction programmes, briefings from line managers, written directives, and the WIC website. All students receive H&S information on their induction day.

7. Accident Investigation and Reporting

The College complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All accidents, injuries, dangerous occurrences, and near-misses must be reported using the online incident reporting form on the College's shared drive, regardless of severity. The H&S Officer is responsible for:

- Investigating all reportable incidents
- Making statutory reports to the Health and Safety Executive (HSE) as required by RIDDOR
- Reporting H&S incident data to the OMC and Risk and Compliance Board
- Identifying root causes and implementing preventive measures

Accident records are retained securely in accordance with the College's Data Protection and Retention Policy (2.05) and UK GDPR. Medical information collected during accident investigations is treated as sensitive personal data and processed only for H&S and legal compliance purposes.

8. Health and Safety Data Protection

Health and safety records, including accident reports, risk assessments, medical information, and training records, constitute personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The College processes this data lawfully under the following legal bases:

- Legal obligation: compliance with RIDDOR, HSWA 1974, and associated legislation
- Legitimate interests: maintaining a safe working and learning environment
- Vital interests: in emergency situations involving risk to life

H&S records are stored securely on the College's shared drive with restricted access. They are retained in accordance with the timescales set out in the College's Data Protection and Retention Policy (2.05). H&S data is not shared with third parties except where required by law (e.g., HSE, insurance purposes, legal proceedings).

9. Specific Hazards and Procedures

9.1 Electrical Equipment

- All portable electrical equipment is subject to periodic PAT testing. Records are maintained and labels affixed to tested equipment
- Leads must not trail. Frayed leads must be repaired or replaced immediately
- No electrical equipment may be brought from home without prior approval of the H&S Officer
- Faults must be reported immediately to the H&S Officer

9.2 Manual Handling

The College complies with the Manual Handling Operations Regulations 1992. Manual handling operations must be avoided where there is a risk of injury. Where unavoidable, a risk assessment must be completed. Staff and students must not attempt to lift or move loads that could cause injury.

9.3 Asbestos

An asbestos register is maintained and available in the Operations Director's office for the Glebe House campus. At other sites, responsibility for asbestos management rests with the landlord. If asbestos is suspected or disturbed, work must stop immediately and the H&S Officer must be notified. The area must be isolated until further instructions are given.

9.4 Environmental Protection

The College complies with the Environmental Protection Act 1990 and associated waste management regulations. Sharp items that have been in bodily contact, including needles used for first aid purposes or by students or staff managing conditions such as diabetes, must not be disposed of in general waste. Such items must be placed in a designated sharps container. Guidance on the location of sharps containers and the procedure for their disposal is available from the H&S Officer. Sanitary items must also be disposed of separately from general waste; appropriate disposal containers are provided in all relevant facilities across both campuses.

9.5 Snow and Ice

During periods of wet, icy, or wintry weather, walkways, car parks, and external areas may become slippery and hazardous. Staff and students must take extra care in such conditions and should be considerate of colleagues, students, and visitors who may be at greater risk, including those with mobility difficulties. The College's H&S Officer is responsible for ensuring that gritting and other precautionary measures are carried out on College premises where reasonably practicable. Detailed procedures for adverse weather conditions, including arrangements for campus closures and travel

disruption, are set out in the Severe Weather Plan, which is available on the Sharepoint and from the H&S Officer.

9.6 Stress and Mental Wellbeing

WIC recognises that stress and mental health are significant workplace issues. Staff experiencing work related stress or mental health concerns are encouraged to speak to their line manager or HR Officer in confidence. WIC offers support through its Employee Assistance Programme (Health Assured). Student mental health concerns should be directed to the Student Welfare Officer.

9.7 New and Expectant Mothers

Staff who are pregnant must notify HR as soon as possible so that a risk assessment can be carried out. Where risks are identified, adjustments to working conditions will be made. Risk assessments are completed by the H&S Officer and stored on the HR files.

9.8 Working from Home

Staff working from home are subject to the same H&S principles as those working on campus. Line managers are responsible for ensuring remote working staff have completed a home workstation assessment. The Work from Home Policy (5.10) should be read alongside this policy. The H&S Officer will provide guidance on home H&S arrangements and ensure remote working risk assessments are completed and reviewed annually.

9.9 Working Alone

Staff should wherever possible avoid working alone on College premises. Where this is unavoidable, the member of staff must inform their line manager before doing so, remain contactable throughout, and confirm when they have left the building safely. Staff working alone must not undertake high risk activities such as working at height or moving heavy loads, must not permit unknown or unplanned visitors onto the premises, and must carry a means of communication at all times.

9.10 On-Campus and Off-Campus Activities

For all off-campus activities (visits, trips, placements), staff must ensure they are aware of the H&S procedures of the host premises. Risk assessments must be completed by the H&S Officer prior to any class visit or trip. Students on placement must comply with the H&S procedures of the placement provider.

9.11 Left Luggage and Suspicious Items

Any unattended luggage or packages discovered on College premises must be reported immediately to the Prevent Officer or the H&S Officer. Where left luggage is clearly not suspicious and presents a tripping hazard, it may be moved to a safe location and the owner contacted promptly. Where there is any concern that an item is suspicious, by virtue of where it has been left, its type, or its appearance, the area must be isolated immediately, staff and students kept away from the vicinity, and the Police contacted for guidance. The item must not be moved or touched under any circumstances.

This procedure should be read alongside the College's Prevent Policy and Strategy (1.12), which sets out WIC's broader obligations and response framework in relation to security threats and safeguarding concerns on College premises.

9.12 General Procedures

All staff and students must observe the following rules at all times:

- Report unsafe practices or conditions to a line manager or the H&S Officer immediately
- Staff or students under the influence of alcohol or drugs are prohibited from College premises
- Any act that endangers others, including horseplay, is strictly prohibited
- Staff or students unfit for duty due to injury, illness, or fatigue must not work if doing so could put themselves or others at risk
- Staff and students must not modify, adjust, or tamper with electrical or other equipment outside the scope of their duties
- Waste materials, particularly combustible materials, must be disposed of in a way that does not constitute a fire or other hazard
- Protective guards and safety devices must be kept in place and maintained; defects must be reported to a line manager or the H&S Officer promptly
- No personal electrical devices may be connected to any College system without prior approval of the H&S Officer

9.12.1 Walkways and Passageways

Walkways and passageways must be kept clear of obstructions at all times, including trailing wires and cables. Where a walkway becomes slippery, warning signs must be placed immediately and remain in place until the hazard is resolved. Changes in floor elevation must be clearly marked, and appropriate warning signs placed wherever a hazard may injure or obstruct persons accessing the area.

9.12.2 Smoking

Smoking is prohibited inside all College buildings in accordance with smoke free premises legislation. All WIC campuses are designated smoke free zones. A dedicated smoking area is available outside the premises for use by both staff and students. Combustible materials must never be stored or allowed to accumulate in or near any smoking area.

9.12.3 Driving and Use of Mobile Devices

Where staff are required to drive to or between College premises, only those holding a valid driving licence and appropriate business insurance may do so. Staff must drive responsibly, observe speed limits, and avoid driving when fatigued. Staff are required to notify their line manager of any accidents involving travel to or from College premises, inform HR of any driving convictions, and provide a copy of their driving licence on request.

Use of a handheld mobile phone while driving is a criminal offence and this applies whether the vehicle is moving or stationary in traffic. Staff are strongly encouraged not to make or receive calls while driving. Where a business call is necessary, staff should park safely, switch off the engine, and apply the handbrake before using any device. This requirement applies to College-issued phones both during and outside working hours.

10. Fire Safety and Emergency Procedure

The College maintains a standalone Fire Safety Procedure and emergency evacuation plan in accordance with the Regulatory Reform (Fire Safety) Order 2005 (as amended). Building Fire Risk Assessments are maintained for each College premises, with separate Activity Fire Risk Assessments undertaken where activities create additional fire risks, including the use or storage of flammable materials. Fire safety arrangements include fire prevention, detection and alarm systems, emergency lighting, firefighting equipment, evacuation procedures, fire drills, fire marshal arrangements and Personal Emergency Evacuation Plans (PEEPs).

Fire marshals are trained and fire drills are conducted at least once per academic year. Emergency evacuation procedures are displayed on all floors. The College Emergency Plan sets out detailed emergency response procedures.

11. First Aid

All staff and students must have ready access to first aid. Trained first aiders are identified by name and photograph on each floor. First aid kits are maintained on every floor and at reception desks. First aid is to be administered only by trained first aiders. In cases of serious injury, emergency services will be contacted immediately.

12. End of the Day Safety Checks

At the end of each working day, staff must ensure that:

- computers must be shut down and devices are switched off;
- PCs that cannot be switched off they must be password-protected;
- windows are closed;
- access doors are locked;
- non-essential electrical appliances are switched off;

13. Regulatory Context

OfS Condition B2 requires WIC to take all reasonable steps to ensure that each cohort of students receives resources and support sufficient for a high quality academic experience and to enable students to succeed in higher education. A safe, well managed campus environment is a fundamental component of this condition. The H&S Officer's assurance reports to the Risk and Compliance Board provide the Board of Governors with the evidence needed to satisfy itself that this condition is being met.

14. Appendices

14.1 Appendix 1: Accident / Incident Report Form

This form must be completed for all accidents, injuries, dangerous occurrences, and near-misses, regardless of severity. Submit via the online reporting system on the WICER, email will be sent to the Health and Safety Officer.

Field	Details
Date of incident	
Time of incident	
Location (campus / room)	
Name of person involved	
Role (staff / student / visitor / contractor)	
Contact details	
Name of witness(es)	
Description of incident	
Injury or damage sustained (if any)	
Immediate action taken	
Was first aid administered? Yes / No	
Name of first aider (if applicable)	
Was the incident RIDDOR-reportable? Yes / No / Unknown	
Date reported to H&S Officer	
H&S Officer signature	
Date of H&S Officer review	
Preventive action recommended	
Follow-up action completed (date)	

This form is subject to the College's Data Protection and Retention Policy (2.05). Medical information collected during accident investigations is treated as sensitive personal data and processed only for H&S and legal compliance purposes.

14.2 Appendix 2: Risk Assessment Template

This template must be used for all risk assessments required under this policy. Completed assessments must be stored on the College shared drive and reviewed annually or whenever the activity, location, or personnel change.

Assessment Details	
Activity / task being assessed	
Location (campus / site)	
Assessment conducted by	
Date of assessment	
Date of next review	
Approved by (H&S Officer)	

15.

Hazard / Activity	Who is at Risk	Likelihood (1-5)	Severity (1-5)	Risk Score (L x S)	Control Measures / Further Action	Owner / Review Date

Risk Score: 1–3 Low • 4–8 Medium (review controls) • 9–15 High (immediate action required) • 16–25 Critical (stop activity, escalate to OMC).

15.1 Appendix 3: H&S Training Schedule

The table below sets out the compulsory and role-specific H&S training requirements for WIC staff. Training records are maintained by the H&S Officer and stored in line with the College's Data Protection and Retention Policy (2.05). Completion is monitored by line managers and reported to the OMC annually.

Training	Who Must Complete	Frequency	Delivery Method	Record Kept By
H&S Induction	All new staff and students	On commencement	In-person / online	H&S Officer
Fire Safety Awareness	All staff and students	Annual	In-person drill + briefing	H&S Officer
Fire Marshal Training	Designated fire marshals	Every 3 years; annual refresher	External provider	H&S Officer
First Aid at Work	Designated first aiders (min. 1 per floor per campus)	Every 3 years	External provider (HSE-approved)	H&S Officer
Emergency First Aid	Additional nominated staff	Every 3 years	External provider	H&S Officer
Manual Handling	All staff involved in manual handling	On commencement; refresher every 3 years	In-person / e-learning	H&S Officer
Display Screen Equipment (DSE)	All staff using computers regularly	On commencement; annual self-assessment	E-learning + workstation assessment	Line Manager / H&S Officer
COSHH Awareness	Staff handling hazardous substances	As required; refresher every 2 years	In-person / e-learning	H&S Officer
Lone Working	Staff who may work alone	On commencement; refresher every 2 years	In-person / online briefing	Line Manager
Prevent / Counter-Terrorism	All staff	Annual	Online (ACT Awareness e-learning)	H&S Officer / Prevent Lead
Risk Assessment	H&S Officer; managers conducting assessments	On appointment; refresher every 3 years	External or in-house	H&S Officer
Asbestos Awareness	Facilities / maintenance staff and H&S Officer	On commencement; refresher every 2 years	External provider	H&S Officer

Training needs are reviewed annually by the H&S Officer in consultation with line managers and reported to the OMC. Additional specialist training is arranged as required when new activities, equipment, or regulatory requirements arise.