

## Health and Safety Policy

### Introduction

The [Health and Safety at Work etc. Act 1974](#) places a responsibility on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees (whether the work is on School premises or while traveling on School-related business). The Act also places a responsibility on employers to ensure, so far as is reasonably practicable, that persons not in their employ (such as students, visitors and contractors) are not exposed to risks to their health or safety through the conduct of their undertaking, whether on School premises or while traveling on School-related business (including study and fieldwork). The Act requires employers to produce a written statement of their general policy with respect to the health and safety at work of their employees, and how this policy will be carried out.

In setting its accountabilities for health and safety, the School commits to complying with the [Health and Safety at Work etc. Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#). It also draws on the principles outlined in the [Leadership and Management of Health and Safety in Higher Education Institutions Guidance](#) issued in 2015 by the [Universities Safety and Health Association \(USHA\)](#) in partnership with the [Universities and Colleges Employers Association \(UCEA\)](#).

Other regulations also exist covering work activities that carry specific risks, such as lifting and carrying, the use of work equipment such as computers, and the reporting of diseases. These include, but are not limited to:

- [The Health and Safety \(Display Screen\) Regulations, amended 2002](#);
- [The Provision and Use of Work Equipment Regulations 1998](#);
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#);
- [The Manual Handling Operations Regulations 2002](#).

The School commits to compliance with all legal requirements and strives for continuous improvement in health and safety.

### Purpose and Scope

The principal aims of this Policy are to:

- Reduce risk to people and property in the School;
- Ensure legal compliance as a minimum;
- Ensure that considerations of health and safety are embedded in all School activities; and
- Ensure that health and safety responsibilities and accountabilities are clearly defined within the School.

This Policy also sets out some of the School's principle health and safety arrangements, in relation to fire and critical incidents, first aid, security, cleanliness and hygiene, building and maintenance works, and student internships.

This Policy applies to all employees, students and contractors of the School. The section on internship applies employers providing the School's students with optional internships.

### Principles

The Board of Directors, as the governing body of the School, acknowledges and accepts the responsibilities placed on it as an 'Employer' by the [Health and Safety at Work Act 1974](#) and other relevant legislation.

The School is committed to ensuring the health and safety of its staff, students, contractors and visitors. Without a safe and healthy working environment, the School will be unable to achieve its aim of delivering excellence in teaching and learning.

## **Policies**

The School is committed to:

- Providing, as far as is reasonably practicable, a healthy and safe working environment and safe premises and facilities for staff, students and visitors;
- Ensuring, as far as is reasonably practicable, that risks associated with travel by staff and students in the course of School business are appropriately managed;
- Creating for employees, as far as is reasonably practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective employment policies and staff development;
- Ensuring that all staff are aware of their health and safety responsibilities, and know what is expected of them and what they must do to discharge the responsibilities assigned to them;
- Ensuring that staff have access to appropriate training and development to enable them to discharge completely the responsibilities assigned to them;
- Having an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the Health and Safety Policy;
- Having in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities; and
- Striving to continuously improve the School's health and safety performance.

The Chief Executive of the School is charged with implementing this Policy by the use of a suitable safety management system. The Board seeks and expects the full cooperation and support of the whole School community in ensuring that this Policy and the arrangements that are put in place to support it are implemented effectively.

## **Responsibilities and Accountabilities**

**The Board of Directors** has strategic oversight of all matters related to health and safety at the School and seeks assurance from the School's executive that effective arrangements for health and safety are in place and are working.

The Board shall review annually the School's Health and Safety Policy, the School's health and safety objectives, and the School's health and safety key performance indicators.

The Board shall consider the health and safety implications of any strategic decisions it makes.

The Board shall receive and consider annual reports from the Chief Executive on the performance of the safety management system, and reports on significant health and safety incidents as soon as is practicable.

**The Chief Executive** of the School is accountable to the Board for the health and safety management of the School.

The Chief Executive will:

- Sign off the School's Health and Safety Policy and any revisions agreed by the Board;
- Set health and safety objectives for the School's Executive Committee, and monitor performance against these objectives;
- Report annually on the performance of the arrangements to implement the School's Health and Safety Policy to the Board;
- Report significant health and safety incidents to the Board at the earliest opportunity;
- Report any relevant accidents or incidents to the [Health and Safety Executive](#) in line with the requirements of [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 \(RIDDOR\)](#).

**The Executive Committee** will:

- Put in place arrangements to implement the Health and Safety Policy;
- Agree how the Health and Safety Policy is measured, monitored and reported through the development of key performance indicators;
- Agree a School-wide auditing programme and respond to reports from audits;
- Agree a School-wide health and safety competency framework;
- Consider the health and safety implications of strategic decisions;
- Satisfy themselves that the School has appropriate and competent advice for all aspects of health and safety.

Members of the Executive Committee will, as appropriate, set health and safety objectives for their direct reports, and monitor performance against these objectives.

**The Director of Student Experience** has responsibility, delegated by the Chief Executive, for:

- Overseeing general health and safety training and support in the School (with health and safety training relating to fire and critical incidents delegated to the Head of Estates);
- Ensuring that the School has a broad base of up-to-date health and safety knowledge, by ensuring that both s/he and two other members of staff within his/her department receive certified health and safety training;
- Ensuring that a robust risk assessment template and procedure is in place for the School.
- Undertaking a Fire Risk Assessment on at least an annual basis;
- Ensuring fire prevention actions are in place in the fit out and maintenance of the School building;
- Ensuring that the School has a sufficient number of trained Fire Wardens;
- Testing and maintaining fire safety equipment and fire management systems (e.g., panels) onsite;

- Ensuring that robust procedures are in place in the case of a fire or critical incident;
- Ensuring that staff and students are aware of and trained in the fire or critical incident procedures;
- Ensuring that fire drills take place on at least a termly basis;
- Ensuring that Personal Emergency Evacuation Plans are in place for individuals who have been identified by the Student Support Department or Human Resources as having an impairment that could hinder their ability to escape the building in the event of a fire or critical incident.
- Establishing Security standards, making security arrangements and monitoring compliance with security standards;
- Ensuring that the School holds a well-stocked medical box, as well as supplies of first aid material at various locations throughout the School;

The **Director of Finance and Human Resources** has the following responsibilities:

- Developing, maintaining and repairing the School buildings and estates, including the provision of a working environment that is suitable for its intended use and statutory testing of building fabric and systems;
- Ensuring that contractors or service providers conducting building or maintenance work on the School site are aware of this Policy and incorporate its requirements into their safety plans;
- Monitoring the standards of the cleaners, as well as the efficiency and appropriateness of the waste collection service;

**Heads of Department** are expected to implement the School's Health and Safety Policy and consequent arrangements through local management arrangements. They are expected to manage the risks arising from their activities that could affect staff, students, visitors, contractors, or others. Specifically, Heads of Department will:

- Identify activities of the Department carrying significant risk, and take steps to manage those risks;
- Ensure staff and others who could be affected by those risks are made aware of them and any necessary precautions;
- Ensure appropriate local inductions are delivered;
- Ensure that any required training has been identified for roles and activities, and that staff attend this training;
- Review any accidents and incidents arising from their activities, or occurring to staff in their Department;
- Participate in safety inspections of their areas;
- Consider the health and safety implications of new projects at the planning stage;
- Embed health and safety arrangements during procurement of contractors;
- Check that all actions arising from risk assessments, safety inspections and audits have been implemented.

Heads of Department may delegate all or some of the above functions to their staff but will retain full responsibility for ensuring that they are properly discharged.

**Line Managers** are expected to implement the local health and safety management arrangements of the Department, and to monitor and check their effectiveness.

Specifically, line managers will:

- Ensure that risk assessments are undertaken and recorded as required, and that protective measures are implemented;
- Ensure that the risks of new processes and equipment are assessed before implementation;
- Make arrangements to ensure that their staff can attend training within normal working hours;
- Take appropriate action when health and safety is likely to be compromised;
- Implement recommendations from audits and inspections, and report on progress to the Head of Department;
- Investigate reports of accidents, incidents and near-misses arising from activities in their area, and embed any learning points from these.

**All employees** regardless of their position in the School, have the following legal responsibilities under the [Health and Safety at Work etc. Act 1974](#) and [The Management of Health and Safety at Work Regulations 1999](#):

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions;
- To cooperate with the School and others in fulfilling statutory responsibilities;
- To notify the School immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety (in the context of LIS, this would normally be by notifying the employee's line manager);
- To notify the School of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken (in the context of LIS, this would normally be by notifying the employee's line manager).

The School requires all employees to fulfil these legal responsibilities by cooperating in all matters concerning health and safety, in particular by:

- Adhering to the School's arrangements and procedures and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students, visitors and contractors;
- Reporting any accident or incident occurring on School premises or on School business off-site via the Accident and Incident Reporting Log;
- Reporting any equipment damage immediately to the Head of Digital;
- Notifying the School via the Accident and Incident Reporting Log if they experience ill-health that they have reason to suspect may be work-related; and
- Using any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received.

The School expects **all students** to co-operate with its efforts to protect their health, safety and welfare. In particular, they are expected:

- To take reasonable care of their own safety, and not place others at risk by their actions;
- Not to engage in reckless or careless behaviour that might compromise the School's preventive and protective health and safety measures;
- Not to intentionally damage or misuse any equipment;
- To report defects or unsafe situations to the Head of Student Support;

- To immediately report to the School any accidents or incidents that have taken either on the School premises, or in undertaking School business offsite, or instances of ill-health that they believe to be study-related, via the Accident and Incident Reporting Log;
- Reporting any equipment damage immediately to the Head of Digital; and
- To adhere to the School's fire and emergency procedures, by evacuating the building if the fire alarm sounds, going to the emergency assembly point, and following any instructions given to them by fire wardens or security staff.

## **Training and Support**

The Director of Student Experience has responsibility, delegated by the Chief Executive, for overseeing general health and safety training and support in the School.

The Director of Student Experience, as well as two other members of staff within her/his department, will receive certified health and safety training, to ensure that there is a broad base of health and safety knowledge within the School.

The Director of Student Experience has responsibility, delegated by the Chief Executive, for overseeing fire and critical incident training in the School.

It is the responsibility of the Director of Student Experience to ensure that all new members of staff and all new students receive health and safety training at induction, including the communication of the health and safety policy and the practical application of this policy in their day-to-day activities.

It is the responsibility of the Director of Student Experience to ensure that all new members of staff and all new students receive instruction on the School's key arrangements in terms of fire evacuation and response to major incidents.

Where health and safety policy and/or required training is updated, or a manager deems that a member of their team requires additional training, health and safety "refresh" training must be provided as appropriate, via the Student Experience department.

## **Health and Safety Arrangements**

### **Fire Policy and Procedure**

#### **Introduction**

As part of its commitment to providing a safe environment for staff, students, visitors and contractors, the School is committed to minimising the risk of fires and ensuring that, in the event of a fire, staff, students, visitors and contractors should be able to safely and comfortably leave the building.

#### **Responsibilities**

Fire safety within the School is primarily the legal responsibility of the School, however a legal obligation also rests on all staff, students, visitors, contractors and any other individual whose actions may influence the risk from fire on School purposes. The School will support these people in meeting these duties and in turn requires their full commitment and cooperation.

The Director of Student Experience has responsibility, delegated by the Chief Executive, for health and safety procedures relating to fire and fire prevention. The Chief Executive remains accountable to the Board for fire- or critical incident-related health and safety.

### **Fire Risk Assessment**

The Director of Student Experience is responsible for conducting a Fire Risk Assessment of the School on an annual basis. S/he will conduct interim reviews where there is an occurrence that undermines the validity of the annual risk assessment. Action plans will be drawn up alongside the risk assessment and distributed amongst those responsible for the actions.

The fire risk assessment has been development in line with recommendations by the London Fire Brigade and includes:

- Identifying fire hazards;
- Identifying people at risk;
- Evaluating, removing or reducing the risks;
- Recording findings, preparing and emergency plan and providing training to relevant staff.

The Director of Student Experience will be trained in Fire Risk Assessment via the *British Safety Council: NEBOSH National General Certificate in Occupational Health and Safety*, refreshed on an annual basis.

### **Fire Prevention**

The Director of Student Experience is responsible for ensuring that the following fire prevention measures are in place.

#### **Arson**

In order to combat the risk of arson, staff and students should be instructed to be mindful of security and report any suspicious activity or perceived security weakness to Security. Material external to buildings is often a target for arson; therefore, waste and other combustible material should be securely stored away from the building.

#### **Furnishings**

Furnishings used within the School should be procured through reputable suppliers, maintained in good condition and kept separate from ignition sources. Acquisition of upholstered furniture and soft furnishings must be done with reference to the relevant British Standards (BS7176, BS5867) to ensure that they are suitable for their use.

#### **Obstructions in corridors and staircases**

Corridors and staircases should be kept free of obstructions, as these may not only be combustible in the event of a fire, but may also obstruct the escape of individuals in the event of any emergency.

#### **Contractors**

The CEO is responsible for:

- Briefing contractors on fire safety procedures
- Ensuring that contractor activities do not present a risk to themselves or others.

## **Maintenance of equipment**

The Head of Digital is responsible for ensuring that any equipment that might cause a fire (which includes every item with an electrical supply) is subject to a maintenance regime, from frequent and extensive servicing to occasional visual inspection.

## **Fire Detection/ Alarm Equipment**

All buildings will be provided with a suitable means for alerting the occupants in the event of a fire. Generally and at a minimum this will be an electronic fire alarm and detection system designed, installed and maintained in accordance with the relevant provisions of BS5839-1:2013. This alarm will be audible and visual.

Unauthorised interference with a fire alarm may result in criminal charges and may lead to the raising of School disciplinary procedures.

The Director of Student Experience is responsible for testing and maintaining all fire alarms, and for ensuring that the School has well-maintained fire safety equipment onsite. Specifically, the Director of Student Experience is responsible for ensuring that:

- All fire-fighting equipment is assessed annually by an approved contractor, and records are maintained;
- The fire alarm is tested weekly from different areas of the School when the School is not in use, and records are maintained;
- Fire management systems such as panels are tested weekly;
- Emergency lighting is tested every six months, and records are maintained.

## **Means of Escape from Fire**

Fire escape routes from School buildings must be kept clear at all times. Fire doors must not be held open.

New fire doors should comply with the provisions of BS 8214:2016 and ideally be produced by a manufacturer subject to third party certification.

The Director of Student Experience is responsible for inspecting all fire doors on a six-monthly basis to ensure that they are in a satisfactory condition. Existing fire doors do not need to be replaced as a matter of course upon the introduction of a new standard unless a risk assessment or other inspection indicates that this course of action is warranted.

## **Fire Safety Signage**

The Director of Student Experience is responsible for providing fire safety signage in accordance with the provisions of BS5499. The signage should indicate, among other things:

- Means of escape;
- Fire doors and associated instructions;
- Firefighting equipment.

Fire safety signage should be provided:

- Adjacent to each fire alarm manual call point;
- In public assembly areas (such as lecture theatres, teaching rooms, auditoria).

## **Firefighting Equipment**

The Director of Student Experience will ensure that portable firefighting equipment such as fire extinguishers are provided throughout the School's building. S/he will be responsible for undertaking a monthly visual check and an annual test of extinguishers.

The Director of Student Experience is also responsible for the testing and maintenance of fixed safety systems such as sprinklers and dry risers.

## **Emergency Procedure**

The Director of Student Experience is responsible for ensuring that an emergency procedure is in place in the event of a fire or critical incident, including:

- Action upon discovery of a fire/hearing a fire alarm
- Warning system (description of bells/sirens/voice) and the location of control panels;
- How the fire brigade is called, and who is responsible;
- Evacuation procedures to be followed;
- Key escape routes;
- Assembly points;
- Identities and duties of employees with specific responsibilities (fire wardens);
- Arrangements for the safe evacuation of persons identified as being especially at risk in the event of a fire (for example, disabled individuals and others who may need assistance);
- Special fire hazards;
- Necessary shutdown procedures;
- Firefighting;
- Safe re-admission.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Evacuation procedures must be tested each academic term via a fire drill.

The procedure for a critical incident evacuation (such as a bomb threat) will be the same as the procedure for a fire evacuation.

## **Emergency procedure for individuals with disabilities**

The Director of Student Experience is responsible for ensuring that a Personal Emergency Evacuation Plan is in place for any student, staff-member or regular visitor that has an impairment (either permanent or temporary) that means they require assistance in understanding that an alarm has gone off and/or physically evacuating the building.

- The Director of Student Experience is responsible for notifying the Student Support Team where a student that requires a Personal Emergency Evacuation Plan.
- The HR Lead is responsible for notifying the Director of Student Experience where there is a staff member that requires a Personal Emergency Evacuation Plan.
- Where a staff member or student has a regular visitor who requires a Personal Emergency Evacuation Plan, the staff member or student must notify the Director of Student Experience to this effect.

The Head of Student Support will draw up the Personal Emergency Evacuation Plan with the individual in question.

### **Training**

The Director of Student Experience is responsible for ensuring that staff and students are aware of and trained in the School's safety procedures in the event of a fire or critical incident, including:

- Action to be taken by the person discovering a fire;
- Warning system (description of bells/sirens/voice) and the location of control panels;
- How the fire brigade is called, and who is responsible;
- Evacuation procedures to be followed;
- Key escape routes;
- Assembly points;
- Identities and duties of employees with specific responsibilities (fire wardens);
- Arrangements for the safe evacuation of persons identified as being especially at risk in the event of a fire;
- Fixed fire-fighting equipment location and details.

This training should take place at induction of all staff and students.

### **Fire Wardens**

The Director of Student Experience will nominate Fire Wardens for the School. These individuals will assist in the evacuation of students, staff, contractors and visitors from designated areas of the School in the event of an emergency or drill. The Director of Student Experience will ensure that the Fire Wardens have annual training to support them in their duties including training in the use of fire extinguishers, so that where required and where it does not place them at harm, they may operate them safely and effectively.

The Director of Student Experience will ensure that a sufficient number of Fire Wardens are in place so that at any given time they are available to ensure that emergency procedures are effectively implemented.

On a daily basis, Fire Wardens should tour the zone for which they are responsible, to identify any fire safety issues, including checking that:

- Escape routes are clear and in good condition;
- Fire doors close properly and are not propped open;
- Exits are easily accessible;
- Extinguishers are in the correct places.

### **Visitors**

Visitors to the School premises should be made aware of the relevant emergency procedures. The person responsible for the visitors should ensure this happens.

### **Alarm activations and incident reporting**

Details of all alarm activations and fire incidents should be reported to the Director of Student Experience, who will investigate and record the activation or incident. Where necessary, the Director of Student Experience may determine that an activation or incident requires additional maintenance of equipment or

system or a review of the Fire Risk Assessment.

### **First Aid**

Health and safety legislation (the [Health and Safety \(First Aid\) Regulations 1981](#)) requires that employers ensure that there are adequate and appropriate equipment, facilities, and number of qualified first aiders in the workplace.

It is the responsibility of the Chief Executive of the School to ensure that the number of certified first-aiders will not, at any time, be inadequate given the risk-level of the organization and the number of workers. The Chief Executive will delegate this responsibility to the Head of Student Support, but remains accountable to the Board for ensuring first aid provision is legally compliant. The [HSE](#) recommends that a company with 5-50 workers should have at least one person trained in first aid, and another first aider for every 50 workers after that. Given that in its first year of operation the School will have fewer than 200 members (including staff and students), the School will have 4 qualified first aiders at opening; this will be adjusted following a risk assessment commissioned by the Director of Student Experience in each ensuing year of the School's operation; it is expected to increase as the School community grows.

Where a staff, student or visitor is taken ill or injured, staff have a responsibility to either

- Call an ambulance (and then call one of the School's trained first aiders); *or*
- Call one of the School's trained first aiders

depending on the apparent severity of the illness or injury. If in doubt, staff should call an ambulance as a first point of practice, before calling one of the School's trained first-aiders. The names, photographs and contact details of these trained first aiders will be shown on posters around the School; all staff and students will be proactively notified on an annual basis of who the first-aiders are.

Where the first-aider is called, they should apply first aid consistent with the formal training they have received.

Where a staff member, student or visitor is taken ill or injured, or there is a near miss, either on School premises or while on School business off campus, an Accident/Incident Report Form (Annex 2) must be filled in as soon as possible, as set out below (Accident and Incident Reporting). The Accident/Incident Report Form should be filled in by the injured/ill person, or where they are unable to do so, by the First Aider or witness (where relevant). The injured/ill person's account should be entered after the event.

The Chief Executive will delegate to the Director of Student Experience the responsibility of ensuring that the School holds a well-stocked medical box, as well as supplies of first aid material at various locations throughout the School. These supplies will be checked on a monthly basis by a delegated, qualified first-aider.

All waste arising from the provision of first aid must be placed in a yellow clinical waste bag (which will be available in the first aid boxes). The Estates team must be contacted to arrange disposal of clinical waste bags.

### **Security**

All staff and students are required to be aware of every aspect relating to the security of people and property. Specifically, they must:

- Refrain from blocking emergency exit doors, only use emergency exit doors in emergencies, and ensure they are kept secure at all times;
- Wear their School Identity Passes at all times;
- Notify security if they notice an unauthorised person onsite who is not wearing a visitors' badge, and who may constitute a threat to School staff, students, contractors or visitors.

The CEO is responsible for establishing security standards, making security arrangements, and monitoring compliance with security standards. This will be delegated to the Director of Student Experience.

### **Building and Maintenance Work**

The CEO is responsible for the development, maintenance, and repair of the School buildings and estates. This includes the provision of a working environment that is suitable for its intended use (e.g., office, learning space), and statutory testing of building fabric and building systems.

Where building or maintenance work is being conducted on the School site, the CEO will ensure that contractors or service providers are aware of the School's health and safety policy and incorporate the policy's requirements into their safety plans.

### **Cleanliness and hygiene**

The Head of Student Support is responsible for monitoring the standards of the cleaners, with special consideration given to hygiene areas, and will also monitor the efficiency and appropriateness of the waste collection service, including any special provision given to clinical waste.

### **Travel**

No international travel is planned as part of the School's programme and therefore there is no health and safety policy in place in relation to student international travel.

### **Fieldwork**

Under the provisions of the [Health and Safety at Work etc. Act 1974](#), the School has primary responsibility for the management of the health and safety of a member of staff while on fieldwork; under this Act and [The Management of Health and Safety at Work Regulations 1999](#), the School also has a duty in respect of students and non-employees whilst they are on fieldwork.

For the purposes of this Policy, fieldwork is defined as any short-term work carried out by staff or students for the purposes of teaching, research or other activities while representing the School off-site. Specifically, fieldwork refers to activities such as attendance at conferences or recruitment fairs, undertaking interviews, and visiting workplaces. For the purposes of this Policy, this does not include internships, which are extended periods of work by a student at an employer, brokered by the School. This is dealt with below.

Fieldwork at LIS will be low-risk, taking place primarily in employer workspaces, and the health and safety policies of the School in relation to Fieldwork reflect this.

The staff-member authorising fieldwork has responsibility, delegated by the Chief Executive, for ensuring that due regard has been paid to health and safety considerations. Specifically, this means that:

- S/he must ensure that a risk assessment of the fieldwork has been made;
- A safe system of work has been established for all staff, students and other participants
- Safety measures have been communicated to all participants;
- All safety precautions are observed for the duration of the fieldwork.

## Internships

As part of the School's Careers proposition, students may apply for optional, non-credit-bearing internships outside of term time, secured by the School. The School must ensure that these internships are planned, organised and managed to ensure that

- The student involved in the internship is not subjected to unacceptable risks to their health and safety; and that
- The student involved in the internship does not create unacceptable risks for the employer or others.

Internship providers in the UK are subject to UK legislation, and employers have the primary duty to ensure the health and safety of the internship student engaged in internship activities (i.e., work activities under their control). Employers are therefore responsible for ensuring the health and safety of students on internships with them. As a precondition for any internship agreement, the School must satisfy itself that the appropriate health and safety provision is in place at an employer, and that the student will therefore not be subjected to unacceptable risks to their health and safety. The School will do so by undertaking a risk assessment and insurance verification of all employers who offer internships through the School; specifically, these activities will be undertaken by an assigned Careers Mentor, an employee of the School who sits within Careers and Networks department.

The School recognises that some internships will be lower risk than others, and that risk management should be proportionate to the context. However, the following risk management steps must be undertaken in the establishment and operation of any internship organised by the School

- The School must undertake a risk assessment of the internship/ employer, including:
  - Ability of prospective employer to provide the resources and support to operate the internship successfully; and
  - Ability of the prospective employer to provide a safe working environment (assessed using the School's Risk Assessment Template [Annex 1], following training from the Director of Finance and Operations).These activities will be undertaken by the assigned Careers Mentor.
- The Employer must provide:
  - Assurance and documentation that it has conducted its own risk assessment in relation to the internship.
  - Assurance that the student will undergo a full and clear health and safety induction, including fire precautions, emergency evacuation agreements and how to report accidents, incidents and unsafe conditions. The employer must provide the School with documentation provided to prove completion of this induction.
  - A clear written record of any reasonable adjustments to be made for any student with a disability/specific learning difference or medical condition.
  - Access to the School's Careers Mentor to conduct any necessary site visits.

- The student must:
  - Abide by all rules regarding health and safety and other working practices and procedures of the employer.
  - Inform the Head of Student Support of any health concerns or disability that may require adjustments during the internship.
  - Report any concerns about health and safety at their internship to their supervisor at the employer.
  - Attend briefing sessions and access all provided information.
  - Report any serious incidents in which they are involved and any health and safety concerns that are not addressed by their employer supervisor to their Careers Mentor.

## Accident and Incident Reporting

Any staff member, student, contractor or visitor involved in an accident or incident (injury, illness, near-miss, work-related incident, dangerous occurrence) either on School premises or while on School business off campus must promptly report it to the School, so that it can be recorded and investigated. Causes of accidents, incidents and near-misses must be identified so that appropriate action can be taken to prevent a recurrence.

Staff, students, contractors and visitors can report an accident or incident via the Accident and Incident Reporting Log, using an Accident and Incident Reporting Form (Annex 2). This currently exists in the Finance and Operations Department in a digital Log Book and the School will transition this to an online reporting system on the intranet in the coming months. If the injured or ill person cannot complete the report themselves, someone else, such as a First Aider or witness, should do this on their behalf; the injured or ill person can fill their section in after the event. A record of the log entry will be sent to the parties involved in the incident. Heads of Department must ensure that their staff, students, visitors and contractors know how to access the accident/incident reporting system.

First-aiders must also report any assistance they provide in the Accident and Incident Reporting Log.

The Director of Student of Experience or one of his/her direct reports that has been trained and certified in health and safety certified will review the Log on a daily basis. Where there has been an incident or accident they will:

- Determine whether the incident or accident should be flagged immediately to the Chief Executive for reporting to the [Health and Safety Executive](#), under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#);
- Undertake an investigation into the causes of the accident/incident, consulting with the relevant School colleagues;
- Refer accidents or incidents for review to the Lead Safeguarding Officer of Prevent Lead, as appropriate;
- Recommend remedial actions;
- Assign remedial actions to the relevant School staff;
- Close the investigation and complete a report.

The report will be referred to the CEO, and where relevant to the officer at the School responsible for insurance.

The CEO will ensure that there is an annual report on all accidents and incidents to the Executive Committee.

The Chief Executive is responsible for reporting certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the [Health and Safety Executive](#), as required by the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#), where the accident arises “out of or in connection with work”.

A list of reportable injuries can be found on the [HSE website](#) but include:

- The death of any person from a work-related accident, with the exception of suicide;
- Specified injuries under [RIDDOR 2013](#) (regulation 4), including:
  - Fractures, other than to fingers, thumbs and toes;
  - Amputations;
  - Any injury likely to lead to permanent loss of sight or reduction in sight;
  - Any crush injury to the head or torso causing damage to the brain or internal organs;
  - Serious burns (including scalding) which cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other vital organs;
  - Any scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia;
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Over-seven-day incapacitation of a worker (does not include the day of the accident, but includes weekends and rest days);
- Non-fatal accidents to non-workers (e.g. members of the public) where they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury;
- The diagnoses of certain occupational diseases where these are likely to have been caused or worsened by work, including (regulations 8 and 9):
  - Carpal tunnel syndrome;
  - Severe cramp of the hand or forearm;
  - Occupational dermatitis;
  - Hand-arm vibration syndrome;
  - Occupational asthma;
  - Tendonitis or tenosynovitis of the hand or forearm;
  - Any occupational cancer;
  - Any disease attributed to an occupational exposure to a biological agent.
- Dangerous occurrences, or near miss-events, such as:
  - The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; or
  - The accidental release of any substance which could cause injury to any person.
- Gas incidents

Reports can be made via the [HSE's online form](#). There is also a telephone service for reporting fatal, specified and major incidents only (0345 300 9923). Reports must be received within 10 days of the incident, except in the case of accidents resulting in the over-seven-day incapacitation of a worker, which must be received within 15 days of the incident.

For any reportable accident or incident, a School Accident or Incident Report should also be completed in the normal way.

The Director of Student Experience must keep a record of any reportable injury, over-three day injury, disease or dangerous occurrence.

## Health and Safety Records Privacy Notice

When a staff-member, student, contractor or visitor reports an accident or any other type of incident, case of work-related ill health or medical condition that has an impact during their time at work or study at the School, the School will collect basic personal data about them via the Accident/Incident Log. This data will include name, contact details, date of birth, gender, and may include sensitive health-related information. This information will normally be obtained from the individual involved in the accident or incident, or will arise from their interactions with the School. Some information may be provided by a third party, for example where the individual is unable to report an accident or incident and another party reports it on their behalf.

The School will keep this data only as long as it is required, and in accordance with its [Data Retention Schedule](#). The School will process this personal data for the following reasons:

- To assist in providing first aid or other emergency assistance;
- To investigate, and to help us reduce or prevent similar, accidents/incidents/cases of work-related ill health/reports of illness;
- To follow up on issues raised in workstation assessments;
- To record medical surveillance for employees potentially exposed to occupational hazards; and
- When producing Personal Emergency Evacuation Plans

The School will only ask individuals for information that is necessary for compliance with legal obligations, the University's compliance with our legal obligations ([The Social Security \(Claims and Payments\) Regulations 1979](#) and [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)) and, to help reduce or prevent similar accidents/incidents/work-related ill health. The School will only process data relating to an individual's health that is necessary for carrying out obligations under employment, social security or health and safety law or, for the establishment, exercise or defence of legal claims.

In order to investigate an accident/incident/case of work-related ill health/medical condition the School may contact other members of staff, however only information pertinent to the investigation will be shared. Data within Personal Emergency Evacuation Plans may be shared within the School in order to ensure the effectiveness of those plans. Anonymised data may also be disclosed to the Executive Committee and the Board.

The School may share data about individuals with the following external bodies or organisations:

- Appropriate investigative authorities with statutory powers, e.g. Health & Safety Executive (HSE)
- The School's insurers

An individual's rights as a Data Subject is set out in the School's [Data Protection Policy](#).

## Policy Review

The School is committed to developing and reviewing its Health and Safety Policy and the organisational and other arrangements required to deliver it. In the early years of its growth, the Executive Committee will review this policy annually.

**Annex 1: Risk Assessment Templates – Staff events, student events, optional internships**

**The London Interdisciplinary School  
Risk Assessment template for Staff events**

Please fill in this risk assessment template for the activity you are conducting. Use the risk register structure to grade risks. Where overall risk is high, additional precautions may need to be taken. If you require assistance, please get in touch with the Head of Quality.

Reference: **Assessor (role):**  
**Event type:** **Manager (role):**  
**Date of Event:**

**Overview of event/ activity:**

**Brief description:**

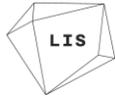
**Estimated number of LIS employees at risk:**

**Estimated number of LIS students at risk:**

**Estimated number of LIS visitors at risk:**

Relevant	Activity	Identification of hazards	Who/what may be harmed	Risk register			Existing control measures	Recommendations/ further action required (incl owner)
				Likelihood	Severity	Overall risk		
	<b>Teaching, Learning and working</b>	Confined space (ventilation/temperature) Psychological (triggers) Stress	Staff visitors Staff/ visitors				Temperature kept within min/max limits Building kept well ventilated Large events (e.g., lectures) monitored for temperature and ventilation Trigger warnings  Staff trained to identify signs of stress Staff informed on support options Staff complaints and feedback monitored Commitment to open, kind culture Wellbeing support in place to staff Workload planning for staff	

	Equality for disabled/ specific learning differences/ medical conditions	Staff/ visitors	Application of Disability Policy and reasonable adjustments procedure Site is accessible for disabled people Staff trained in disability issues
<b>Use of electrical equipment</b>	Desk/chair height	Staff/ visitors	Work station assessment using HSE DSE checklist (Head of Estates) Training of staff in healthy desk-based work practices at induction
	Eye strain	Staff	Provision of eye tests and any necessary spectacles for DSE work
	Electrocution	Staff/ visitors	Electrical equipment sourced and maintained (inspected, checked, tested) in line with HSE guidance Checking to ensure no exposed wires/ broken switches/ faulty lighting
<b>Catering</b>	Food allergies/ intolerances	Staff/ visitors	Allergy forms No nuts policy
	Food poisoning	Staff/ visitors	Food hygiene certificates from caterers Catering staff and those involved in handling food trained in hand-washing and food storage
<b>Travel</b>	Accidents while traveling	Staff	Staff given clear, safe travel instructions
<b>Movement</b>	Trips, slips, falls	Staff/ visitors	Regular review of workplace risks General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately. Cleaners trained in right cleaning methods for floors Spillages cleared quickly Areas being mopped/ recently cleaned cordoned off Cleaners briefed in HSE SR4 in manual cleaning and disinfecting of surfaces
<b>House-keeping</b>	Hygiene	Staff/ visitors	Notices on handwashing in toilets
<b>Handling/ lifting</b>	Injury owing to poor handling	Staff/ contractors	Staff/ contractor guidelines in place for handling and lifting heavy materials Trolleys and other equipment provided for moving/lifting equipment



<b>Cleaning chemicals</b>	Burns/ poisoning/ asthma/ eye damage	Staff/ visitors	<p>Training for maintenance workers</p> <p>Contractors hired must be HSE compliant</p> <p>All cleaning chemicals stored securely in line with HSE SR24</p> <p>Cleaners trained in good work techniques</p> <p>Cleaners provided with protective wear where necessary</p> <p>Site kept well-ventilated</p> <p>Regular review of workplace risks</p> <p>Provision of healthy, safe and suitable environment for nursing mothers / place to rest for pregnant workers/new mothers (where they can lie down)</p> <p>Provision of fridge for nursing mothers to store expressed milk</p>
<b>New and expectant mothers</b>	Health of new/expectant mother is compromised/ not sufficiently supported	Staff/ visitors	
<b>Return to work after sickness absence</b>	Health of returning worker is compromised/ not sufficiently supported	Staff	<p>Return to work policy in place</p> <p>Use of HSE Absence Management Toolkit</p>
<b>Infections at work</b>	Groups of people falling ill	Staff/ visitors	<p>Advice on good hygiene practices during flu season/ outbreaks</p> <p>Provision of masks where deemed necessary and advised by govt agencies</p> <p>Staff advised to stay home when ill</p> <p>Encouragement/ enabling of remote working during pandemics</p> <p>Cleaners trained in robust cleaning measures</p> <p>Regular review of Legionella and Legionnaires risks in line with HSE guidelines</p> <p>Safeguarding policy and procedure in place</p> <p>Relevant staff have undergone safeguarding training</p> <p>DSO in place</p>
<b>Working with children/ young/ vulnerable adults</b>	Safeguarding risks	Children/ young adults/ vulnerable adults	
<b>Building work</b>	Falling objects	Staff/ visitors	<p>All building areas fully cordoned off</p> <p>Selection of contractors in line with HSE guidelines</p>

	Asbestos-containing materials	Staff/visitors	Reference by Head of Estates and building contractors to Control of Asbestos Regulations 2012, the Approved Code of Practice (ACOP) during building work
	Dust	Staff/visitors	Use of Assess/ Control/ Review model under COSHH Regulations
	Excessive noise (damage to hearing)/ creation of physical stress	Staff/visitors	Identify alternative processes/ equipment/ working practices Modify noise paths to reduce peoples' exposure to noise Design of workplace for low noise emission Limit time spent in noisy areas
<b>Social events</b>	Alcohol/ Drug poisoning/ violence	Staff/visitors	Staff Code of Conduct in place No alcohol/ use of ID when providing alcohol where minors may be present Caterers trained so that they do not over-serve
<b>General safety</b>	Carbon monoxide	Staff/visitors	Carbon monoxide alarms in place and maintained
	Fire	Staff/visitors	Regular fire risk assessments Smoke and fire alarms and equipment in place and maintained Staff/ visitor briefings on fire safety Regular fire drills Clear evacuation routes and exits Clear protocol in place for fire evacuation Safe storage of flammable materials in line with HSE guidelines
	Injury	Staff/visitors	Sufficient number of trained first-aiders in place in line with HSE guidelines Well-stocked medical box in place Clarity on who trained first aiders are and how to contact Clear procedure for accident/ incident reporting and review
	Security incident	Staff/visitors	RIDDOR responsibilities and protocols in place Security provision in place (including secure site, additional security where required under Visiting Speaker Procedure)

Other	[please specify]	[please specify]	Emergency evacuation procedure in place and drills conducted
Other	[please specify]	[please specify]	Major Incident Plan in place [please specify]
			[please specify]

**Notes: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

**Appendix: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

## The London Interdisciplinary School Risk Assessment template for student events

Please fill in this risk assessment template for the activity you are conducting. Use the risk register structure to grade risks. Where overall risk is high, additional precautions may need to be taken. If you require assistance, please get in touch with the Director of Student Experience.

Reference: **Assessor (role):**  
**Event type:** **Manager (role):**  
**Date of Event:**

**Overview of event/ activity: “Discovery Day” (Open Day) for prospective students for LIS**

**Brief description:** Hosted at X + Why event space (in current office building). To include a series of educational activities including presentations, workshops and 1-to-1s with LIS staff

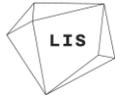
**Estimated number of LIS employees at risk:**

**Estimated number of LIS students at risk:**

**Estimated number of LIS visitors at risk:**

Relevant?	Activity	Identification of hazards	Who/what may be harmed	Risk register			Existing control measures	Recommendations/ further action required (incl owner)
				Likelihood	Severity	Overall risk		
	<b>Teaching, Learning and working</b>	Confined space (ventilation/ temperature) Psychological (triggers) Stress	Staff/ Students  Students/ visitors Staff/ students / visitors				Temperature kept within min/max limits Building kept well ventilated Large events (e.g., lectures) monitored for temperature and ventilation Trigger warnings  Staff and students trained to identify signs of stress Staff/students informed on support options Staff/ student complaints and feedback monitored Commitment to open, kind culture Wellbeing support in place to students Workload planning for staff and students	

	Equality for disabled/ specific learning differences/ medical conditions	Staff/ students/ visitors	Application of Disability Policy and reasonable adjustments procedure Site is accessible for disabled people Staff trained in disability issues
<b>Use of electrical equipment</b>	Desk/chair height	Staff/ Students	Work station assessment using HSE DSE checklist (Head of Estates) Training of staff in healthy desk-based work practices at induction Provision of eye tests and any necessary spectacles for DSE work
	Eye strain	Staff/ students	
	Electrocution	Staff/ students/ visitors	Electrical equipment sourced and maintained (inspected, checked, tested) in line with HSE guidance Checking to ensure no exposed wires/ broken switches/ faulty lighting Allergy forms No nuts policy
<b>Catering</b>	Food allergies/ intolerances Food poisoning	Staff/ students/ visitors Staff/ students/ visitors	Food hygiene certificates from caterers Catering staff and those involved in handling food trained in hand-washing and food storage
<b>Travel</b>	Accidents while traveling	Staff/ students	Staff/students given clear, safe travel instructions
<b>Movement</b>	Trips, slips, falls	Staff/ students/ visitors	Regular review of workplace risks General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately. Cleaners trained in right cleaning methods for floors Spillages cleared quickly Areas being mopped/ recently cleaned cordoned off Cleaners briefed in HSE SR4 in manual cleaning and disinfecting of surfaces Notices on handwashing in toilets Staff/ student/ contractor guidelines in place for handling and lifting heavy materials
<b>House-keeping</b>	Hygiene	Staff/ students/ visitors	
<b>Handling/ lifting</b>	Injury owing to poor handling	Staff/ students/ contractors	



<b>Cleaning chemicals</b>	Burns/ poisoning/ asthma/ eye damage	Staff/ students/ visitors	Trolleys and other equipment provided for moving/lifting equipment Training for maintenance workers Contractors hired must be HSE compliant All cleaning chemicals stored securely in line with HSE SR24 Cleaners trained in good work techniques Cleaners provided with protective wear where necessary Site kept well-ventilated
<b>New and expectant mothers</b>	Health of new/expectant mother is compromised/ not sufficiently supported	Staff/ students/ visitors	Regular review of workplace risks Provision of healthy, safe and suitable environment for nursing mothers / place to rest for pregnant workers/new mothers (where they can lie down) Provision of fridge for nursing mothers to store expressed milk
<b>Return to work after sickness absence</b>	Health of returning worker is compromised/ not sufficiently supported	Staff	Return to work policy in place Use of HSE Absence Management Toolkit
<b>Infections at work</b>	Groups of people falling ill	Staff/ student/ visitors	Advice on good hygiene practices during flu season/ outbreaks Provision of masks where deemed necessary and advised by govt agencies Staff advised to stay home when ill Encouragement/ enabling of remote working during pandemics Cleaners trained in robust cleaning measures Regular review of Legionella and Legionnaires risks in line with HSE guidelines
<b>Working with children/ young/ vulnerable adults</b>	Safeguarding risks	Children/ young adults/ vulnerable adults	Safeguarding policy and procedure in place Relevant staff/ students have undergone safeguarding training DSO in place
<b>Building work</b>	Falling objects	Staff/ students/ visitors	All building areas fully cordoned off Selection of contractors in line with HSE guidelines

	Asbestos-containing materials Dust	Staff/ students/ visitors Staff/students/ visitors	Reference by Head of Estates and building contractors to Control of Asbestos Regulations 2012, the Approved Code of Practice (ACOP) during building work Use of Assess/ Control/ Review model under COSHH Regulations
	Excessive noise (damage to hearing)/ creation of physical stress	Staff/ students/ visitors	Identify alternative processes/ equipment/ working practices Modify noise paths to reduce peoples' exposure to noise Design of workplace for low noise emission Limit time spent in noisy areas
<b>Social events</b>	Alcohol/ Drug poisoning/ violence	Staff/ students/ visitors	Student Misuse of Drugs and Alcohol Policy in place Staff Code of Conduct in place Student support on drugs and alcohol Student Welfare Advisors trained on warning signs No alcohol/ use of ID when providing alcohol where minors may be present Caterers trained so that they do not over-serve Carbon monoxide alarms in place and maintained
<b>General safety</b>	Carbon monoxide	Staff/ students/ visitors	
	Fire	Staff/ students/ visitors	Regular fire risk assessments Smoke and fire alarms and equipment in place and maintained Staff/ student/ visitor briefings on fire safety Regular fire drills Clear evacuation routes and exits Clear protocol in place for fire evacuation Safe storage of flammable materials in line with HSE guidelines Sufficient number of trained first-aiders in place in line with HSE guidelines Well-stocked medical box in place Clarity on who trained first aiders are and how to contact Clear procedure for accident/ incident reporting and review RIDDOR responsibilities and protocols in place
	Injury	Staff/ Students/ visitors	Security provision in place (including secure site, additional security where required under Visiting Speaker Procedure) Emergency evacuation procedure in place and drills conducted Major Incident Plan in place
	Security incident	Staff/ Students/ visitors	

Other	[please specify]	[please specify]	[Please specify]
Other	[please specify]	[please specify]	[Please specify]

**Notes: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

**Appendix: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

## The London Interdisciplinary School Risk Assessment template for student internships

Please fill in this risk assessment template for the activity you are conducting. Use the risk register structure to grade risks. Where overall risk is high, additional precautions may need to be taken. If you require assistance, please get in touch with the Director of Student Experience

Reference:

**Assessor (role):**

Event type:

**Manager (role):**

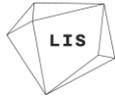
Date of Event:

**Overview of internship:** Location, date, employer supervisor

**Estimated number of LIS students at risk:**

Relevant?	Activity	Identification of hazards	Who/what may be harmed	Risk register			Existing control measures	Recommendations/ further action required (incl owner)
				Likelihood	Severity	Overall risk		
	<b>Working</b>	Confined space (ventilation/temperature)	Students				Temperature kept within min/max limits Building kept well ventilated Large events (e.g., lectures) monitored for temperature and ventilation	
		Psychological (triggers)	Students				Trigger warnings	
		Stress	Students				Students trained to identify signs of stress Students informed on support options Student complaints and feedback monitored Commitment to open, kind culture Wellbeing support in place to students Workload planning for staff and students	
		Equality for disabled/specific	Students				Application of Disability Policy and reasonable adjustments procedure Site is accessible for disabled people	

	learning differences/ medical conditions		Staff trained in disability issues
<b>Use of electrical equipment</b>	Desk/chair height	Students	Work station assessment using HSE DSE checklist (Head of Estates) Training of staff in healthy desk-based work practices at induction
	Eye strain	Students	Provision of eye tests and any necessary spectacles for DSE work
	Electrocution	Students	Electrical equipment sourced and maintained (inspected, checked, tested) in line with HSE guidance Checking to ensure no exposed wires/ broken switches/ faulty lighting
<b>Catering</b>	Food allergies/intolerances	Students	Allergy forms No nuts policy
	Food poisoning	Students/	Food hygiene certificates from caterers Catering staff and those involved in handling food trained in hand-washing and food storage
<b>Travel</b>	Accidents while traveling	Students	Students given clear, safe travel instructions
<b>Movement</b>	Trips, slips, falls	Students	Regular review of workplace risks General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately. Cleaners trained in right cleaning methods for floors Spillages cleared quickly Areas being mopped/ recently cleaned cordoned off Cleaners briefed in HSE SR4 in manual cleaning and disinfecting of surfaces Notices on handwashing in toilets
<b>House-keeping</b>	Hygiene	Students/	Student/ contractor guidelines in place for handling and lifting heavy materials
<b>Handling/lifting</b>	Injury owing to poor handling	Students	Trolleys and other equipment provided for moving/lifting equipment Training for maintenance workers Contractors hired must be HSE compliant



<b>Cleaning chemicals</b>	Burns/ poisoning/ asthma/ eye damage	Students	All cleaning chemicals stored securely in line with HSE SR24 Cleaners trained in good work techniques Cleaners provided with protective wear where necessary Site kept well-ventilated
<b>New and expectant mothers</b>	Health of new/expectant mother is compromised/ not sufficiently supported	Students	Regular review of workplace risks Provision of healthy, safe and suitable environment for nursing mothers / place to rest for pregnant workers/new mothers (where they can lie down) Provision of fridge for nursing mothers to store expressed milk
<b>Return to work after sickness absence</b>	Health of returning worker is compromised/ not sufficiently supported	Student	Use of HSE Absence Management Toolkit
<b>Infections at work</b>	Groups of people falling ill	Student	Advice on good hygiene practices during flu season/ outbreaks Provision of masks where deemed necessary and advised by govt agencies Staff advised to stay home when ill Encouragement/ enabling of remote working during pandemics Cleaners trained in robust cleaning measures Regular review of Legionella and Legionnaires risks in line with HSE guidelines
<b>Working with children/ young/ vulnerable adults</b>	Safeguarding risks	Children/ young adults/ vulnerable adults	Safeguarding policy and procedure in place Relevant staff/ students have undergone safeguarding training DSO in place
<b>Building work</b>	Falling objects	Students	All building areas fully cordoned off Selection of contractors in line with HSE guidelines
	Asbestos- containing materials	Students	Reference by Head of Estates and building contractors to Control of Asbestos Regulations 2012, the Approved Code of Practice (ACOP) during building work
	Dust	Students	Use of Assess/ Control/ Review model under COSHH Regulations

	Excessive noise (damage to hearing)/ creation of physical stress	Students	Identify alternative processes/ equipment/ working practices Modify noise paths to reduce peoples' exposure to noise Design of workplace for low noise emission Limit time spent in noisy areas
<b>Social events</b>	Alcohol/ Drug poisoning/ violence	Students	Student Misuse of Drugs and Alcohol Policy in place Staff Code of Conduct in place Student support on drugs and alcohol Student Welfare Advisors trained on warning signs No alcohol/ use of ID when providing alcohol where minors may be present Caterers trained so that they do not over-serve Carbon monoxide alarms in place and maintained
<b>General safety</b>	Carbon monoxide	Students	
	Fire	Students	Regular fire risk assessments Smoke and fire alarms and equipment in place and maintained Staff/ student/ visitor briefings on fire safety Regular fire drills Clear evacuation routes and exits Clear protocol in place for fire evacuation Safe storage of flammable materials in line with HSE guidelines Sufficient number of trained first-aiders in place in line with HSE guidelines Well-stocked medical box in place Clarity on who trained first aiders are and how to contact Clear procedure for accident/ incident reporting and review RIDDOR responsibilities and protocols in place
	Injury	Students	Security provision in place (including secure site, additional security where required under Visiting Speaker Procedure) Emergency evacuation procedure in place and drills conducted Major Incident Plan in place [Please specify]
	Security incident	Students	
Other	[please specify]	[please specify]	
Other	[please specify]	[please specify]	[Please specify]

**Notes: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

**Appendix: Structure of the risk register**

<b>Likelihood of injury</b>	<b>Score</b>	<b>Severity of injury</b>	<b>Score</b>
Improbable	1	Very minor injury; abrasions / contusions	1
Remote	2	Minor injuries; cuts/burns	2
Possible	3	Major injuries; fractures / cuts / burns / damage to internal organs	3
Probable	4	Severe injury; amputation / eye loss / permanent disability	4
Likely	5	Death	5

**Annex 2: Accident/Incident Reporting Form  
(from the Health and Safety Executive)**

The purpose of this form is to record all adverse events. The term accident is used where injury or ill health occurs. The term incident includes near-misses and undesired circumstances, where there is the potential for injury. This form should be filled out either by the First Aider, the person injured or affected, or a witness. Where the person injured or affected is unable to fill in the form, they must be given the opportunity to give their account when they are well.

<b>Reported by:</b>	<b>Signed:</b>	<b>Date/time of adverse event</b>		
<b>Incident (tick which one)</b>	<b>Ill health</b>	<b>Minor injury</b>	<b>Serious injury</b>	<b>Major injury</b>
<b>Brief details (What, where, when, who and emergency measures taken)</b>				

**Forwarded to:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

## Version Control

<b>Name of policy/procedure:</b>	<b>Health and Safety Policy</b>
<b>Document owner:</b>	<b>Director of Student Experience, Careers and Partnerships</b>
<b>Date Originally Created:</b>	<b>12/2018</b>
<b>Related documents:</b> (e.g. associated forms, underpinning processes, related policies or overarching policies)	<b>Disability Policy Data Protection Policy Data Retention Schedule Staff Training Programmes and Logs</b>

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	12/12/2018	Original draft
2	Jasper Joyce (Director of Finance and Operations)	12/03/2019	Minor edits
3	Ed Fidoe (Chief Executive)	14/03/2019	Minor edits
4	Hannah Kohler (Director of Admissions and Student Support)	12/06/2019	Added links to relevant legislation; included section on Health and Safety on optional internships; expanded Fire section, including Fire Risk Assessments; included section on accident/incident reporting; included section on Fieldwork; reference to Travel; expanded description of role of Head of Estates; added Risk Assessment Template
5	Jasper Joyce (Director of Finance and Operations)	17/06/2019	Minor edits to wording
6	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Clarified wording on review of policy and authorisation of changes. Clarified process for applying first aid and reporting incidents (including addition of Accident/Incident Reporting Form); redrafting of risk assessment in line with HSE guidelines
7	Jasper Joyce (Director of Finance and Operations)	11/08/19	Updates to Risk Assessment template
8	Michael Englard (Registrar)	08/11/2021	Update of roles and responsibilities