LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

# Health and Safety Policy

**Version 7.0**

Approved by the Board of Governors

Last Amendment: October 2026

The following sets out how the School provides adequate control of the health and safety risks arising from its working, teaching and learning activities, and how responsibility for health and safety is embedded throughout the institution.

It has been compiled with due regard for:

i. *The Health and Safety at Work etc. Act 1974 (HASAW)*
ii. *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

# DOCUMENT INFORMATION

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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# 1. GENERAL POLICY STATEMENT

1.1. The London School of Science and Technology (LSST) acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, students, visitors and of sub-contractors working on its behalf and all others affected by the School's activities under the Health and Safety at Work Act 1974.

1.2. LSST will ensure, so far as is reasonably practicable*:

- That the School provides and maintains environments for work and study that are safe and without risks to individuals' health.
- That such environments in i. are maintained in a condition that conforms to all statutory requirements, and that access to and egress from these locations are without obstruction.
- That safe plant, office equipment, learning aids, furniture and amenities are provided.
- That arrangements are made for ensuring absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- That the School establishes working, teaching and learning practices which are safe, and undertakes routine risk assessments in relation to its activities.
- That the School provides such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of all its employees, staff, students, and visitors in a timely manner.
- That the School has sufficient contingency plans to evacuate all persons from its premises in the event of an emergency, including persons who for any reason may need assistance in such an event.

1.3. We aim to meet our health, safety and welfare commitments by, so far as is reasonably practicable *:

- Providing effective leadership, resources and access to competent advice across the organisation to enable agreed health, safety and welfare standards to be met.
- Clearly defining roles and responsibilities so that all members of the campus community are clear as to the contribution they will make to securing their own health, safety and welfare and that of others who may be affected by their acts or omissions.
- Ensuring that all staff are competent to carry out their tasks and are given adequate information, instruction, training and supervision.
- Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so.

- Embedding consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures.

**'So far as is reasonably practicable': This principle is applied to the management of risks and whether a duty holder has done enough to meet their duty of care. Case law has defined this as being about weighing risk against the effort (time, expense, resources) needed to further reduce it. The law presumes that the balance of this judgement should be in favour of reducing the risk. It is only if the effort is grossly disproportionate to the risk that this standard can be deemed to have been met*.

1.4. The School will encourage all employees to be actively involved in maintaining safe operating conditions and practices.

1.5. This policy will be regularly reviewed to ensure that these standards of health and safety are maintained.

1.6. The School will work with employees, students and their elected and appointed representatives, to make sure that they are consulted on matters of health and safety and can contribute to the development of our safety management system and arrangements.

Signature: _____ Date:_____

## 2. ORGANISATIONAL RESPONSIBILITIES

2.1. This section outlines the allocation of health, safety, and welfare responsibilities across LSST, in alignment with the School's structure and accountability framework. Each role is essential to the effective implementation of the Health and Safety Policy. All individuals are expected to fulfil their duties in accordance with statutory obligations, regulatory standards, and recognised best practices to ensure a safe and healthy environment.

### 2.2. Board of Governors

2.2.1. The Board of Governors holds ultimate accountability for health and safety at LSST. Its responsibilities include:

- Setting and approving the School's overarching health and safety strategy and policies.
- Overseeing the implementation of risk assessment frameworks.
- Monitoring health and safety performance across the institution.
- Recommending improvements where health and safety standards are not met.

### 2.3. Executive Committee

2.3.1. The Executive Committee has delegated authority from the Board to manage health, safety, and welfare matters across the School. Key responsibilities include:

- Leading the implementation of health and safety policies through senior leadership structures.
- Ensuring adequate financial and organisational resources are available to meet health and safety obligations.
- Supporting continuous improvement in health and safety management.

## 2.4. Campus Deans

2.4.1. Campus Deans are responsible for overseeing the implementation of Health and Safety policy locally at their respective premises and assigning health and safety responsibilities.

## 2.5. Operations Managers

2.5.1. Operations Managers are responsible for the day-to-day coordination of health and safety at campus level. Their responsibilities include:

- Ensuring cleanliness, housekeeping, and safe storage practices across campus.
- Maintaining the condition of buildings, plant equipment, machinery, office and classroom equipment, and furniture.
- Ensuring appropriate safety and accessibility equipment is available and maintained.
- Overseeing the accuracy and visibility of campus signage and evacuation routes.
- Managing site security and access controls.
- Coordinating the safe management of external contractors and maintenance work.
- Appointing and supporting trained fire marshals and first aiders.
- Coordinating fire drills and maintaining records.
- Managing risk associated with specific on-site activities.

2.5.2. LSST will maintain appropriate campus security arrangements, including access control, staff and student ID cards, visitor management, lone working, out-of-hours working and campus lockdown procedures.

## 2.6. Incident Control in Emergencies

2.6.1. In an emergency situation:

- The Operations Manager will act as the Incident Controller or delegate the role to a suitably trained individual.

- The Incident Controller is responsible for leading evacuations and liaising with emergency services.

- The Operations Manager must report the incident and the actions taken to a senior manager as soon as reasonably possible.

## 2.7. Human Resources Team

2.7.1. The HR team is responsible for supporting employee health and safety by:

- Delivering health and safety induction and ongoing training for staff.

- Keeping accurate records of injuries, illnesses, and any associated absences or claims.

- Supporting the management of occupational health concerns and referrals.

## 2.8. Line Managers

2.8.1. Line Managers are responsible for:

- The immediate health, safety, and welfare of their team members.

- Identifying and addressing concerns by liaising with the Campus Dean, Operations Manager, or HR team.

- Ensuring staff follow appropriate health and safety procedures in their areas of work.

## 2.9. All Employees

2.9.1. All LSST employees have a personal responsibility to:

- Take reasonable care of their own health and safety.

- Consider the safety of others who may be affected by their work.

- Comply with all health and safety instructions, procedures, and training.

- Report hazards, near misses, or unsafe conditions to the appropriate contact without delay.

## 2.10. Day to Day Responsibilities for Health and Safety on Campus

- **Wembley Campus:**

| | |
|---|---|
| Dean | Mohammad Haider |
| Assistant Head of Estates and Facilities | Ali Maroofi |

- **Elephant and Castle Campus:**

| | |
|---|---|
| Dean | Syed Rizvi |
| Operations Manager / inc. Security | Azhar Abbas/Mohamad Mudhir |

- **Aston Campus:**
  Dean — Mohsin Riaz
  Operations Manager / inc. Security — Atif Mannan/Syed Asghar

- **Luton Campus:**
  Dean — Aqeel Syed
  Operations Manager / inc. Security — Ulfat Hussain/Tariq Zaiyed

- **Stratford Campus:**
  Dean — Syed Rizvi
  Operations Manager / inc. Security — Mohsin Malik

## 3. HEALTH AND SAFETY ARRANGEMENTS

3.1. The School is committed to integrating health and safety into all aspects of its operations. This section sets out how health and safety arrangements are implemented, ensuring a safe and secure environment for staff, students, and visitors alike.

### 3.2. Communication of Health and Safety Policy

3.2.1. The School is committed to ensuring that all employees are fully informed of the contents of this Health and Safety Policy. Effective communication is maintained through the following measures:

- All employees receive a copy of the policy and any subsequent updates to ensure ongoing awareness.
- Staff are actively consulted on health and safety issues that may affect their specific roles or work areas, enabling their input into risk management and control measures.

3.2.2. To support this, all new staff and students are provided with a comprehensive Health and Safety Handbook upon joining. This handbook contains essential information covering key safety procedures, responsibilities, and best practices. The handbook is supplemented by a thorough induction programme, which reinforces the information and ensures that individuals understand their obligations and the safety arrangements relevant to their work or study environment.

### 3.3. Supervision of Students

3.3.1. All staff must follow the School's supervision protocols. In an emergency, staff must be able to account for the students present and any visitors under their care.

3.3.2. When organising off-site activities, an appropriate staff-to-student ratio must be maintained.

3.3.3. Staff are expected to:

- Familiarise themselves with the venue and transport arrangements in advance.

- Conduct a risk assessment to identify potential hazards.
- Brief students accordingly before departure.

### 3.4. Contractors

3.4.1. Contractors must comply with the School's Health and Safety Policy. Where required by law, they must provide a copy of their own Health and Safety Policy prior to commencing work.

3.4.2. All contractors must:

- Work in line with statutory provisions and relevant codes of practice.
- Hold appropriate insurance.
- Use safe, well-maintained equipment.
- Ensure operators wear required Personal Protective Equipment (PPE).
- Use Residual Current Devices (RCDs) for electrical equipment above 110 volts.
- Inform the Operations Manager of any hazardous materials brought on site.
- Take all necessary precautions to protect building users from harm.

### 3.5. Visitors

3.5.1. All visitors are informed of any known hazards and must be supervised while on the premises. Fire evacuation procedures and emergency exits are made known upon arrival.

### 3.6. Training

3.6.1. Training needs are identified and addressed based on employees' roles and responsibilities.

3.6.2. Training is provided on a range of topics, including but not limited to:

- Hazardous substances
- Equipment usage
- PPE
- Manual handling
- Working at height
- New equipment or work activities

3.6.3. All training undertaken is thoroughly documented and appropriately recorded. This list is not exhaustive and may be supplemented as necessary to meet evolving health and safety needs.

## 3.7. Risk Assessments

3.7.1. In accordance with the Management of Health and Safety at Work Regulations 1999, the School is committed to carrying out suitable and sufficient risk assessments to protect the health, safety, and welfare of all employees, students, visitors, and others who may be affected by its activities.

3.7.2. The risk assessment process involves:

- Identifying hazards that could cause harm in the workplace.
- Determining who might be harmed and how they could be affected.
- Evaluating the risks arising from these hazards and deciding on appropriate control measures to eliminate or reduce those risks to an acceptable level.
- Recording significant findings and control measures, particularly where five or more employees are employed or where the risk is not obvious.
- Reviewing and updating risk assessments regularly to ensure they remain relevant and effective.

3.7.3. The HR Office is responsible for ensuring that relevant staff receive appropriate training in risk assessment procedures. Risk assessments are reviewed and updated:

- At least annually.
- When there are significant changes in work activities, processes, or equipment.
- Following any accident, near miss, or identification of new hazards.

## 3.8. Facilities and Maintenance

3.8.1. The School maintains high standards of cleanliness and good housekeeping. This includes:

- Regular cleaning of office and campus areas.
- Safe storage of materials, especially hazardous or flammable items.
- Prompt reporting of slip, trip, and fall hazards to the Operations Manager.
- Adequate lighting, heating, and ventilation.
- Regular maintenance of HVAC systems.
- PAT testing of all portable electrical appliances.
- Clear, signposted emergency exits.

- Accessible and maintained emergency equipment (e.g. fire extinguishers, first aid kits).

- Passenger lifts are maintained per manufacturer guidance. Staff are trained on emergency procedures, and signage ensures awareness of lift capacity and safe use.

3.8.2. Any issues related to facilities or their maintenance must be reported immediately to the Operations Managers to ensure timely resolution and to prevent potential hazards.

### 3.9. Display Screen Equipment (DSE)

3.9.1. The School complies with the legal requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) to safeguard the health and wellbeing of all users.

3.9.2. Common risks associated with DSE use include postural strain and visual fatigue.

3.9.3. These risks may be exacerbated by factors such as:

- Prolonged periods of immobility without breaks.

- Poorly arranged or unsuitable workstation setups.

- Glare, reflections, or insufficient screen contrast.

- The absence of document holders or other ergonomic aids.

3.9.4. To effectively manage these risks, the School ensures that:

- Workstations are regularly assessed and adjusted to meet ergonomic standards and individual needs.

- Users receive appropriate training and guidance on safe DSE practices.

- Control measures are implemented, monitored, and reviewed to maintain a safe working environment.

### 3.10. Emergency Procedures

3.10.1. In the event of a life-threatening emergency, staff must call 999 immediately. Once emergency services have been contacted, the Front of House team must be informed without delay to initiate the School's internal emergency procedures.

3.10.2. Staff are expected to familiarise themselves with the following, specific to their campus:

- The designated first aiders and fire marshals on site.

- The fire exit routes, including primary and alternative escape routes.

- The campus-specific emergency procedures, including evacuation points and local contacts.

3.10.3. Regular fire drills and safety briefings will be conducted to ensure that all staff are confident in following emergency protocols.

## 3.11. Welfare

3.11.1. The School is committed to full compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, ensuring that all working and learning environments are maintained to a safe, clean, and comfortable standard for staff, students, and visitors.

3.11.2. To meet these requirements, the School ensures the provision and ongoing maintenance of:

- Adequate toilet and washing facilities that are hygienic, accessible, and appropriately stocked with essential supplies.

- Suitable heating and ventilation systems to provide a comfortable indoor climate and good air quality in all occupied areas.

- Clean and safe common areas, including corridors, staff rooms, classrooms, and shared facilities, maintained through regular cleaning, monitoring, and reporting procedures.

3.11.3. Staff are encouraged to report any issues related to welfare facilities or the working environment so they can be addressed promptly. Ensuring high standards of workplace welfare forms an integral part of the School's overall health and safety management approach.

## 3.12. Equipment Safety

3.12.1. The School is committed to ensuring that all equipment used on its premises is safe, well-maintained, and fit for purpose. To minimise the risk of injury or equipment failure, all machinery, tools, and devices are subject to a programme of routine inspection, servicing, and maintenance.

3.12.2. The frequency and scope of maintenance activities are determined based on several key factors, including:

- Manufacturer’s guidance, which outlines recommended service intervals and safety checks.

- Frequency of use, where equipment used more intensively is inspected and maintained more regularly.

- Legal requirements, particularly where specific types of equipment are regulated under health and safety law.

- Risk of failure, taking into account the potential severity of harm or disruption caused by equipment malfunction.

3.12.3. Records of inspections, servicing, and repairs are maintained and reviewed periodically. Staff must report any faults, damage, or concerns related to equipment

safety to the Operations Manager immediately and must not attempt to use or repair faulty equipment unless authorised and qualified to do so.

3.12.4. Ensuring equipment is safe and properly maintained is a shared responsibility and an essential part of creating a safe working and learning environment.

## 3.13. Personal Protective Equipment (PPE)

3.13.1. PPE is issued when risks cannot be eliminated through other means. All staff must:

- Use PPE correctly.
- Report any faults or missing equipment.
- Under the Personal Protective Equipment at Work (Amendment) Regulations 2022, self-employed consultants and contractors are responsible for supplying their own PPE when required.

## 3.14. Control of Substances Hazardous to Health (COSHH)

3.14.1. The School complies with the Control of Substances Hazardous to Health Regulations 2002 (as amended) and will prevent or adequately control exposure to substances hazardous to health arising from its activities.

3.14.2. Hazardous substances may include cleaning chemicals, maintenance products, etc.

3.14.3. The School will:

- Identify hazardous substances used or generated on site.
- Obtain and retain relevant Safety Data Sheets (SDS).
- Carry out suitable and sufficient COSHH risk assessments before substances are used.
- Eliminate or substitute hazardous substances where reasonably practicable.
- Implement appropriate control measures following the hierarchy of control, including safe systems of work, ventilation, and PPE where necessary.
- Ensure hazardous substances are correctly labelled, securely stored, and used in accordance with manufacturer instructions.
- Provide appropriate information, instruction and training to staff who may be exposed.
- Review COSHH assessments regularly and following any significant change or incident.

3.14.4. Contractors bringing hazardous substances onto site must provide relevant COSHH assessments and comply with the School's safety arrangements.

## 3.15. Sickness and Contagion

3.15.1. To protect the health and wellbeing of the School community, individuals who are suffering from any infectious illness must not attend School premises. This requirement supports the School's responsibility to minimise the risk of illness spreading among staff, students, and visitors.

3.15.2. Examples of common infectious illnesses include, but are not limited to:

- COVID-19
- Influenza
- Norovirus
- Mumps
- Measles

3.15.3. Staff who are unwell must notify their line manager and the HR department as soon as possible. Managers have the authority to ask any individual to leave the premises if they are suspected of being unwell, especially where there is a risk of infection to others.

3.15.4. Where a case of illness is identified, the School may take the following actions:

- Clean and sanitise any affected workspaces or shared areas.
- Dismiss students from class if they are showing signs of illness.
- Provide support to affected individuals during their recovery, which may include adjusted work or study arrangements where appropriate.

3.15.5. All members of the School community are expected to take personal responsibility by avoiding attendance when unwell and reporting any symptoms promptly. This approach helps to maintain a healthy and safe environment for everyone.

## 3.16. First Aid and Accident Reporting

3.16.1. Each campus maintains a basic first aid kit overseen by designated staff responsible for first aid supplies and emergency response. All accidents and injuries occurring on site must be reported promptly to Security or the HR Office and recorded appropriately.

3.16.2. The School complies fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which requires reporting certain serious incidents to the Health and Safety Executive (HSE).

3.16.3. **RIDDOR Reporting Requirements**

3.16.3.1. RIDDOR mandates that specified work-related injuries, occupational diseases, and dangerous occurrences be reported to the HSE, generally within 10 days. All reports must be submitted online via the official HSE reporting page: https://www.hse.gov.uk/riddor/reportable-incidents.htm

3.16.4. **Reportable Incidents Under RIDDOR**

3.16.4.1. Specified injuries include:

- Bone fractures (excluding fingers, thumbs, toes).
- Amputations.
- Loss or reduction of sight.
- Serious crush injuries to head or torso.
- Severe burns affecting more than 10% of the body or vital organs.
- Scalping requiring hospital treatment.
- Loss of consciousness due to head injury or asphyxia.
- Injuries from enclosed spaces causing hypothermia, heat illness, resuscitation, or hospitalisation over 24 hours.

3.16.5. Over-seven-day incapacitation: Injuries causing absence or inability to perform normal duties for more than seven consecutive days (excluding day of injury but including weekends) must be reported within 15 days.

3.16.6. Over-three-day incapacitation: Incidents resulting in absence over three days must be recorded but do not require reporting.

3.16.7. Non-fatal injuries to non-workers (e.g., visitors) must be reported if the person is taken directly to hospital for treatment following an accident at work. Casual examinations or diagnostic tests do not count as treatment.

## 3.17. Dangerous Occurrences

3.17.1. Certain specified near-miss events must also be reported. Examples include:

- Collapse or failure of load-bearing parts of lifts or lifting equipment.
- Contact of plant or equipment with overhead power lines.
- Accidental release of hazardous substances.

3.17.2. A full list of dangerous occurrences is available here: https://www.hse.gov.uk/riddor/dangerous-occurences.htm

## 3.18. Occupational Diseases

3.18.1. Diagnoses of certain work-related diseases must be reported when likely caused or aggravated by work, including:

- Carpal tunnel syndrome.

- Severe cramp of hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of hand or forearm.
- Occupational cancers.
- Diseases from biological agents.

## 3.19. Manual Handling

3.19.1. In accordance with the Manual Handling Operations Regulations 1992, the School is committed to minimising the risks associated with manual handling tasks. Hazardous manual handling should be avoided wherever possible. When manual handling cannot be avoided, a thorough risk assessment must be carried out to identify potential hazards. Employees must not attempt to move any load they do not feel confident handling safely.

3.19.2. Risk assessments should consider several key factors, including:

- The nature of the task being performed.
- The individual's physical capability and training.
- The size, weight and stability of the load.
- Environmental conditions and workspace constraints.

3.19.3. Control measures such as mechanical aids, team lifting and appropriate training will be implemented to reduce the risk of injury from manual handling activities.

## 3.20. Working at Height

3.20.1. All work at height must comply with the Work at Height Regulations 2005 to ensure safety and prevent accidents.

- A thorough risk assessment must be conducted before any work at height is undertaken. This assessment should consider:
    - The nature and duration of the task.
    - The individual's training, experience, and physical capability.
    - The suitability and condition of equipment.
    - Environmental factors such as weather and surface stability.

- Work at height should be avoided where reasonably practicable. Where it cannot be avoided, appropriate control measures must be implemented to reduce risk.

- Step ladders must only be used for short, low-risk tasks and should not be used above 2 metres unless justified by the risk assessment.

- All equipment used for working at height (e.g., ladders, scaffolds, harnesses) must be regularly inspected, maintained, and used correctly.

- Employees must receive adequate training and be competent in working safely at height.

- Supervisors must ensure appropriate supervision is provided, and emergency procedures, including rescue plans, are in place.

- Any hazards or unsafe conditions related to working at height must be reported immediately.

3.20.2. By adhering to these principles, the School aims to minimise risks and protect the safety of all staff and visitors involved in work at height.

### 3.21. Fire Safety

3.21.1. The School is committed to maintaining a safe environment by managing and minimising fire risks in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant guidance from the UK Home Office and the Fire and Rescue Service.

3.21.2. To achieve this, the following arrangements are in place:

- Fire Risk Assessments: Comprehensive fire risk assessments are conducted regularly and reviewed at least annually, or following significant changes to premises or operations, to identify hazards and implement control measures.

- Maintenance and Testing: Fire detection and alarm systems, emergency lighting, fire doors, and fire suppression equipment are tested and maintained regularly in line with manufacturer guidance and statutory requirements.

- Fire Drills and Training: Routine fire evacuation drills are carried out to ensure all staff and students are familiar with evacuation procedures. Staff receive fire safety training relevant to their roles, including designated fire wardens.

- Emergency Exits: All emergency exits are kept clear, unlocked when the building is in use, and clearly marked with illuminated signage compliant with British Standards.

- Fire Fighting Equipment: Fire extinguishers appropriate to the types of fire risks present are strategically located, regularly inspected, and maintained by a competent contractor.

- Record Keeping: A fire safety logbook is maintained, documenting fire risk assessments, equipment maintenance, drills, training, and any incidents or actions taken.

- Contractors and Visitors: Contractors and visitors are informed of fire safety arrangements and supervised appropriately to ensure compliance with safety procedures.

3.21.3. These measures ensure compliance with UK fire safety legislation and promote a culture of awareness and preparedness across the School community.

## 3.22. Student Safety

3.22.1. Students receive comprehensive health and safety information through the Student Handbook and during their induction. Students are expected to take personal responsibility for their safety and comply fully with all School safety policies and procedures while on campus.

3.22.2. The School implements several measures to support student safety, including:

- Clear communication of emergency procedures, including fire drills and evacuation routes specific to their campus.
- Maintenance of safe, well-equipped facilities that meet all relevant health and safety standards.
- Accessible reporting channels for students to raise safety concerns or report hazards confidentially.
- Restricted access to hazardous areas such as maintenance zones or equipment rooms to prevent accidents.

3.22.3. Any breaches of safety protocols may result in disciplinary action, up to and including suspension or expulsion, depending on the severity. All staff are responsible for promptly reporting any unsafe behaviour or safety concerns involving students to the appropriate School authorities.

3.22.4. The School is committed to creating a safe and supportive environment where students can focus on their studies with confidence.

## 3.23. Public Safety

3.23.1. Visitors to the School are informed of any known hazards relevant to their visit to ensure their safety. Upon arrival, clear information is provided regarding fire exits, evacuation procedures, and any site-specific safety requirements.

3.23.2. While visitors are generally adults responsible for their own safety, the School ensures:

- That visitors are made aware of any potential risks in areas they will access.
- Appropriate guidance is provided to minimise exposure to hazards.
- Visitors are accompanied or supervised when entering areas with specific risks, such as maintenance zones or laboratories.
- Access to restricted or hazardous areas is controlled.

- Emergency procedures, including evacuation routes, are clearly communicated and signposted throughout the premises.

3.23.3. These measures aim to protect visitors and maintain a safe environment for all users of the campus.

### 3.24. Food, Drink, and Hygiene

3.24.1. To maintain a clean and healthy environment and to prevent the risk of pest infestation, the School implements the following measures:

- No food or drink is permitted in classrooms, computer labs, or other teaching spaces unless specifically authorised.
- All waste must be disposed of in appropriate, designated bins provided throughout the premises.
- Bins are emptied regularly, and facilities are cleaned in line with scheduled hygiene protocols.
- Any signs of pests or hygiene concerns must be reported immediately to the Operations Team for prompt investigation and action.

3.24.2. These controls form part of the School's commitment to maintaining a safe, hygienic learning and working environment for all students, staff, and visitors.

### 3.25. Alcohol and Drugs

3.25.1. The School maintains a zero-tolerance policy on the use, possession, or influence of alcohol or illegal substances on or around its premises. This applies to all students, staff, contractors, and visitors.

3.25.2. To ensure a safe and professional environment, the following measures apply:

- Individuals suspected of being under the influence of alcohol or drugs will be immediately removed from the premises.
- Disciplinary action will be taken in accordance with staff or student conduct policies, which may include suspension, expulsion, or dismissal.
- Where appropriate, the School may inform external authorities, particularly if there is a legal or safeguarding concern.

3.25.3. Prescription or over-the-counter medications that may impair performance must be declared in confidence to HR or Student Support, especially if they affect safety-sensitive tasks.

### 3.26. Smoking

3.26.1. In accordance with the Health Act 2006 and UK-wide smoke-free legislation, smoking is strictly prohibited in all enclosed and substantially enclosed areas of the School.

3.26.2. This includes:

- All indoor areas across School premises (e.g. classrooms, offices, corridors, and toilets).
- Entrances, exits, and areas adjacent to building doorways.
- The use of e-cigarettes and vaping devices, which are treated the same as traditional smoking under this policy.

3.26.3. Designated outdoor smoking areas are provided where appropriate, and individuals must use these spaces responsibly. Smoking outside of designated areas may result in disciplinary action.

## 3.27. Physical Violence

3.27.1. The School has a zero-tolerance policy towards any form of physical violence or threatening behaviour. The safety of students, staff, and visitors is a priority. Violent behaviour includes:

- Abusive students.
- Aggressive visitors.
- Threatening behaviour.

3.27.2. All incidents or threats of violence must be reported immediately. Appropriate actions include:

- Dialling 999 in the event of an immediate threat or injury.
- Alerting the on-site Security team or a senior staff member without delay.
- Staff should not physically intervene unless they are specifically trained and it is absolutely necessary to prevent serious, immediate harm. In most cases, staff should prioritise raising the alarm and ensuring their own safety.

3.27.3. Acts of physical violence will lead to serious consequences:

- Students or staff involved may face disciplinary action, up to and including permanent exclusion or dismissal.
- Contractors or visitors displaying violent behaviour will be removed from the premises immediately and may be permanently barred from returning.
- All incidents must be documented and investigated in accordance with the School's incident reporting procedures.

## 3.28. Sexual Harassment

3.28.1. The organisation is committed to providing a safe, respectful and inclusive working and learning environment, taking reasonable steps to prevent sexual harassment, including harassment by third parties such as students, visitors, contractors and

members of the public. Concerns will be addressed in accordance with the School's Sexual Harassment and Misconduct Policy and associated procedures.

### 3.29. Stress

3.29.1. LSST is committed to promoting student health, safety and wellbeing through appropriate safeguarding measures, compliance with the Prevent Duty, mental health support and student welfare arrangements.

3.29.2. The School recognises that stress can have a significant impact on health, wellbeing, and performance. It is committed to promoting a supportive environment that minimises work-related stress and encourages early intervention.

3.29.3. Support is available for both staff and students experiencing stress:

- Staff should contact Human Resources for guidance, adjustments, or referral to professional counselling or occupational health services.
- Students are encouraged to speak with their Personal Academic Tutor or Student Services to access appropriate support.

3.29.4. The School promotes:

- Open communication about workload, responsibilities, and organisational changes.
- Risk assessments for roles or tasks identified as potentially stressful.
- Training for managers to recognise signs of stress and respond appropriately.
- A culture of support, encouraging individuals to raise concerns without fear of stigma.

3.29.5. All reports of stress-related concerns will be treated sensitively and handled in confidence, with a focus on early resolution and wellbeing.

# VERSION HISTORY

| | | |
|---|---|---|
| **Versions** | **1.0 – 2.0** | |
| Original author(s): | Principal<br>Head of Operations | |
| Reviewed by: | Executive Committee | September 2016<br>September 2017<br>September 2018<br>September 2019 |
| **Version** | **3.0 - 3.3** | |
| Revised by: | Quality Unit<br>Executive Committee | |
| Revision summary: | *Addition of update for March 2020 RE: COVID 19 (Coronavirus); Revision to general statement of policy and assignment of responsibilities – addition of new section specifically addressing sickness and contagion.* | |
| Approved by: | Board of Governors | August 2020 |
| **Version** | **3.4** | |
| Revised by: | Quality Unit<br>Head of Operations | |
| Revision summary: | *Annual review and update* | |
| Approved by: | Board of Governors | October 2021 |
| **Version** | **3.5** | |
| Revised by: | Quality Unit<br>Senior Operations Manager | |
| Revision summary: | *Annual review and update; Covid references removed and updated with infectious diseases.* | |
| Approved by: | Board of Governors | December 2022 |
| **Version** | **4** | |
| Revised by: | Quality Unit<br>Senior Operations Manager | |
| Revision summary: | *Annual review; with some minor formatting changes and version control applied* | |
| Approved by: | Board of Governors | October 2023 |
| **Version** | **5** | |
| Revised by: | Quality Unit<br>Head of Operations | |
| Revision summary: | *Annual review and update, Stratford Campus Operations Officer information added, minor grammatical corrections, document format applied, version control applied.* | |
| Approved by: | Board of Governors | October 2024 |
| **Version** | **6.0** | |
| Original author(s): | Principal<br>Head of Operations | |
| Revised by: | Quality Unit<br>Head of Operations | |

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|---|---|---|
| Revision summary: | *Annual review and update –*<br>*Wembley Campus Assistant Head of Operations changed. Minor grammatical corrections, document format applied, version control applied.* | |
| Reviewed by: | Publications Committee | September 2025 |
| Approved by: | Board of Governors | October 2025 |
| **Version** | **6.1** | |
| Original author(s): | Principal<br>Head of Operations | |
| Revised by: | Quality Unit<br>Head of Operations | |
| Revision summary: | *Layout and Structure - for clarity in identifying key roles and their responsibilities. Update of Health & Safety Law and regulations to the current version. Incorporation of RIDDOR requirements under the heading of First aid and Accident Reporting rather than having a complete separate section for it. Change of VDU to DSE. Visual Display Units (VDU) is an outdated term, and the regulations refer to it as Display Screen Equipment. General writing changes. Further recommendation: The General Statement of Intent should have a signature section which should be signed and dated by the most senior person responsible, e.g. CEO or Head of Operations.* | |
| Reviewed by: | Publications Committee | February 2026 |
| Approved by: | Board of Governors | February 2026 |
| **Version** | **7.0** | |
| Original author(s): | Principal<br>Head of Operations | |
| Revised by: | Quality Unit<br>Head of Operations | |
| Revision summary: | *Annual review and update -*<br>*Paragraph 3.28.1. details LSST's commitment to promoting student health, safety and wellbeing. Paragraph 2.5.2. added on appropriate campus security arrangements. Violent behaviours listed under 3.27.1. New section 3.28. added on LSST's commitment to prevent sexual harassment by third parties. Version control applied.* | |
| Reviewed by: | Publications Committee | October 2026 |
| Approved by: | Board of Governors | October 2026 |