

<b>Health and Safety Policy Summary</b> <b>(Full policy available upon request)</b>			
<b>DCI Policy Code</b>	<b>F2</b>	<b>Applicable To</b>	<b>Whole College</b>
<b>DCI Policy Area</b>	-	<b>Approval By</b>	<b>DCSPD CLT</b>
<b>Responsibility (DCI)</b>	-	<b>Last Review Date</b>	<b>August 2021</b>
<b>Responsibility (local)</b>	<b>Angela Hencher</b>	<b>Next Review Date</b>	<b>August 2022</b>

## **Health and Safety Policy**

Dulwich College Shanghai regards Health and Safety of students, staff, parents, visitors and contractors to be a priority and an integral part of all its activities.

The College Board of Management considers Health and Safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the College to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health for students, staff and visitors, adequate as regards welfare facilities, and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.

The College Board of Management is committed to maintaining equipment and systems of work that are, so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.

In order to implement this policy, the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the College by:

- Following instructions in this policy, safety rules or notices displayed on College property.
- Complying with any code of practice or guidance that may apply to their work or workplace.
- Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or omissions at work.
- Stopping any activity or work in the College that they believe to be unsafe and reporting it immediately to a member of the CLT who has a subsequent responsibility to take action.

The policy will be reviewed and amended as circumstances and as legal requirements change. It should be considered alongside the DCS Safeguarding Policy.

## **Statement of Intent**

Dulwich College Shanghai accepts the responsibility placed on the College by the Special Order No. 23 from the Ministry of Education 2006 (PRC), will comply with PRC Health and Safety laws and, where appropriate, will take guidance on any additional requirements from UK and/or European Health and Safety Laws. In doing so, the College aims to:

- Develop clear structures which identify health and safety responsibility at all management levels across Dulwich College Shanghai, Pudong
- Ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate;
- Ensure that there are effective channels of communication and consultation for health, safety and welfare for our employees and their representatives at all levels;
- Bring to the attention of its employees the Health & Safety Policy, and to ensure that employees know what is expected of them by sharing this policy and via the Induction process of Dulwich College Shanghai;
- Ensure an effective risk assessment process is in place, which establishes appropriate workplace precautions and risk control systems;
- Maintain a safe and healthy working environment through maintenance of premises, plant and equipment;
- Ensure all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level;
- Implement a regular system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the College;
- Ensure all students will receive appropriate safety instruction as an integrated part of their activities and that all students taking part in College controlled activities must take care of their own and others' health and safety.
- In addition, visitors (including contractors and visiting public) are required to comply with College policy, codes and procedures, and report any problems to College staff whilst on College premises.

The contents of the policy is very extensive and covers:-

### Contents

1. Organisation and Responsibilities .....	Error! Bookmark not defined.
2. Reporting Structures .....	Error! Bookmark not defined.
3. Accident Reporting and Investigation (RIDDOR) .....	Error! Bookmark not defined.
4. Alcohol, Drugs and Solvents .....	Error! Bookmark not defined.
5. Air Pollution and Air Quality Management .....	Error! Bookmark not defined.
6. Asbestos and Legionellosis .....	Error! Bookmark not defined.
7. Control of Policy .....	Error! Bookmark not defined.
8. Control of Substances Hazardous to Health (COSHH) ...	Error! Bookmark not defined.
9. Crowds and Event Safety .....	Error! Bookmark not defined.
10. Electrical Safety .....	Error! Bookmark not defined.
11. Employee Dress .....	Error! Bookmark not defined.
12. Fire and Earthquake .....	Error! Bookmark not defined.
13. First Aid .....	Error! Bookmark not defined.
14. Food Hygiene .....	Error! Bookmark not defined.
15. School Trips .....	Error! Bookmark not defined.
16. Sports and PE .....	Error! Bookmark not defined.
17. Gas Safety .....	Error! Bookmark not defined.
18. Hand Tools .....	Error! Bookmark not defined.
19. Hot Liquids and Substances .....	Error! Bookmark not defined.
20. Hot Works .....	Error! Bookmark not defined.
21. Housekeeping .....	Error! Bookmark not defined.
22. Lone Working .....	Error! Bookmark not defined.
23. Machinery and Equipment .....	Error! Bookmark not defined.
24. Manual Handling/Materials Handling .....	Error! Bookmark not defined.
25. Motor Transport .....	Error! Bookmark not defined.
26. Noise .....	Error! Bookmark not defined.
27. Non-Statutory Inspections .....	Error! Bookmark not defined.
28. Office Safety .....	Error! Bookmark not defined.
29. Pregnancy .....	Error! Bookmark not defined.
30. Premises .....	Error! Bookmark not defined.

<b>31. Security .....</b>	<b>Error! Bookmark not defined.</b>
<b>32. Slips, Trips and Falls .....</b>	<b>Error! Bookmark not defined.</b>
<b>33. Statutory Inspections .....</b>	<b>Error! Bookmark not defined.</b>
<b>34. Training .....</b>	<b>Error! Bookmark not defined.</b>
<b>35. Visitors and Sub-Contractors .....</b>	<b>Error! Bookmark not defined.</b>
<b>36. Volunteers .....</b>	<b>Error! Bookmark not defined.</b>
<b>37. Working at Height .....</b>	<b>Error! Bookmark not defined.</b>
<b>38. Workshops .....</b>	<b>Error! Bookmark not defined.</b>
<b>39. Review and Communication of Policy .....</b>	<b>5</b>



### Review and Communication of Policy

- In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees of the College.
- Appropriate aspects of this policy will be covered in the induction of all new employees. All employees are to have access to the full policy.
- Where any aspect of this policy is unclear or where an elevated risk is evident, employees will be offered training, where required, in those elements of the policy that relate to their responsibilities.
- Any employees who can contribute to the policy and its improvements should do so through the Health and Safety Officer.
- The policy is a working document and will change constantly as employees, materials, equipment and system change. It will be formally reviewed once per year by the Health and Safety Committee and submitted to the CLT for review and approval.
- All employees will be made aware of any changes of significance that have been made as a result of the review process.
- Consideration in any review will be given to recommendations of governing authorities and other recognised agencies.