



2.0. Compliance

2.1. Health and Safety Policy

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External Reference Points

- Health and Safety at Work. Act 1974 (as amended)
- Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)

Related Policies and Documents

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

- Emergency Plan
- Serve Weather Policy
- Recruitment Policy
- Working from Home Policy

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Introduction

Waltham International College (WIC) will as far as reasonably possibly comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. At all times the college management will endeavour to provide and maintain a healthy and safe working environment for its staff and students as well as taking steps to protect the health and safety of all visitors to the college, including contractors from other firms, temporary workers, as well as any members of the public who might be affected by our operations.

The aim of the health and safety policy is:

- To ensure that health and safety is given adequate consideration during all activities.
- To ensure that staff, learners, visitors, contractors, and other employees understand that they have a legal obligation to themselves and each other regarding health and safety.
- To ensure that risk assessments are carried out in relation to the specific operations of the organisation both inside the college premises and while in work placement.

To meet this aim, the rules and procedures outlined below must always be followed whilst at WIC.

- Any requirement served in writing by WIC in connection with Health and Safety regulations or procedures must be followed immediately.
- Individuals must not compromise the safety or welfare of others whilst on the premises or representing WIC.

Responsibilities of Staff and Students

All individuals have a moral responsibility to contribute to the safe environment for the utilisation by others and not undermine the facilities and practices of WIC that are in place to maintain and enhance a safe environment. This document outlines the responsibilities of the WIC community.

To ensure a safe and pleasant working and study environment WIC requires the co-operation of all staff and students, irrespective of status. Each have a personal responsibility regarding Health & Safety as follows:

- To read and be familiar with the College Health & Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents as it relates to their role within the College.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work.
- To work with due care and attention always. Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employees and students' responsibility to use that equipment properly, and in

many cases, there is a legal obligation to do so. This applies to all equipment used both on and off the main WIC campus.

- Not to operate equipment unless the employee and/or student is trained and authorised to do so
- To report any hazards seen, as soon as possible, and if appropriate, make suggestions for their elimination and control
- To report any defective equipment immediately
- To ensure their work area is always kept clean and tidy and comply with clean desk initiative
- To develop a personal awareness and concern for the safety of themselves and others
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial it may seem.
- To raise any safety matter with the appropriate person

Responsibilities of the Health and Safety Officer

The College Health and Safety Officer have overall responsibility for all health and safety matters within the College, and he/she will work closely with the Welfare officer where a concern is raised that affect the welfare of students or staff.

He/she will ensure that there is an effective policy in place for health and safety and provide regular reviews of its efficiency to the Operations Management Committee (OMC). He/she will request and monitor the provision of adequate staff, funds, and materials to meet the policy's requirements.

He/she will ensure that:

- Responsibility for safety is properly assigned, accepted, and recorded at all levels
- Arrangements are made for the provision of suitable and sufficient safety training for all staff and students on a regular basis
- Health and safety monitoring for WIC campus premises is regularly undertaken with at least one full review per academic year.
- Health and safety monitoring for WIC student placements undertaken at the start of the placement with at least one review per academic year.
- Information is obtained from suppliers on the safe use of equipment and materials and that all relevant health and safety information, and guidance is provided and available to staff and students as required
- Records of statutory inspections and other appropriate records are kept securely, and digitalised copies are stored on the WIC server
- Records of injuries and work-related diseases are maintained, and that appropriate reporting action is undertaken including raising any potential concerns to the OMC for consideration as stated in the RIDDOR 1995 regulations.

- Appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- 3rd party contractors' tenders include adequate provision for safe working where required
- Appropriate health and safety arrangements are made with building occupiers and that relevant matters are considered when submitting tenders if required
- All health and safety documentation are provided in a timely fashion in line with legislative requirements.
- Any training including specialised training if required is provided and recorded
- Adequate first aid is available; this includes assigning and arranging training for additional first aid officers as and when required.
- Appropriate action is taken in the event of fire or other emergency and that suitable firefighting equipment is provided and staff are trained to ensure evacuations are carried out.
- The public is protected as far as reasonably possible
- The risk assessments of any hazards, which could arise and determine the most appropriate order and method of working is carried out and recorded. To this end he/she will liaise with OMC, staff, students, and other stakeholders including the landlord over health and safety arrangements
- All health and safety arrangements made are implemented and ensure staff and students within their control comply with these arrangements
- Work of sub-contractors is coordinated, approved by OMC, and liaise with main contractors where applicable.
- The health and safety procedures are monitored to ensure that all directly employed, and contractors' staff and students operate in accordance with any legal requirements and college policy
- Materials are stored safely and that, where appropriate, firefighting equipment is readily available.
- Only trained, competent and authorised personnel use equipment and that students or inexperienced workers are properly supervised
- Prompt corrective action is taken whenever unsafe acts are noticed or reported to them.
- Cleanliness, tidiness, and all that contributes to 'good housekeeping' is of an acceptable standard
- All accidents are reported and recorded, and that attention given by medical, or first aid staff is appropriate
- Processes are in place to investigate, report and find the cause of all incidents/accidents on the site and on placement, including those, which result in only minor injuries, or cause loss or damage with no injury, and to take appropriate remedial action to prevent re-occurrence.
- Accurate records are kept of all health and safety requirements, and individual risk assessments are documented and stored correctly

On-Campus Activity, Off-Campus Visits, Placement and Working from Home

If educational activity or work in support of student experience is carried out on behalf of college off-campus, staff and students must be aware that when away from college premises they have the responsibility for the health and safety of all activities and personnel whether such personnel are other client's employees, sub-contractors, or members of the public. Therefore, staff and students at the College must make themselves aware of the health and safety procedures including risk assessments, of other premises when working on off-campus, or on placement. Risk assessments must be carried out by the Health and Safety Officer prior to any class visits or trips that take place.

Staff and students are instructed to fully comply with the health and safety procedures of off-campus premises as well as complying with safe working practices contained in this policy and/or any instructions given by any on-site Safety Officer appointed by the College.

Staff and students should address any immediate concerns regarding health and safety to the respective premises when working on other premises, including reporting to the on-site Safety Officer and Health & Safety Officer of the College.

Regardless of where staff and students work, staff and students at the College are responsible for safe-working practices at all times and this document sets out the College's policy and principles as to health and safety procedures.

Communication

The College will endeavour to ensure that staff and students are familiar with the contents of the College's health and safety policy and will communicate with staff and students orally, through induction process and staff's line managers, and in writing in the form of directives and this policy. The policy will also be available on WIC's website; students will receive information on their induction day.

The college has supplied two-way radios for key staff within the business, Duty Manager, First Aid, ICT Support, Reception and Welfare Officer. These radios are allocated to nominated officers each day and are maintained to ensure they are available for each day.

Co-operation and Care

Staff and students are expected to cooperate with the College Health & Safety Officer and to accept their duties and behaviours under this policy. Disciplinary action may be taken against any employee and student who violates safety rules or who fails to perform his or her duties under this policy.

Safety Training

Safety training is essential for all effective health and safety procedures. All staff will be trained in safe working practices and procedures relevant to their duties. The compulsory training is revisited every year to ensure competence.

Initial Induction training is compulsory for all staff and students. Additional training sessions will be held as often as is deemed necessary. Despite training sessions, staff can raise concerns regarding health and safety at any time with their immediate line manager or the College's Health and Safety Officer.

Stress Policy

We recognise that stress is a growing issue in modern life and acknowledge our part in managing issues in day-to-day operations to minimise any potential for increasing the psychological burden on staff and students.

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression and heart disease.

We would encourage any employee and student to approach their line management/Welfare Officer should an issue arise so that a successful conclusion can be achieved at the earliest opportunity.

If the issue is of a nature, which would be more appropriately discussed with an alternative colleague, the college's Human Resources Officer or Student Welfare Officer can be contacted in confidence.

Where stress is believed to be work-related, it is important to raise the issue so that the problem can be addressed. Any such information will be treated with the strictest confidence and should be reported to the HR department. WIC offers mental wellbeing support through the Employee Assistance Programme, Health Assured. Contact details from HR team or staff handbook.

New or Expectant Mothers

It is the responsibility of the employee to notify HR once they realise, they are pregnant, so a risk assessment can be carried out at the earliest convenience. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made to avoid such risks where possible, these should be completed by the Health and Safety Officer and stored on the HR files.

Electrical Appliances

- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept, labels will be affixed to all equipment once tested.

- The correct voltage for tools and equipment must always be used
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately
- All users must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any equipment before use
- It is forbidden for any staff or Student to interfere with any electrical appliance unless trained to do so and the action has been agreed with the Health and Safety Officer
- The operator must check all electrical tools, leads, and plugs on any electrical equipment before using
- Only trained, competent and authorised personnel should use electrical equipment, and young or inexperienced staff should be properly supervised
- Any obvious sign of irregular operation of electrical equipment should be reported at once to your line manager or Health and Safety Officer
- If any electrical appliance is found to be faulty whilst in use it must be reported immediately to the Health & Safety Officer
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so
- It is forbidden to bring any electrical equipment in from home without the prior approval of the Health and Safety Officer
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection

Asbestos

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm is too small to see with the naked eye and the diseases that develop can take many years. There is no cure.

Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

The asbestos register is available in the Operations Directors office, which shows where asbestos is in our main building in Glebe House, at our other sites it will be the responsibility of the landlord to carry out repairs and manage as we only hire classrooms.

If Asbestos is discovered or encountered

If asbestos is suspected or disturbed. The College Health & safety Officer or building manager, must be informed immediately and do not recommence this work until further instructions. Make sure all relevant colleagues are made aware of the hazard of the asbestos.

As part of this policy, designated individuals will ensure that the documents and procedures listed are carried out, reviewed, and updated at least annually, or sooner, if circumstances change or the nature of the material risk changes.

A copy of these documents will be available for all staff to view.

Manual Handling Operations

The College will comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations, an assessment of the operation should be made taking into account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of staff and risk to their safety.

- Use mechanical devices rather than manual handling where such devices are provided. The devices should be appropriate for the task
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches and appropriate steps taken to remove or reduce such hazards
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free from obstructions or spillages or other hazards
- Staff and students must not attempt to lift or move an object which is too heavy, and which might damage their health
- Where the lifting or moving of an object is to be done by more than one person, one of the people should be designated as the supervisor of the operation to coordinate the lifting or moving.

Staff and students should assume a squatting position when lifting a heavy object off the ground by keeping the back straight and allowing the knees to take the weight of an object rather than the back.

Driving

From time to time, colleagues may need to drive to and from college premises. Only staff and students with a valid driving licence and business insurance can drive to and from college premises.

Driving is a potentially hazardous activity, and staff are asked to drive in a manner that minimises the risks to themselves, their passengers, other road users and the public.

It is important that staff who drive keep up to date with current changes to legislation.

The College would like to stress two points:

- never exceed speed limits – allow time for the journey.
- do not drive when tired, take regular breaks.

The College requires staff to:

- Advise line manager of any accidents either privately or while coming to/from college premises that, they are involved in.
- To provide a copy of their driving licence on request.
- To advise the HR manager of any driving convictions or fines (excluding parking fines)

Use of Mobile devices while driving

Staff and students are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of “whilst driving” includes time spent in traffic jams or at a traffic light. If involved in an incident, even with a hands-free device being used staff are at risk of prosecution for careless driving.

When driving to/from college premises staff are strongly encouraged to neither initiate or answer telephone calls. Staff who are provided a college mobile phone, must follow this policy both during and outside working hours.

If a business call is required whilst on a journey, then staff are encouraged to park when it is safe to do so and make the call from the parked vehicle with the engine switched off and the handbrake applied.

Smoking

Smoking is prohibited in all public buildings. The smoke free premises regulation came into force in 2007. Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

WIC campuses are a smoke free zone. There is however a dedicated smoking area outside the premises which can be used by both staff and students.

Accident Investigation and Reporting

The College complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The College Health & Safety Officer is responsible for reporting under the regulations.

This will entail the College Health & Safety Officer or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential to establish:

- The circumstances of an accident or dangerous occurrence or disease
- The nature and severity of the accident or dangerous occurrence or disease

- The identity of eye witnesses
- The time, date and location of the accident or dangerous occurrence or disease

Eye witness accounts for the report will be collected as near to the time of the accident as is reasonably practicable. Incident reporting book is available at college share drive for reporting and recording to any incidents.

The College will study the completed report and will attempt to discover why the accident or dangerous occurrence, or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the College will take appropriate professional legal advice.

First Aid

All staff and students must have ready access to first aid. The trained First Aiders names and photos are displayed to enable all students, staff, and visitors to easily identify help when needed. First Aid kits are kept on every floor and at the reception desks.

- First aid **MUST** only to be carried out by a trained first aider.
- All First aid boxes will be of the appropriate size and have the correct contents.
- It is the appointed first aider's responsibility to ensure that the stock is replaced in the boxes, as necessary.

In cases of more serious injury staff will be sent or taken to the nearest hospital.

Accident Procedure

All staff will be given precise and clear instructions regarding their duties relating to the College's emergency procedure. It is the duty of ALL staff to ensure they are always familiar with the procedure and comply with it. They must ensure they report any potentially unsafe items of equipment or working situations, as well as all accidents, personal injuries or 'near misses' to the Health and Safety Officer via the share drive form.

Accident book is available at college reception. However, we have moved to on online reporting form which is on WICER. **ALL ACCIDENTS**, no matter how trivial, must be recorded. The form is then emailed directly to the Health and Safety Officer. It is the responsibility of First Aid Officer to report **ALL ACCIDENTS** to the College's Health and Safety Officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – RIDDOR (as amended), staff/student must report to the College Health & Safety Officer any accident at work or placement which results in personal injury and they will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).

The line managers will undertake an initial investigation of the accident and, where practicable a means of preventing a recurrence will be recommended. All serious (reportable) accidents will, additionally, be investigated by the College Health & Safety Officer.

General Procedures

All staff and students must follow the rules and procedures contained in this policy.

- All staff must immediately report any unsafe practices or conditions in the workplace to their immediate line manager or the Health & Safety Officer
- Staff or students under the influence of alcohol or drugs are prohibited from the College premises
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited
- An employee/student who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other people
- Staff/students must not modify, adjust, move, or tamper with any electrical equipment outside the scope of their duties unless instructed by a senior member of the College
- Waste materials, particularly combustible materials must be disposed of carefully and in such a way that they do not constitute a fire hazard or other hazard
- Staff/students should not undertake a task, which appears to be unsafe to him or her or other personnel
- Staff should not undertake tasks that require safety training without receiving the training by the appropriate manager
- All injuries must be reported to your immediate line manager and/or the College Health & Safety Officer
- Protective guards and safety devices must be properly fitted and used where appropriate; these must not be removed or tampered with. Defects in such guards and safety devices must be reported to the employee's immediate supervisor and/or the College Health & Safety Officer.
- No Devices are allowed to be brought from home and plugged into any college system.

Walkways and Passageways

- Walkways and passageways must be kept clear from obstructions including trailing wires and cables.
- Walkways or passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or has been removed.

- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Warning signs must be placed as appropriate to indicate any hazard that may injure or obstruct the accessing persons.

Personal Protective Equipment Regulations

The College will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended). PPE where required will be supplied to all staff and students. Risk assessments are carried out for all activities that could require PPE, and the staff member will receive training if there is any need ever. In case of fire PPE is mandatory for trained fire marshals

End of the day safety

Staff should follow the following end of day checks:

- Ensure all computers, devices and lights are switched off, please do not leave them on standby
- Ensure all windows are closed.
- Ensure all access doors are appropriately secured/ locked.
- Make sure staff cars are parked in a well-lit area that is easily accessible.
- Avoid remote routes.
- Have car keys easily accessible to avoid searching for them next to the locked car.
- Report any suspicious people to the Police and do not leave the premises until safe to do so.
- Do not allow entry to any unplanned visitors into the premises when working alone.

Vehicle Damage

WIC does not accept liability for damage to vehicles whilst parked on College premises. All instances should be reported to reception and claimed off own car insurance.

Left Luggage

If left luggage is discovered on the College premises advise the Prevent Officer or College Health & Safety Officer immediately.

- If the luggage is left in a location where it is a tripping hazard and it is obvious that it not suspicious, move it to a safe location.

- Try and contact the owner of the luggage as soon as possible and keep it in a secure place for them to collect.
- If any concern that the luggage is unusual in any way i.e. by where it has been left or the type of package **DO NOT ATTEMPT TO MOVE THE LUGGAGE**. Isolate the area and advise College staff to stay away from the immediate vicinity and then contact the Police and follow their advice.

Working Alone

Staff should where possible avoid situations where they are working alone. Staff should make the line manager aware and stay connected with them during your session and inform them when vacating the building safely. Staff are to:

- never attempt a high-risk activity when working alone, such as working up a ladder or lifting heavy objects.
- not allow any suspicious or unknown persons into the office.
- carry a means of communication.