LORD WANDSWORTH COLLEGE

St Neot's Prep School

HEALTH AND SAFETY POLICY

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
LP/COO	December 2025	RSC	27/01/26	New Merged Policy

Aim of the School:

To provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures for our children.

The St Neot's Way is:

- *Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.*
- *Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.*
- *Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.*
- *Where the children's character, contribution and service is as valued as their academic success.*
- *Where the children's physical wellbeing is surpassed by their mental wellbeing.*
- *Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.*

Our School Culture:

The culture at St Neot's is based on:
Community, Family Values, The Outdoors, Ambition, Fun

St Neot's Values

Happiness Kindness Respect Resilience Loyalty

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Part 1: General Statement of Health and Safety Policy

As the governing body of The Lord Wandsworth College Group, we are responsible for ensuring that **The Lord Wandsworth College Group (the employer)** meets its legal duties under health and safety law. The Board delegates day-to-day management to the Heads and COO, while retaining **oversight of the arrangements and assurance**.

We fulfil our responsibility as Governors by appointing the Chair of our Regulatory and Safeguarding Committee with responsibility for overseeing health and safety in conjunction with the Infrastructure Committee as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. We also have a Governor from the Regulatory and Safeguarding Committee attend the Schools' operational Health and Safety meetings.

Day-to-day responsibility for the operation of health and safety is vested with the Heads. However, as Governors, we have specified that the Schools should adopt the following framework for managing health and safety:

The governor overseeing health and safety at each school attends the meetings of the school's health and safety committee half termly and receives copies of all relevant paperwork.

A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Regulatory and Safeguarding Committee.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.

The external fabric of the LWCG Schools, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Regulatory and Safeguarding Committee and Infrastructure Committee and its recommendations (together with other defects) form the basis of routine maintenance programmes.

Adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Operations Manager/ Catering Provider arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas at least once per year, together with regular external deep cleaning and pest control services, and the COO reports on all these aspects to the Regulatory and Safeguarding Committee.

The LWCG have fire risk assessments at all properties, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every two years, and more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. Significant findings should be reviewed at the Health and Safety Committee and a report provided to the Regulatory and Safeguarding Committee.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the Schools, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Regulatory and Safeguarding Committee.

A competent contractor undertakes a risk assessment for legionella at all sites every three years with water sampling and testing regimes in place.

There is a comprehensive training matrix in place for the training and induction of new staff in health and safety related tasks. This includes basic manual handling, fire awareness and other training depending on the function of the individual. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus training is provided to staff involved in trips and visits.

All members of staff are responsible for 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, the COO and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the COO.

All employees are briefed on where copies of this statement can be obtained on the Schools' intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:

Robert Hannington
(Chair of Governors)

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the Group, which is shown at the end of this section.

Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety across the Lord Wandsworth Group. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the Group and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Heads to account in respect of the requirements set out in this policy.

Head

The Head will have day-to-day responsibility for controlling health and safety within their School. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within their School. The Head will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Incident Management Plan.

COO

The COO will have delegated, by the Head, the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- Radon gas

They will also act as the School Safety Co-ordinator (delegated to Director of Estates, Director of People and Operations Managers), whose duties will include:

- advising the Head on maintenance requirements.
- co-ordinating advice from specialist safety advisors and producing associated action plans.
- co-ordinating and implementing training.
- monitoring health and safety within the School and raising concerns with the Head.
- compliance with the Construction (Design and Management) Regulations.
- Investigating accidents and incidents where required and recording the same.

Heads of Department

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up-to-date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport/Head of PE (as appropriate)
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Outdoor learning – Head of Outdoor Learning
- Trips and visits – Educational Visits Coordinator
- Estates (Maintenance, M&E and Grounds) – Director of Estates
- Catering and cleaning functions – Operations Manager
- Ammunition and firearms – Combined Cadet Force Contingent Commander.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

Operations Manager

The Operations Managers will assist the COO with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Good standards of housekeeping.

External Health and Safety Advisors

The COO (delegated to the Director of Estates) will arrange, as appropriate, for external consultants to advise on matters of health and safety. Such provision may include:

- Structural surveyors retained to give advice on the external fabric.

- Engineers engaged to monitor and service the plant and equipment, including boilers, lifts and hoists, annually.
- Gym and fitness equipment, and machinery used in Design & Technology and by the maintenance department, serviced annually.
- Health and safety compliance in catering and cleaning, which is subject to external inspection by the Environmental Health Department. In addition, the Operations Managers ensure the following:
    - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year;
    - professional advice from a dietician on healthier food, menu planning and special diets as needed;
    - professional deep cleaning of all equipment, and high-level cleaning of all cooking, food preparation and storage areas twice a year;
    - appropriate pest control measures.
- A suitable and sufficient fire risk assessment, reviewed annually in respect of the action plan and fully updated every three years, or sooner if significant changes are made to buildings or when new buildings are acquired.
- Annual testing by a qualified contractor of the fire alarm system, smoke detectors, emergency lighting, extinguishers and panic buttons, in addition to weekly fire alarm tests.
- Periodic reporting by an external health and safety consultant on arrangements for health and safety in lessons, support areas, public spaces, and sports and swimming facilities.
- A suitable and sufficient legionella risk assessment updated every two years, and a water sampling and testing regime.
- An asbestos register and management plan, maintained in date, including arranging sampling or removal before major works take place, and ensuring that contractors are fully briefed on any asbestos before starting work.
- Radiation protection arrangements, with the Radiation Protection Supervisor (RPS) responsible for liaison with the Radiation Protection Advisor of Hampshire Council to ensure compliance with the Ionising Radiations Regulations 2017 and associated local rules, and for ensuring compliance with the Radioactive Substances Act 1993 and relevant exemption certificates.
- Electrical safety compliance, with current electrical test certificates maintained for all buildings, and NICEIC-qualified electrical engineers used to inspect and maintain electrical installations.
- Gas safety compliance, with all work on gas boilers and appliances carried out by Gas Safe-registered engineers, and all domestic boilers serviced annually. All domestic properties hold current landlord's gas safety certificates.
- Lightning protection and earthing systems conforming to BS 6651-1999 or BS EN 62305, tested annually by a specialist contractor.
- Appointment of a competent Principal Designer and Principal Contractor/Contractor to ensure compliance with the Construction (Design and Management) Regulations 2015 whenever construction work is undertaken.

Health and Safety Committee

The site-specific Health and Safety Committees will meet at least termly and will be chaired by the Chief Operating Officer. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will include (where the role exists):

- Head
- Senior Deputy Head LWC/ Deputy Head STN
- DH Pastoral
- DH Teaching and Learning
- Head of Pre Prep
- Director of Estates
- Operations Manager (Secretary)
- Director of Compliance, Co-curriculum and Projects
- Director of People
- Domestic Services Manager LWC/ Heads PA STN (Notetaker)
- Head of D&T
- Head of Science
- Head of Art
- Director of Sport
- Head of Outdoor Learning
- The Educational Visits Co-ordinator (EVC)
- Contingent Commander of the CCF
- Senior Nurse LWC/ Nurse STN
- Catering Manager LWC
- Director of IT
- A representative from Pearson Webb Consulting

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations.
- monitor the effectiveness of health and safety within the School.
- review accidents and near misses and discuss preventative measures.
- review risk assessments.
- discuss training requirements.
- monitor the implementation of professional advice.
- review the safety policy guidance and updating it.
- assist in the development of safety rules and safe systems of work.
- monitor communication and publicity relating to health and safety in the workplace.
- encourage suggestions and reporting of defects by all members of staff.

The School Nurse

The School Nurse (In liaison with the Operations Managers) will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.

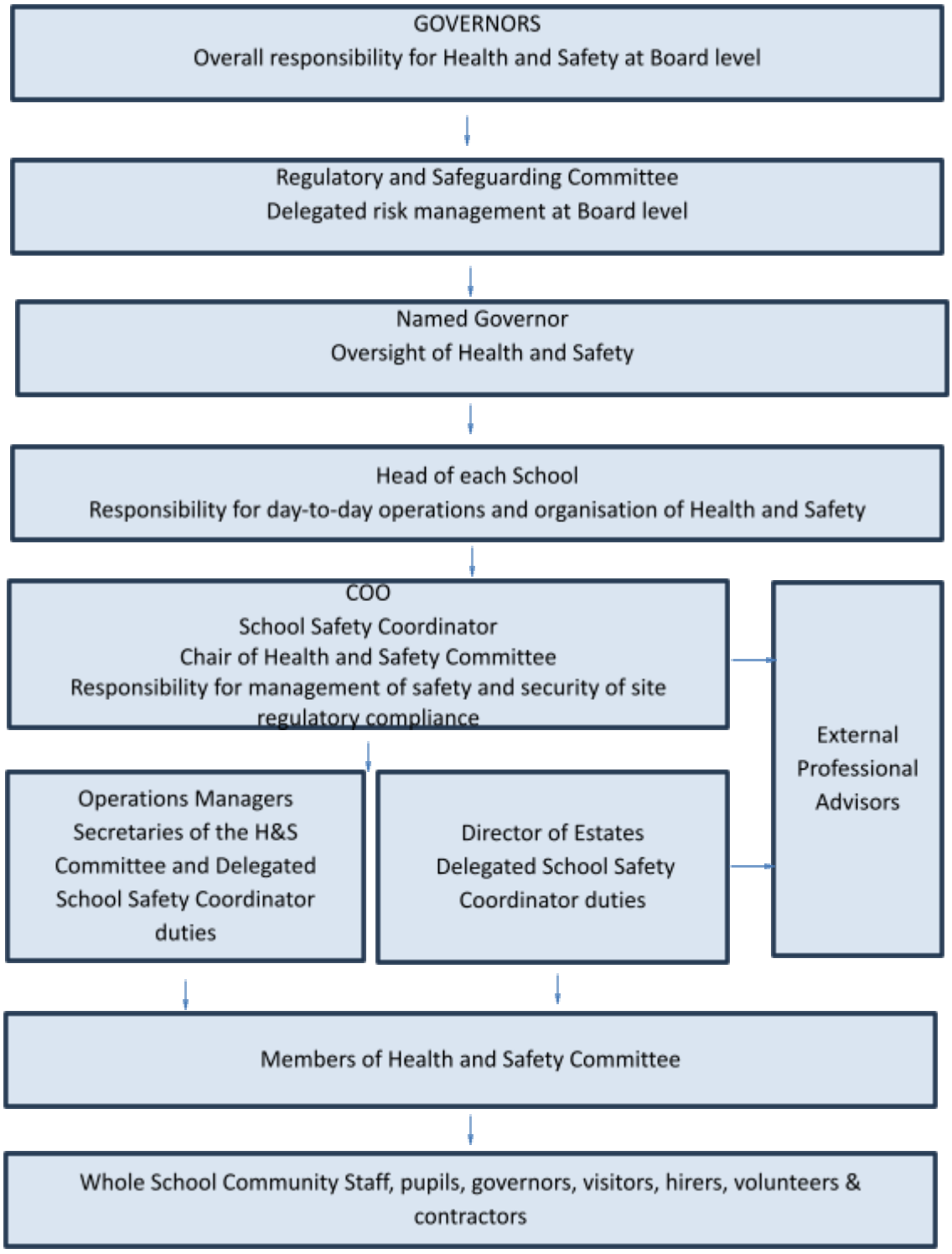
- Where guardians are not available - escorting pupils to hospital (and informing their parents). If the nurse is not available another suitable staff member will be designated to this role.
- Checking that all first aid boxes and eye wash stations are replenished.

Staff

The co-operation of all staff is essential to the success of the Policy and requests that staff should notify their Line Manager/Head of Department/School Safety Co-ordinator (as appropriate) of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy.
- take reasonable care for the health and safety of themselves and others who may be affected.
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed.
- carry out all reasonable instructions given by managers / senior staff.
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



Part 3: Procedures and Guidance

Introduction

The following procedures and arrangements for Health and Safety have been adopted to ensure compliance with the LWCG Statement of Intent. The H&S policy will be reviewed annually, by the LWCG Safety Coordinator and approved by the Governors, or sooner if required by legislative change. Procedures listed in Alphabetical order.

1. Accessibility Policy

Refer to Accessibility Policy (Resp. COO)

2. Accident Reporting (RIDDOR)

The Lord Wandsworth College Group is committed to providing a safe environment for pupils, staff and visitors. All accidents, work-related ill health and near misses must be reported so that appropriate action can be taken and statutory obligations met.

This policy applies to all staff, pupils, contractors and visitors across the Lord Wandsworth College Group.

Reporting Requirements

- All accidents, incidents and near misses must be reported on the appropriate form as soon as possible and no later than the end of the day.
- The Operations Managers maintain the accident and near-miss registers and ensure all information is recorded accurately.
- The Senior Nurse (LWC), Nurse (STN) Operations Manager, and Director of Estates determine whether an incident meets RIDDOR reporting thresholds.

Responsibilities

- Staff must report any accident or near miss promptly using the correct form.
- All Staff must ensure incidents reported to them are submitted and followed up.
- Heads of Department ensure required documentation is completed and submitted promptly.
- The Health Centre/ Health Hub provides clinical assessment, supports form completion, and escalates incidents that may require investigation.
- The Director of Estates/Operations Managers determine the level of investigation needed.
- A member of SLT ensures immediate HSE notification in the event of a fatality or major incident.

RIDDOR Reporting

The Schools report to the HSE only when an incident meets the legal criteria, including:

- specified injuries (e.g. fractures except fingers/toes, loss of consciousness, serious burns);
- over-seven-day staff absence caused by injury;

- doctor-diagnosed occupational diseases linked to work activities;
- dangerous occurrences as defined by RIDDOR;
- work-related injuries to pupils or visitors requiring hospital treatment directly from the scene.

Investigations

Accidents are investigated to:

- identify immediate and underlying causes;
- implement corrective measures;
- prevent recurrence.

Record Keeping

Accident and incident records, including RIDDOR reports, are retained for statutory periods (minimum 3 years, and up to 40 years where required for occupational health purposes).

3. Administering Medication

Refer to Healthcare Policies (Resp. LWC - Deputy Head Pastoral, STN - Nurse)

4. Anti-bullying Policy

Refer to Anti-bullying policy (Resp. LWC - Senior Deputy Head, STN – Deputy Head)

5. Asbestos

The LWCG will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW"). The Heads will have day to day responsibility for asbestos the management of which will be delegated to the Director of Estates.

It is the LWCG's policy that no employee or other person for whom the Schools are responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any of the Schools' campuses, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials.

An asbestos register will be maintained for each property where the LWCG is the Duty holder showing the location, type and condition of the asbestos. The Director of Estates will be responsible for the upkeep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

An asbestos management plan will be formulated, to either:

- monitor its condition and/or encapsulate any asbestos present (as appropriate), or:
- have the asbestos removed by a licensed contractor.

- the plan will specify:
    - who is responsible for managing the asbestos
    - responsibility for the asbestos register
    - the schedule for monitoring the condition of the materials
    - the associated channels of communication
    - the Director of Estates will have responsibility for the management of the plan
- Where any work is likely to involve contact with asbestos containing materials, an HSE licensed contractor will be appointed to undertake the works.
- Where any refurbishment work is required in a building that contains asbestos, the Schools may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.
- Where any employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
- Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Director of Estates immediately so that appropriate action can be taken.
- Detailed guidance is contained in the Department for Education document "Managing asbestos in your school or college" (October 2020)

6. Catering

Refer to Catering Policy (resp. Operations Managers delegated to Thomas Franks at STN)

7. Child Protection and Staff Behaviour Policy

Refer to Safeguarding and Child Protection Policy (Resp. LWC - Deputy Head Pastoral, STN – Deputy Head) and Staff Code of Conduct (resp. Director of People)

8. Competent Advice

The COO is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

An external health and safety consultant is retained to report annually on the arrangements for health and safety in:

- lessons
- support areas
- public spaces
- sports facilities

External consultants may also be used as follows:

- surveyors to give advice on the fabric of the School

- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
- food hygiene professional to monitor, audit and take samples of catering facilities and activities
- qualified electricians for all electrical systems work
- Gas Safe registered engineers for work on gas boilers and appliances
- engineers for lightning protection checks
- asbestos consultants for sampling, updating registers and management action plans
- consultant / contractor for risk assessment and sampling of water systems
- consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
- doctor providing medical advice
- consultant to undertake an (annual) health and safety audit

Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (Head of Department)
- Activity risk assessments (Head of Department)
- Estates and Grounds activities (Director of Estates/ Head of Grounds)
- Operations activities (Operations Managers)
- First Aid (School Nurse)

9. Control of Access, Security & CCTV

Refer to Security, Access Control and CCTV Policy (Resp. LWC - Director of IT, STN – Operations Manager)

10. Construction Work (CDM)

The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow (www.hse.gov.uk/pubns/indg411.pdf)

The School / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable:

- Appoint competent persons to the project team
- Allow adequate time for the design, planning and construction work to be undertaken
- Provide key information to the project team, including that regarding the site and existing structures

- Put in place arrangements for communication, co-operation and general management of the project
- Check that contractors have adequate welfare facilities in place before work starts on site
- Liaise with designers so that workplaces are correctly designed

In addition, where projects are notifiable (work lasts longer than 30 construction days with more than 20 workers working at the same time or involves more than 500 person days of work) to the Health & Safety Executive, or have more than one contractor the School will:

- Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase
- Appoint a Principal Contractor to plan, manage and co-ordinate construction work
- Ensure that work does not start on-site until a suitable construction phase health & safety plan has been developed by the Principal Contractor
- Keep up to date and make available to anyone who needs it, a health & safety file

The Director of Estates will have the responsibility for implementing this policy.

11. Contractor Management

The Lord Wandsworth College Group is committed to ensuring that all contracted works are planned, managed and carried out safely, with due regard to the health, safety and welfare of contractors, employees, pupils, visitors and others who may be affected by such activities. Arrangements are in place to ensure that risks arising from contractor activities are effectively identified, assessed and controlled, and that consistent standards are applied across all Group sites.

All contractors working on behalf of the Group must comply with the Lord Wandsworth College Group Contractor Handbook. This handbook sets out the minimum requirements for working on site and includes, but is not limited to, health and safety rules, safeguarding and child protection expectations, site conduct, competence and training requirements, insurance, emergency procedures, control of high-risk activities and the Passport to Work system. Compliance with the handbook is a condition of engagement and access to site.

Prior to commencement of works, contractors are subject to appropriate pre-qualification and approval processes to ensure they are competent to carry out the work safely and in a manner suitable for a school environment. Contractors must provide suitable and sufficient risk assessments and method statements, evidence of relevant training and competence, and confirmation of adequate insurance cover. No work may begin until these requirements have been reviewed and approved and, where required, a Passport to Work has been issued.

The Group ensures that contractor activities are suitably coordinated and supervised, particularly where work is undertaken in occupied areas or during term time. Contractors are required to cooperate with Group staff, adhere to agreed systems of work, and take account of the presence of children and young people at all times. Safeguarding requirements apply to all contractors, and any concerns must be reported immediately in line with Group safeguarding procedures.

Contractors must report accidents, incidents, near misses, hazards or unsafe conditions without delay. The Group reserves the right to suspend or stop works where there is a risk to health and safety, safeguarding, or where contractors fail to comply with agreed arrangements or site rules.

The Director of Estates has overall responsibility for the implementation and monitoring of contractor management arrangements. This includes ensuring that appropriate systems are in place for contractor selection, induction, supervision and review, and that contractor performance is monitored to maintain high standards of health, safety and safeguarding in line with regulatory and inspection requirements.

12. Control of Substances Harmful to Health (COSHH)

The LWCG aims to ensure that:

- Foreseeable work activities using / generating hazardous substances are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the Schools.

Heads of Department (including business departments) will be responsible for the management of hazardous substances within their areas of responsibility.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, e.g. pesticides

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the School premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times

- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

Maintenance, examination and testing of control measures will be the responsibility of the Head of Department.

Records will be kept by the Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals

LWC Only - The School Radiation Protection Supervisor (RPS) will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to
    - Sealed sources
    - Specified Open source for half-life demonstration
    - Geological specimens
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more) other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
- Ensure that younger pupils are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

13. Display Screen Equipment

Refer to Display Screen Equipment policy (Resp. Director of People)

Guidance for Pupils:

- Although the School is not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.
- Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.
- Designated workstations for pupils will be of a similar standard to those provided for staff.

14. Educational visits

Refer to the Educational Visits and Activities Outside School Policy (Resp. Head EVC) LWC

Refer to the Educational Visits Policy (Resp. EVC) STN

15. Electrical Safety

The LWCG aims to ensure that:

- Schools comply with the requirements of the Electricity at Work Regulations 1989 and in particular to ensure that:
    - Action is taken on the discovering of defects;
    - Systems are in place for the inspection and repair of electrical installations and equipment;
    - Inspection and test certificates are held as required.

The LWCG has appointed the Director of Estates to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the LWCG.

The LWCG requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. All staff are expected to undertake visual inspections of portable equipment and report any faults.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.

The fixed wiring at all schools will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works will be completed over a 5-year period on a 20% basis).

All portable electrical appliances issued for use by the Schools will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by either a

competent contractor or an individual from the Estates Department with the relevant training and experience.

The current test date will be displayed on each portable appliance.

Records of any fixed system and portable appliance work will be kept by the Estates Department. This will include repairs, servicing, maintenance or withdrawal from use.

Users of electrical equipment should visually check for defects before use.

Privately owned electrical appliances will not be permitted to be used on School premises unless confirmed as electrically safe. Parents should be requested to co-operate with the School in the inspection and testing of electrical equipment which pupils bring to the School

Contractors are to provide written evidence that their portable appliances are PAT tested.

16. Electromagnetic Fields (EMF's)

The LWCG complies with the requirements of the Control of Electromagnetic Fields at Work Regulations 2016 following guidance within the HSE document "Electromagnetic fields at work", HSG 281.

An EMF is produced whenever a piece of electrical or electronic equipment (i.e. TV, food mixer, computer, mobile phone etc) is used. EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz.

EMFs are present in virtually all workplaces and if they are of high enough intensity, action may need to be taken to make sure employees are protected from any adverse effects.

Special consideration will be given to the safety of employees at particular risk. This includes:

- Employees who have informed the School of a condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy)

- Employees who work in close proximity to electro-explosive devices, explosive materials or flammable atmospheres.

Heads of Department are responsible for the management of sources of EMFs within their areas of responsibility.

Heads of Department will ensure that:

- Sources of EMFs are identified

- Exposure to EMFs is assessed

- Decide what, if anything, is needed to ensure that the risk from EMFs is below Exposure limit values

- Provide information and training to those likely to be affected by exposure to EMFs

- Provide health surveillance and/or medical examinations as appropriate.

17. Emergency Situations

Refer to Incident Management policy (Resp. COO)

18. **E-Safety**

Refer to: LWC - College Rules policy (Resp. Senior Deputy Head)

Refer to: STN – E-Safety Policy (Resp. Operations Manager)

19. **First Aid**

Refer to First Aid policy (Resp. LWC – COO, STN Nurse)

20. Fire Safety, Procedures and Risk assessment

Refer to Fire Safety policy (Resp. Director of Estates)

21. **Gas Safety** - including LPG

The LWCG aims to ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

The minimum number of mains and bottled gas appliances are used and stored on School premises.

All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel [maintenance engineer, science technicians] are allowed to enter.

Flammable gases and oxygen are not stored together.

Only Gas Safe registered individuals are to work on installations on the premises.

All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.

Records of all work undertaken on gas systems / appliances will be kept by the Estates Department

In the event of a leak or suspected leak:

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- spare or empty cylinders should be stored outside, preferably in a lockable area
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (e.g. Highly flammable - LPG)
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters should only be used for emergency purposes.

22. General Workplace Safety

The Lord Wandsworth College Group aims to:

- To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- To ensure, so far as reasonably practicable, the continued wellbeing of employees and pupils.

The COO will be responsible for the implementation of this policy.

Welfare - Suitable and sufficient welfare facilities will be available on School premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

Workplace Safety

- Each area of the premises classified as a workplace will:
    - have adequate ventilation
    - provide a suitable working temperature
    - be adequately illuminated

    - be kept in a clean condition
    - have adequate access and workspace for the activity
    - have suitable furniture and work station
    - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
    - Working at height will be eliminated where possible but where not possible suitable equipment such as towers and safety harnesses will be provided to eliminate risk. Appropriate training will be provided on the safe use of the safety equipment.
    - Where necessary windows will be made of safety material or will be protected from breakage or will have appropriate markings.
    - Doors will be suitably constructed
- Signs will be displayed where appropriate to warn of risk, these being:
    - prohibition signs, e.g. no access
    - warning signs, e.g. danger electricity
    - mandatory signs, e.g. eye protection must be worn
    - emergency or first aid
- The School Intranet will display:
    - health & safety policy statement
    - HSE Health & Safety Law poster
    - emergency procedures
    - details of first aiders and fire marshals

Public Safety - It is the aim of the LWCG to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

23. Hot Works

The LWCG aims to ensure that they manage risks associated with hot works and that:

- All work is planned and is not commenced until a permit is in place
- All work is carried out in a safe manner
- The area where the work has taken place is safe for reuse

The LWCG has appointed the Estates Director to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

A permit will be completed for all hot works.

24. Human Flu Pandemic

Refer to Healthcare Policies (Resp. LWC- Deputy Head Pastoral, STN - Nurse)

25. Infection Control

Refer to Healthcare Policies (Resp. LWC - Deputy Head Pastoral, STN - Nurse)

26. Letting and Hiring

Refer to Visitor policy (Resp. LWC - Deputy Head Pastoral, STN – Deputy Head)

27. Lightning Protection

The LWCG aims to:

- To ensure that people are protected against potential lightning strikes
- To ensure that any control measures put in place are adequately maintained.

The Director of Estates will be responsible for the implementation of this policy.

Lightning protection is required (in accordance with BSEN/IEC 62305) where:

- large numbers of people congregate
- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures
- there are structures of historic or cultural importance
- there are structures with explosive or flammable contents

The Director of Estates will arrange for a specialist contractor to undertake a risk assessment. A summary of the factors to be taken into consideration is:

- the number of flashes to ground per square kilometre per year (lightning flash density)
- the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building.
- use of the structure
- type of construction
- contents and consequential effects
- degree of isolation

- type of country

Where the risk assessment indicates that lightning protection is required:

- appropriate protection should be installed
- a regime for maintenance of the protection should be implemented

Any new buildings which are constructed should have the need for lightning protection assessed.

28. Manual Handling

The LWCG aims to:

- eliminate manual handling where possible and to minimise so far as is reasonably practicable, the need for manual handling
- ensure that only individuals who have received training in manual handling undertake such activities
- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.
- Where manual handling cannot be eliminated, where appropriate and reasonably practicable to provide mechanical assistance

Heads of Department (including business departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a School environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques.

29. Minibus Use

Refer to Transport Policy (Resp. Operations Managers)

30. New and Expectant Mothers

Refer to Family Friendly Policy (Resp. Director of People)

31. Noise

The LWCG will ensure that:

- Foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by LWCG activities.

It is the LWCG Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Director of Estates.

Any noise survey that is undertaken will:

- identify which areas are affected;
- who is affected;
- the frequency of the noise;
- the engineering controls that could be implemented to reduce the noise levels;
- establish ear protection zones (EPZ).

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Heads of Department.

Where noise levels cannot be reduced below the lower exposure action level, EPZ's will be defined and marked by Heads of Department in conjunction with the Director of Estates.

All personnel entering an EPZ will be required to wear suitable ear protection.

Details of assessments will be held by the Director of Estates. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the School will request information on noise emissions from suppliers of plant and machinery.

If staff are suspected of suffering from hearing impairment due to work activities then the Director of People will arrange for an occupational health evaluation.

32. Occupational Health

Refer to Attendance policy (Staff) (Resp. Director of People)

33. Pupil Supervision

Refer to Supervision of Pupils and pupil access to areas of risk within the College (Resp. LWC - Senior Deputy Head, STN – Deputy Head)

34. Radon

The LWCG aims:

- To ensure that exposure to radon is considered where appropriate
- That where radon is identified as a risk that appropriate control measures are put in place.

The Director of Estates will be responsible for the implementation of this policy.

Where premises are located in an affected area (as per www.ukradon.org, a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The UK Health Security Agency website contains up to date details of validated laboratories.

The survey should be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.

Where results indicate levels above 400 becquerels per cubic metre a specialist radon removal contractor should be consulted. The contractor should consider guidance from the Building Research Establishment website "Descriptions of Radon Solutions".

The risk from radon in affected areas should be reviewed when significant building / new building works are undertaken.

35. Risk Assessment

Refer to Risk Assessment policy (Resp. Operations Managers)

36. Safety Training (including induction)

For induction - Refer to Onboarding and Probation policy (Resp. Director of People)

The LWCG aims:

- To ensure all staff receive appropriate health and safety training so they can carry out their responsibilities safely and without risk.
- To maintain a well-trained and competent workforce, reducing the likelihood of accidents, incidents and injury.
- To provide training that includes, as appropriate:
    - induction training for all new staff;
    - role-specific health and safety instruction;
    - statutory training (e.g. fire safety, first aid, manual handling);
    - refresher training at required intervals;
    - specialist training for staff with defined H&S responsibilities;
    - clear information on how to report accidents, incidents and near misses.

37. Security, workplace safety and lone working

Refer to Security and Access Control policy (Resp. Operations Managers)

38. Smoking

The LWCG aims to:

- ensure that statutory requirements are met.
- protect non-smokers from the adverse health effects of environmental tobacco smoke in the workplace
- demonstrate the Schools' commitment to promoting the health of pupils and staff.

The Heads will be responsible for the implementation of this policy.

Smoking is prohibited on School premises as specified in the Smoke-free (Premises and Enforcement) Regulations 2006

The School shall be a smoke-free site unless it takes place within a designated smoking area (such as a private residence)

The prohibition of smoking will apply during School related activities which are undertaken outside School premises.

The LWCG provides information and support for smokers to quit.

39. Special Education Needs (SEN) and Learning Difficulties

Refer to Special Educational Needs and Disabilities (SEND) policy (Resp. LWC - Deputy Head Academic, STN - SENCO)

40. Stress

Refer to the Wellbeing Policy (Resp. Director of People)

41. Sun Protection

The LWCG aims to ensure that:

- Employees and pupils are protected from the harmful effects of the sun;
- Good health is encouraged in line with the national healthy school's programme.

Cancer Research UK runs the SunSmart campaign, the key messages to be adopted by Schools are:

- stay in the shade between 11am and 3pm
- make sure you never burn
- always cover up - e.g. wear a t-shirt, hat, wrap around glasses
- remember children burn more easily
- use factor 15+ and 4-star sunscreen

Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, e.g. outdoor swimming, Sport and PE lessons, and excursions. As part of our policy the School will consider:

- sending letters home to ask for parental permission for teachers to supervise application of sunscreen
- only factor 15+ sunscreen is used
- sunscreen is reapplied regularly, particularly at midday
- each pupil has their own labelled bottle of sunscreen
- there is a School stock of sunscreen for pupils who forget / cannot afford their own
- the School provides sunscreen free of charge for all pupils

42. Swimming Pools

Refer to Pool Safety Operating Procedures (Resp. LWC - Director of Sport LWC, STN – Operations Manager, delegated to Frogs and Friends)

43. Tree and Woodland Management

The overall aim of the Tree Management Policy is to ensure that the tree stock across all sites is proactively maintained and enhanced, safeguarding the health, safety and wellbeing of pupils, staff, visitors, the public and property.

LWCG is responsible for the land it owns and manages. Trees and woodland across all estates are accessed directly and indirectly by the school community and the general public, including over adjacent highways, bridleways and footpaths. While trees are vital for landscape and biodiversity, they can develop defects that may pose risks if not managed appropriately.

Responsibilities:

LWCG has a duty of care under the Occupiers' Liability Acts (1957 & 1984) and the Health and Safety at Work Act (1974). This policy forms part of how that duty is discharged.

All tree works will comply with relevant wildlife, conservation and environmental legislation.

The Director of Estates is responsible for implementing the Tree Management Policy.

Day-to-day management is delegated to the Head of Grounds at LWC and Operations Manager at STN, who oversees inspection schedules, remedial works and action plans.

Competent Advice & Inspection:

LWCG will:

- Use qualified arboricultural professionals to carry out regular inspections, assess tree safety and provide written recommendations and schedules of remedial work.
- Maintain accurate records of all tree inspections and works, with frequency determined by location, species, hazard level and use.
- Act on inspection findings promptly, taking all reasonable steps to reduce risk within appropriate timeframes.

Trees are living organisms and no inspection can guarantee absolute safety. Hidden decay, extreme weather and rare events such as Summer Branch Drop may still occur. A structured

inspection system—supported by trained Grounds staff and routine observations by school staff—provides a reasonable and effective approach to tree risk management.

Inspection Zones

To manage risk systematically, LWCG uses a four-zone inspection system:

- Area 1: Every 12 months – main school site and all school paths
- Area 2: Every 21 months – school properties, internal roads, public highways
- Area 3: Every 27 months – property boundaries and public rights of way
- Area 4: Every 33 months – estate tracks and any areas not in Areas 1–3

Emergency Works

Emergency works address unforeseen hazards such as storm damage, windthrow, lightning strikes or sudden tree failures.

The Head of Grounds will carry out initial assessments and arrange additional inspections by an arboricultural consultant when required.

School staff must report concerns immediately, including fallen branches, significant cracks, or fungal fruiting bodies.

Regular inspections and planned maintenance should keep emergency works to a minimum.

Planned Management Work

The Head of Grounds, in consultation with senior LWCG staff, manages planned works necessary for the safe and effective operation of the estate. These may include:

- Crown lifting or reduction to maintain safe clearance over pathways, roads and buildings
- Tree or scrub removal for landscape management
- Stump removal
- Coppicing
- Thinning

44. Vehicles and on-site movements

Refer to Driving (for staff) Policy (Resp. Operations Managers)

45. Vibrations

The LWCG aims to ensure that:

- Foreseeable working activities where individuals have the potential to come into contact with significant vibration levels are identified.
- Suitable and sufficient risk assessments are in place where significant risks have been identified.
- Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by LWCG activities.

It is the School Policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration. Vibration surveys will be arranged by the Director of Estates.

Any vibration survey that is undertaken will:

- identify which areas are affected;
- who is affected;
- the frequency of the vibration;
- the controls that could be implemented to reduce the vibration levels.

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of vibration will be implemented by the Heads of Department

Details of assessments will be held by the Director of Estates. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the LWCG will request information on vibration levels from suppliers of plant and machinery.

If staff are suspected of suffering from the effects of vibration due to work activities then the Director of People will arrange for an occupational health evaluation.

46. Water Quality (including Legionella)

The LWCG aims to ensure that all water systems with potential legionella risk are properly assessed, managed, and monitored.

The Director of Estates will be responsible for the implementation of this policy

A competent contractor is appointed to complete legionella risk assessments and provide the School's written control regime and maintenance requirements. The Schools undertake risk assessments for all relevant systems, updates them when systems change, and reviews them every three years. Findings and written schemes are available to staff who may be affected and for inspection on request.

A Water Quality Log Book is maintained for each system and includes:

- current risk assessment
- written control measures
- monitoring, test and inspection results
- details of systems taken out of use and actions taken

Practical control measures are carried out by internal operations staff and external contractors. All records are retained for at least five years.

If a positive water sample is identified, the water contractor will notify the School immediately with details of the organism, location, and required remedial actions. The Director of estates is informed immediately, and appropriate measures (e.g., isolation or disinfection) are implemented. If anyone becomes ill with legionella, the Chair of Governors is notified immediately, and the incident is reported to the HSE and HPA as required.

47. Working at Heights

To ensure that the LWCG complies with the requirements of the Work at Height Regulations 2005 and in particular to ensure that:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained
- Any person working at height is appropriately trained including in the use of ladders and towers.

Staff will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- All non-routine tasks must be individually risk assessed and a safe system of work pre-planned.

The LWCG requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person as appropriate

Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders

Any contractors used by the School will be expected to follow the principles of this guidance.

In tasks where employees work at height they must abide by the guidance and have undertaken suitable and “in date” training.