

Health and Safety Policy Statement

LSI/IH Portsmouth

Reviewed: March 2025

Next review: March 2026

General Statement of Intent

This policy sets out our organisation's overall approach to health and safety management, our aims and objectives and our vision for health and safety. We are committed to achieving legal compliance to a higher standard than is set by the law.

We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, training and supervision as they need for that purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

We are committed to reviewing this policy as our organisation changes in size and nature and at least once a year as required under the **"Management of Health and Safety at Work Regulations 1999"**.

This policy does not form any part of any employee's contract of employment but recognises that all managers and staff at all levels within the organisation have a part to play in implementing policy and everyone must comply with the policy and that serious breaches of policy may be treated as disciplinary offences.

Signed:

Date:

L. Brophy (Principal)

If you have any questions, please speak to the Facilities Manager or the Principal.



Organisation (Statement of responsibilities):

Overall Responsibility

Overall and final responsibility for health, safety, welfare and training in LSI Portsmouth is that of the **Principal, The Facilities Manager and Operations**.

Safety Representative:

The **Safety Representative** in the school and at Teachers' Meetings is the **Principal**.

Risk Assessments

The **Building Manager** conducts the Health and Safety and Fire Risk Assessments for the floors that the school occupies. He has completed both the NGC1 (theory) and the NGC2 (practical application) components of the NEBOSH distance learning programme in Health and Safety Management.

Building and Facilities:

The **Building Manager** and the **Assistant Building Manager** are responsible for the following and report directly to **senior management** on all aspects in the following list. Note: Where the term **Building Manager** is used it includes the **Assistant Building Manager**.

- Health and Safety
- First Aid and Training
- Photocopiers, maintenance by Infinity
- Cleaning, housekeeping, and cleaning supplies by CJS Ltd
- Toilet hygiene, bins emptied by CJS Ltd.
- Waste & Recycling management by Biffa Ltd
- Student coffee machine & maintenance by Nespresso Ltd

Employee's Responsibilities:

- To co-operate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.
- To report all H&S concerns to an appropriate person (as detailed in the policy statement).



Student's Responsibilities:

- To co-operate with the staff and management of the school on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety and that of others.
- To report all H&S concerns to an appropriate person (as detailed in the policy statement).

Consultation Procedure:

- Consultation between management and staff concerning health, safety and welfare is provided by regular meetings between the **Principal**, the **Facilities Manager** and the **Operations Manager**.
- Health and safety also appear on the agenda of all staff meetings. Any observations on risks should be recorded in the minutes and action taken. The action should be reported at the next meeting. Staff will be regularly reminded about their responsibilities and key information such as first aid and fire exit procedure.
- LSI Portsmouth's Employers Liability certificate is displayed in the ground floor lobby next to main entrance to the school.

Arrangements:

Training:

All employees should receive the training necessary to ensure that they are able to do their work safely. The person responsible for **Health and Safety** training in the school is the **Principal** and **Operations**.

First Aid:

Trained first aiders and their locations:

- Bruno Laguzzi (Reception)
- Rachel Richardson (Reception)
- Charles Wood (Guildhall)

First Aid boxes are kept at the following First Aid stations:

- Reception (1st floor)

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- Staff kitchen (2nd floor)

First Aid Box Maintenance:

The responsible person for ensuring that the contents of the first aid boxes conform to statutory requirements is the **Building manager** who checks the boxes monthly.

Accident Book:


The responsible person for the **Accident Report Book** is the **Student Services Manager**. All accidents must be recorded in the Accident Report Book which is kept in Reception.

Accident Reporting:

- The following details must be recorded:
 1. The name of the injured person
 2. The type of injury
 3. How and when it occurred
 4. Actions taken.
 5. The name of the first aider who dealt with the incident.
- Under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)** the **Principal** is required to report any major injury or condition, which has occurred during the course of work to the local **Health and Safety Executive**.
- The local Health and Safety Executive office is Priestly House, Priestly Road, Basingstoke. RG24 9NW. Tel: 01256 404000
- In the case of a serious accident or illness requiring professional medical attention, the nearest hospital with an Accident and Emergency unit is the **Queen Alexandra Hospital in Cosham (Tel: 023 9237 9451)**.
- In an emergency, the injured person must be accompanied to the hospital casualty department, or an ambulance should be called dialling **999 or 112**.
- For non-serious illnesses, appointments with a local doctor/health clinic can be made by dialling 111 or by attending at the walk-in clinic at St Mary's hospital. If required, the Student Services Team can provide assistance.
- In serious cases a member of senior management / a welfare officer will contact the employee's family or the student's family in his/her country and the student's host family in Portsmouth.

Students, Contractors and Visitors to the Premises

- The safety of our clients is always of paramount importance.

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- All visitors to LSI / IH Portsmouth report to the kiosk in Reception. They enter their names in the visitor's book and they are given a visitor's pass. On departure all visitors should be escorted to reception by the person being visited and are required to sign out. The process is supervised by the Student Services Team.
 - Building and maintenance contractors will be supervised by ~~the University of~~ **Portsmouth**

Risk Assessments:

- Risk assessments are carried out for each and every event, both on and off school premises, which might pose a risk to students and staff.
- If any machine, piece of equipment or substance that has the potential to cause harm to anyone in the LSI / IH Portsmouth part of the building, a risk assessment is carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times.
- All potential hazards must be brought to the attention of anyone who may come into contact with them.
- The **Principal** is responsible for ensuring that the above information is disseminated.
- All risk assessments conducted by LSI / IH Portsmouth are found on SharePoint, our shared drive.

Housekeeping and Premises:


The following are the responsibility of the **Building Manager**.

Cleanliness:

1. Floors and stairs must be kept clean and free from hazards.
2. The premises, furniture and fittings (e.g. lights) must be cleaned regularly.
3. All dirt, dust, refuse and trade waste regularly removed.
4. All spillages must be cleaned up promptly.
5. Disposal of sanitary waste by CJS Environmental each month.
6. All waste bins to be emptied daily and waste put in either the recycling or landfill bin.
7. Supplies of paper, soap, and towels in the toilets are checked and dispensers maintained.

Safe Stacking and Storage:

1. All materials and objects must be stored and stacked so that there is no risk of falls that could cause injury.

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2. On delivery to LSI, all supplies and equipment must be stored safely away from public areas.

Exits, Corridors and Stairways must be kept clear at all times.

Lighting: Fluorescent light tubes and light bulbs should be replaced as necessary to maintain adequate lighting.

Temperature: A temperature of at least 16 degrees Celsius must be maintained during occupation of the building.

Flooring: All floors must provide even surfaces to walk on and carpeting maintained in good condition.


Reporting of concerns: Staff are encouraged to report urgent concerns directly to the **Building Manager** via the WhatsApp instant messenger group. Teachers are also asked for any concerns during the regular Thursday teachers' meeting.

Electrical Equipment:

- A **risk assessment** is carried out annually on all Electrical equipment. This is then inspected and tested (PAT – Portable Appliance Test) as required by legislation. The **Building Manager** carries out 6 monthly inspection tours of the 1st and 2nd floors and arranges for the replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning correctly. Staff also have a duty to report any concerns or issues they observe during their duties.
- The overall electrical installation is the responsibility of the building's owner, Portsmouth City Council who acts through Hellier Langston.

Safety:

- All appliances must be disconnected from the power supply before cleaning or making adjustments.
- All portable electrical equipment used for teaching must be switched off after use and disconnected from the power supply. Power Leads must not be left where they would cause a trip hazard.
- Extension leads may be used with portable electrical equipment for teaching purposes, but no extension leads are to be left where they could pose a trip hazard to teachers, students or other staff.
- All suspect or faulty portable equipment should be flagged immediately by contacting the **Building Manager** who will arrange for the making safe and removal of the equipment.

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- Electrical sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and where possible to avoid trailing leads.
 - All staff have a duty to report any electrical problem/concern to the **Building Manager**.

Photocopiers:

- The maintenance of the photocopiers is carried out by Infinity under the supervision of the **Student Services Manager**.
- All staff must be careful when extracting mis-fed paper and take care not to touch the hazardous areas of the machine. Where it is considered too hazardous to extract the mis-fed paper the **Student Services Manager** must be informed.
- The **Building Manager** is responsible for the ordering of toner and staples, and for the safe recycling of used toner cartridges through Infinity.

Computers, VDU's & RSI:

- Staff using visual display units should plan their work to include breaks away from their VDU screen; short frequent breaks are more satisfactory than occasional longer breaks: E.g. a 5-minute break after 50-60 minutes continuous screen and or keyboard work is better than a 15-minute break every 2 hours.
- Staff that regularly use computers as part of their job at LSI are entitled to free eye tests, i.e. paid for by the school.
- RSI, aches and pains can be avoided by adjusting the chair and VDU equipment, using good keyboard and mouse technique, and varying your activities or taking breaks to avoid sitting in the same position for long periods. Operations is available for advice and assistance.
- The workstations of employees are checked by our Building Manager to ensure that they meet minimum requirements of the **Health & Safety (Display Screen Equipment) Regulations 1992**.

Heating and Hot Water:

- The heating and hot water are the responsibility of the building's owner, Portsmouth City Council acting through Hellier Langston.

COSHH:

- The **Building Manager** is responsible for assessing COSHH substances.
- A risk assessment on COSHH is carried out at least annually and when there is a major change.



COSSH Risks:

- Sanitary Waste – stored in purpose designed bins in the toilets and disposed of monthly (fortnightly during the summer months) By CJS Environmental under the supervision of the **Building Manager**.
- Cleaning materials – Supervised by the **Building Manager** these are stored securely in the cleaners' store. Information sheets are displayed on the cleaners' notice board.
- Toner cartridges used in photocopiers and printer cartridges - When empty, these are collected by Infinity (supplier) who recycle them.
- Batteries – these are stored in Reception and then recycled.

Food and Beverages:

- One the 1st floor, there is a Nespresso coffee machine, a kettle, a microwave and a water cooler which are available for use for both staff and students.
- Milk and sugar are provided for free.
- Coffee pods for the Nespresso machine are available for purchase from Student Services.
- One the 2nd floor, there is a kitchen specifically for staff use which includes an additional microwave, another kettle, a second Nespresso machine and a fridge. There are also a table and chairs to eat food.
- Tables and chairs are provided for students in the student lounge to eat food.
- The Nespresso coffee machines are regularly inspected and maintained by the Building Manager and Nespresso.