



Version Control Statement

Version	Date	Changes	Reason	Author	Next review
1	Aug 2024	New Policy	New Policy	Health and Safety Officer	Aug 2025

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



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WCOL Health and Safety Policy

Introduction

Winston College of London (WCOL) 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 WCOL management will endeavor to provide and maintain a healthy and safe working environment for its staff and learners as well as taking steps to protect the health and safety of all visitors to the training provider, 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 WCOL premises and whilst attending work placements.

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

- Any requirement served in writing or verbally by WCOL 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 WCOL, any issues should be immediately reported to the Health and Safety Officer or Senior Manager.

Responsibilities of Staff and Learners

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

- To read and be familiar with the WCOL's 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.

- 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 learners' 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 WCOL campus.
- Not to operate equipment unless the employee and/or learner has been adequately trained and authorised to do so.
- To report any hazards seen immediately to the tutor or Health and Safety Officer, as soon as possible, and if appropriate, make suggestions for their elimination and control.
- To report any defective equipment at the earliest opportunity
- 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

Health and Safety Officer

WCOL's Health and Safety Officer has overall responsibility for all health and safety matters, and he/she will work closely with the Centre Managers/Welfare officer where a concern is raised that affects the welfare of learners or staff.

He/she will ensure that there is an effective policy in place for health and safety, the provide regular reviews of its efficiency to the Directors, through the directors' meetings, by a report produced to the Head of Education on a quarterly Basis, Urgent issues can be presented at any time. 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 being made for the provision of suitable and sufficient safety training for all staff and learners on a regular basis.
- health and safety monitoring for WCOL campus premises is regularly undertaken with at least one full review per academic year.
- health and safety monitoring for WCOL learner 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 learners as required
- records of statutory inspections and other appropriate records are kept securely, and digitalised copies are stored on the WCOL server in the health and safety file.
- records of injuries and work-related diseases are maintained, and that appropriate reporting action is undertaken including raising any potential concerns to the directors 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 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 suitable firefighting equipment is provided, staff are trained and ensure that evacuations are carried out in all sites.
- Risk assessments of any hazards that could arise and determine the most appropriate

method of working is carried out and recorded. To this end he/she will liaise with Directors, staff, learners, and other stakeholders including the landlord over health and safety arrangements.

- all health and safety arrangements made are implemented and ensure staff and learners are informed and they comply with these arrangements.
- The work of sub-contractors is coordinated, approved by the Directors, and liaise with main contractors where applicable.
- the health and safety procedures are monitored to ensure that all employed, and contractors' staff and learners operate in accordance with any legal requirements and WCOL policy
- materials are stored safely and that, where appropriate, firefighting equipment is readily available.
- only trained, competent and authorised personnel use equipment, and that learners 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.

On Campus, Off Campus, Placement and working from home

If work is carried out on behalf of WCOL off-campus, staff and learners must be aware that when working on off-campus premises they have the overall legal 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 learners of WCOL must make themselves aware of the health and safety procedures of other premises when working off-campus, on placement and from homes.

Staff and learners 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 Health and Safety Officer appointed by WCOL.

Staff and learners should address any immediate concerns regarding health and safety to the respective premises when working on other premises and/or to the on-site Safety Officer or WCOL's Health & Safety Officer if those concerns are not addressed.

Regardless of where staff and learners work, staff and learners are responsible for safe-working practices at all times and this document sets out the WCOL's policy and principles as to health and safety procedures. Where relevant (Rail Programmes Delivery), PPE will be supplied by WCOL and must be worn at all times, failure to wear the appropriate PPE will mean that you will not be able to access the practical rail sessions.

Communication

WCOL will endeavor to ensure that staff and learners are familiar with the contents of the WCOL's health and safety policy and will communicate with staff and learners orally, through staff and line managers, and in writing in the form of directives and this policy. The policy will also be available on WCOL's website.

Co-operation and Care

Staff/learners are expected to co-operate with the Health & Safety Officer and to accept their duties under this policy. Disciplinary action may be taken against any employee and learner 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. Initial Induction training is compulsory for all staff and learners. 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 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 learners.

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 learner 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, Human Resources Officer or Learner Welfare Officer they 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 confidentiality.

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 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 to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs on any electrical equipment before bringing it into use.
- 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.
- 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 qualified to do so.
- It is forbidden to bring any electrical equipment in from home without the prior approval of the Health and Safety Officer, and for the appropriate checks to be carried out.
- 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 Building Management Office, which shows where asbestos is in our main building, at our other sites it will be the responsibility of the landlord to carry out repairs and manage this.

If you discover or encounter Asbestos

If you suspect asbestos or you think, you have disturbed asbestos-based material, STOP WORK, inform the health & safety officer, and do not re-commence this work until further instructions. Make sure your work 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

WCOL 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 spillage or other hazards.
- Staff and learners 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 learners 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, you may need to drive to and from WCOL's premises. Only staff and learners with a valid driving licence and insurance can drive.

Driving is a potentially hazardous activity and you are asked to drive in a manner that minimizes the risks to you, your passengers, other road users and the public.

No doubt safety awareness was a major part of the training you received prior to taking your driving test, but it is important that you keep up to date with current changes to legislation.

WCOL would like to stress two points.

- Driving at high speed has been shown to be a contributory factor in accidents. You should allow sufficient time to complete your journey without having to drive too fast. You should never need to exceed speed limits to reach your destination on time.
- It is your responsibility to ensure that you do not drive when you are tired and need to take regular breaks if long journeys. Never drink or drive.

WCOL requires you to:

- Advise your manager of any accidents either privately or while coming to/from WCOL premises that you are involved in.
- To provide a copy of your driving licence on request.
- To advise the manager of any driving convictions or fines that you receive (including speeding but excluding parking fines).

Use of Mobile devices while driving

Staff and learners 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 you are involved in an incident, even with a hands-free device being used you are at risk of prosecution for careless driving.

When driving to/from premises you must not either initiate or answer telephone calls. If you are a mobile phone user, then you must follow this policy both during and outside working hours. If you own your own phone then we strongly advise you to follow the same policy when driving privately and stress that if you receive a business call while driving either on business or privately, then you must not answer it.

If you wish to make a business call whilst on a journey, then 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. If you receive a call when driving, then park when it is safe to do so, use the answering service or “missed call” facility on your mobile to find out who called you, and then ring them back. Alternatively, if your phone is hands-free enabled you can use this option to take calls however this should still only be conducted with great care.

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.

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

Accident Investigation and Reporting

WCOL complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The Health & Safety Officer is responsible for reporting under the regulations.

This will entail the 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 eyewitnesses
- The time, date and location of the accident or dangerous occurrence or disease

Eyewitness 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 reception for reporting and recording any incidents.

The health and safety officer 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, will take appropriate professional legal advice.

First Aid

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

- First aid is 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 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 appropriate person.

Accident book is available at reception. ALL ACCIDENTS, no matter how trivial, must be recorded. It is the responsibility of First Aider to report ALL ACCIDENTS to the Health and Safety Officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – RIDDOR (as amended), staff/learner must report to the Health & Safety Officer any accident at work 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 Health & Safety Officer.

General Procedures

All staff and learners 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 learners under the influence of alcohol or drugs are prohibited from the training provider premises
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited
- An employee/learner 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/learners must not modify, adjust, move, or tamper with any electrical equipment outside the scope of their duties unless instructed by a senior manager.
- 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/learners 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
- All injuries must be reported to your immediate line manager and/or the 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 Health and Safety Officer.

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

WCOL will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended). PPE, where required, will be supplied to all staff and learners. 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.

End of the day safety

If you know, you will be the last to leave the premises, please:

- 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 your car is parked in a well-lit area that is easily accessible.
- Avoid remote routes.
- Have your car keys in your hand to avoid searching for them next to your locked car.
- Report any suspicious people to the Police and do not leave the premises until you believe that it is safe to do so.
- Do not allow entry to any unplanned visitors into the premises when working alone.

Vehicle Damage

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

Left Luggage

If you discover left luggage in the premises advise the Prevent Officer or Health & Safety Officer immediately.

- If the luggage is left in a location where it is a tripping hazard and you are sure that it not in any way 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 you are in any doubt 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 staff to stay away from the immediate vicinity and then contact the Police and follow their advice.

Working Alone

- Where possible avoid situations where you are working alone. If you have no choice, please make your line manager aware and keep in contact with them during your session and let them know that you have left the building safely.
- Never attempt a high-risk activity when working alone, such as working up a ladder or lifting heavy objects.
- Do not allow any suspicious persons into the office if you are working alone.
- Carry a means of communication with you or ensure that you have access to a phone.

Track Safety (Applicable to WCOL Rail Programmes only)

- Only learners that have had their health and safety training should be able to attend track days.
- Staff and Learners **MUST** wear all PPE provided to them at all times
- Learner's must be supervised by a competent trainer at all times and never be left unattended whilst working on the track
- Machinery and tools should be used correctly in line with manufactures guidelines.
- All equipment must be checked prior to starting each training session to ensure no equipment could harm anyone, all damaged equipment should be reported to the Health and Safety Officer