Wandsworth Lifelong Learning

Wandsworth Council

Health and Safety Policy

AUGUST 2026

Aiming to improve the quality-of-life skills and employability of residents in the borough, making Wandsworth a vibrant and prosperous learning community.

Version	4
Original Policy issued:	February 2020
Reviewed:	August 2026
Next review date:	August 2027
Review cycle:	Every year
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Target Audience	All

Designed and produced by Richmond and Wandsworth Design & Print. wdp@wandsworth.gov.uk CS1942F (9.26)

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Health and Safety Policy

1 Mission Statement

"All Wandsworth residents will have access to a wide range of high-quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at times and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning team aims to improve the quality-of-life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community."

2 Introduction

Wandsworth Council Lifelong Learning (WCLL) service is committed to ensuring, as far as reasonably practicable, the health, safety, and welfare of its employees while at work, as well as the safety of others who may be affected by its activities. This commitment includes full compliance with the Health and Safety at Work Act 1974 and all other relevant legislation.

It is the responsibility and duty of all staff, learners and others to co-operate with the service and to comply with the requirements of this policy and associated arrangements, procedures and any codes of practice which apply.

3 Purpose of the Policy

The aim of this policy is to achieve compliance with the above policy statement. In order to do this, the service has set the following objectives that apply to staff, learners/apprentices, visitors, external clients and stakeholders:

a) To set and maintain high standards for health and safety at all operational sites with partners and subcontractors.

b) To establish and maintain a working environment, across all areas of the service, that is safe, free from significant health risks, and supported by appropriate facilitites and arrangements for everyone's welfare at work.

c) To ensure that means of access and exit are safe and without risk.

d) To provide equipment and systems of work that are safe and without significant risk to health.

e) To provide the information, training and supervision to ensure the health and safety of staff, learners, apprentices and others operating equipment and handling materials at work.

f) To remove any significant risk to health in connection with the use, handling, storage and transportation of articles.

g) To identify risks and set in place procedures to remove or reduce these risks.

h) To provide appropriate protective clothing and equipment whenever necessary to support the safe undertaking of activities carried out as part of the service operations.

i) To provide first aid facilities and the appropriate training for personnel responsible for administering first aid and to implement RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accident investigation and recording measures.

j) To ensure that emergency procedures and nominated trained personnel are in place to facilitate the evacuation of staff, learners/apprentices, visitors, and subcontractors in an emergency.

k) To monitor health and safety practices across all areas of the service to ensure compliance and continuous improvement.

l) To review and revise, where necessary, this policy and the associated operational procedures to ensure that current organisational arrangements, legislation and best practice are incorporated. Any changes will be brought to the notice of staff and others to whom they apply.

m) The service recognises its responsibility to carry out its activities in a way that, as far as reasonably practicable, protects the health and safety of people who aren't employed by the service but may still be affected by its work.

4 Arrangements to Deliver This Policy

This policy will be delivered through:

a) The development of procedures, protocols and guidance that meet the requirements of health and safety law, as applicable to Wandsworth Council Lifelong Learning..

b) Ensuring that management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.

c) The use of SharePoint to provide management tools that both assist managers to implement the Health and Safety management system and to monitor their progress.

d) The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc.

e) The promotion of health, safety and welfare of all colleagues through campaigns, communications, SharePoint links and surveys.

f) Related requirements are set out in the separate WCLL or council Safeguarding and Prevent policy and procedures, wellbeing guidance, and lone-working procedure. Staff must consult and follow the current versions available through WCLL's policies and procedures page on the website or the council's internal policies on The Loop.

g) This policy should also be read alongside the current WCLL or council procedures for risk assessment, accident and incident reporting, first aid, fire safety, control of hazardous substances, work and personal protective equipment, violence and aggression and business continuity and security. Staff must use the current versions available on The Loop or through the WCLL policies and procedures page on the website.

h) Where relevant, this policy should also be read with the current WCLL or council arrangements for display-screen and workstation assessment, manual handling, work-related mental health, reasonable adjustments, data protection, information security, contractor and subcontractor management, educational visits, off-site learning and apprenticeship employer health and safety. Staff must use the current approved versions on The Loop or through the WCLL policies and procedures page on the website.

5 Reporting Procedures

WCLL staff can report an incident or accident using the council's web-based incident management system.

Accident/incident reporting and analysis

The council's Accident and Incident Management system is in place for reporting all workplace accidents, incidents and near misses. It is important that the incident type and all details are logged on this form and reported to the Health and Safety Team promptly both to satisfy legal requirements and to allow suitable investigation and analysis. This will allow us to ensure that suitable control measures are introduced to minimise reoccurrence.

Types of incident

An **injury accident** is an incident which results in an injury or harm being suffered by an individual.

A **violence or aggression incident** can include verbal abuse, racial harassment, aggressive or threatening behaviour, as well as physical violence.

A **near miss** is an incident where there is no injury, but where there was potential for injury e.g., where a roof tile falls from a roof but does not hit anyone. A pattern of near misses **provides an early warning that something needs attention.**

Incidents that should be reported:

- Work related accidents/incidents.
- Physical assault
- Verbal abuse/threats
- Work related ill-health.
- Near misses
- Dangerous occurrences
- Occupational disease
- Fire

6 Monitoring

Line managers will be notified of the report logged and will undertake and record local investigations following any workplace accident or incident in the system.

Where appropriate, Investigations will be conducted to determine potential breaches of statutory obligations or internal policy/procedures. Investigations should identify, where appropriate, additional preventative and protective measures.

When the service undertakes contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with the partner organisation.

Inspections, risk assessments and health and safety audits will be conducted at the service's locations in the borough and the resulting action plans addressed by WCLL managers.

WCLL managers will monitor on-site health and safety inspections and risk assessments through a quarterly internal audit programme.

WCLL managers will prepare an annual report evaluating the health and safety performance of the service which will be submitted to the Monitoring and Advisory Group. The annual report will refer to the following areas:

- Health and safety performance for the previous year i.e., number of risks, accidents, hazards reported etc.
- Measuring performance statistics
- Health and safety learning and development activities that have been undertaken
- Health and Safety planning for the next academic year

7 Implementation

This policy describes a broad range of responsibilities across all levels of WCLL. The Policy will be delivered and followed at all levels and subject to frequent revisions to ensure that WCLL maintains a safe learning environment. It is the responsibility of any staff member who suspects that the policies or procedures are no longer effective or are not being followed should address them with their line manager for potential review.

The full delivery of a safe workplace is supplemented by conducting risk assessments specific to individual work areas, which will contain additional controls, procedures and instructions not detailed in this policy.

8 Responsibilities

Wandsworth Council Lifelong Learning

WCLL Management is responsible for completing the council's quarterly monitoring form and this is sent to the council's Health & Safety coordinator, covering Health & Social care, Public Health, and Childrens' Social Services.

8.1 Wandsworth Council Lifelong Learning Management Team

WCLL managers are responsible for:

a) Understanding and enforcing the WCLL Health and Safety policy.

b) Ensuring that the service's health and safety promotional information is kept current and implemented.

c) Ensuring that accidents/incidents are recorded and investigated.

d) Ensuring that statutory requirements are complied with for the service.

e) Ensuring that their staff and Learners are aware of and observe the Health and Safety policy:

- First Aid Procedures

- Evacuation procedures

f) Ensuring that reporting and recording procedures are carefully followed.

g) Co-operating with the council's Health & Safety Officer during inspections.

h) Ensuring that risk assessments are conducted and recorded for their area of responsibility by competent members of staff.

i) Allocating funds from their budgets for the health and safety requirements of their area of responsibility. e.g., the purchase of Personal Protective Equipment, maintenance of specialist equipment.

j) Ensuring that new or second-hand equipment or machinery purchased complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

k) Ensuring that all WCLL staff, learners and apprentices receive appropriate health and safety training, as required by the Management of Health and Safety at Work Regulations 1999.

l) Ensuring that staff, who may be required to change work areas or tasks, receive safety training before starting.

m) Ensuring that refresher training is provided when and where necessary.

Managers will be notified by the Info Exchange Incident Management System if there has been an incident logged within their area.

Safe Methods of Work

The staff at the Gwynneth Morgan Centre must:

- Issue written instructions for safe methods of work specific to their areas. Subcontractors must be aware of and/or given instructions where appropriate.
- Ensure that proper precautions are taken in the use of classroom equipment.
- Ensure that regular health and safety audits of equipment are undertaken.
- Arrange for classroom equipment to be regularly monitored/serviced and records maintained.
- Ensure that warning signs are clear, not obstructed and easily understood by all staff.
- Where appropriate, display multilingual or pictorial signs.
- Report any defects in the fabric of the centre to the Head of Service.

Control of Substances Hazardous to Health Regulations 2002 (COSHH): All areas must comply with COSHH Regulations, and copy assessments sent to the Quality Team. Any additional, replacement or discontinued substances must be assessed and recorded.

Personal Protective Equipment at Work Regulations 1992 (PPE): All staff must observe regulations regarding the use of the above, learners must use the appropriate safety clothing and equipment if required.

The Work Based Learning Manager is responsible for ensuring all risk assessments have been completed for apprenticeship employer premises.

8.2 Wandsworth Council Lifelong Learning Staff

All staff are responsible for:

a) Familiarising themselves with the WCLL Health and Safety policy and instructing learners regarding health and safety within the learning environment.

b) Ensuring that risk assessments are completed and available for all areas of work, covering any significant risks and outlining the necessary control measures.

c) The safety of learners at the centre, external venues or other locations, while they are in their charge.

d) Ensuring that clear safety instructions and warnings are given, understood and obeyed.

e) Following safe working procedures and observing general safety regulations.

f) Ensuring that they and their learners know the whereabouts of First Aiders and first aid facilities.

g) Reporting and taking any practicable steps immediately to remove any hazard, existing or potential, and reporting without delay to the Head of Service.

h) Ensuring that protective clothing, safety guards, etc., are used as required and enforcing safe working procedures.

i) Reporting any workplace health and safety risks following the council's reporting procedures on The Loop. (See section 5 for guidance)

j) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, except where it is essential to prevent another accident happening, e.g., an explosion, fire, or electrocution, or to remove a casualty.

k) Keeping up to date with health and safety legislation with regard to their curriculum area.

8.3 Wandsworth Council Lifelong Learning Learners and Apprentices

a) We will do everything that is reasonably practicable to ensure the health, safety and welfare of learners taking part in our apprenticeship and other work-based programmes.

b) We will work with the employer to ensure they are aware of all local arrangements relating to health, safety and welfare including the reporting of accidents, fire precautions and safety policies.

c) All learners and apprentices must follow health and safety regulations, both for their own wellbeing and to help protect others who may be affected by their actions. Details of employer and employee responsibilities for health and safety can be found on the 'What you Should Know' poster on display in your workplace.

d) Learners and apprentices should be aware of their employer's Health and Safety Policy Statement and the arrangements that are in place for the organisation and management of health and safety.

e) You can also access further information about health and safety from the SFA Safe Learner website at www.safelearner.info/learners

f) If you have an accident at work, we would appreciate your co-operation with following the accident reporting procedure below.

g) All accidents must be recorded in your employer's Accident Book and then reported to the Deputy Head of Lifelong Learning Joss New on T: 020 8871 7793 M: 07867 151502 or preferably email to joss.new@richmondandwandsworth.gov.uk

h) Wandsworth Council Lifelong Learning will investigate accidents or near misses and report any injuries, diseases or dangerous occurrences (covered by the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1992 (RIDDOR)) to the Skills Funding Agency.

9 Invacuation (Including Lockdown) Procedures

Invacuation is the act of confining people within a space due to an emergency or dangerous situation outside. Lockdown is a security measure taken during an emergency to prevent people from leaving or entering a building. The aim of the procedure is to:

- Prevent staff, learners and visitors from moving into dangerous areas during an emergency situation.
- Prevent or frustrate an attacker accessing a site or part of it.

Invacuation may be appropriate in many circumstances, for example:

- If there is a reported incident/civil disturbance in the local community, with the potential to pose a risk to staff, learners and visitors at the centre.
- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is loose nearby or on the Gwynneth Morgan site.
- if extreme weather conditions have rendered the external environment unsafe.
- If utilities leak or outage has rendered evacuation unsafe.

Invacuation with lockdown may be appropriate in some circumstances, for example:

- If an intruder is on site with the potential to pose a threat to learners, staff or visitors.
- If there is a firearms or weapons attack either on site or in the vicinity.

The additional step of lockdown aims to help prevent an intruder or violent individual from causing harm.

Safe areas need to be inside in order to provide shelter. In most cases learners, staff and visitors will be able to remain in the centre. If the reason for invacuation is due to an external pollutant, windows and doors should be shut and ventilation systems turned off. Normal operation within the centre building may be able to continue, dependent on the nature of the incident.

Lockdown areas need to be pre-identified areas where learners, staff and visitors can move away from potential danger and be unseen from outside the building. During a lockdown, a manager should:

identify a room or rooms large enough to accommodate the number of people within the area. Ideally these rooms should:

- Have a separate means of escape.
- Have no windows directly to the outside. If there are windows, the means to cover the windows, for example shutters or blinds, must be available.
- Have a lockable door.

The decision to invoke an invacuation procedure will be authorised by the Head of Service or a WCLL manager.

During an invacuation (with or without lockdown) it will be necessary to account for all building users. WCLL will need to use the information sources available, such as the digital signing-in system, which records attendance.

ProtectUK guidance for firearms, weapons and terrorist attacks

Run Hide Tell is personal safety advice for members of the public caught up in a firearms or weapons attack. It does not replace WCLL's organisational emergency and incident-response arrangements. For WCLL planning and staff responsibilities, managers should consider **ProtectUK's Guide Shelter Report** principles—guide people away from danger, shelter people to keep them safe, and report the incident to the police by calling 999—alongside the council's current security, lockdown, invacuation and business-continuity procedures.

Current national counter-terrorism guidance and resources are available on the ProtectUK website. Staff must also follow WCLL's approved local emergency procedures and the instructions of the emergency services.