



HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

This policy applies to all College staff, students and all other users of the College. It covers all activities carried out within the College grounds and all buildings on the site.

1. General Statement of Health and Safety Policy

- 1.1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the College and is part of the education of its students.
- 1.2. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- 1.4. The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and students.

2. The Employer and the Governing Body

2.1. The 'Employer'

The employer is the Local Authority.

2.2. The Health & Safety at Work etc. Act 1974 places duties on **employers** to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as students and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Asbestos at Work Regulations and School Teachers Pay and Conditions (work life balance).

2.3. **Governing Bodies** of maintained Colleges and voluntary controlled schools, although not the employer, **are required to base their health and safety policies on those of the Local Authority.**

2.4. The Local Authority **requires** that all **Governing Bodies** and **Key Managers** implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage. (See 9 re: contractors)

2.5. **For the purposes of health & safety management, all Principals are deemed to be Key Managers.**

3. Responsibilities/Duties of the Governing Body

3.1. Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority College safety policy. As such governors are required to ensure that the management structure detailed in the diagram (see 7) is documented, implemented and effective.

- Health and safety will feature as a regular agenda item at governors' meetings. A 'Governing Body Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the College health and safety policy and ensure that any necessary changes are made.

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- Reports on health and safety will be received from the Principal and any of the following as appropriate:
 - The Local Authority's Health and Safety Adviser (new initiatives/local advice).
 - The College health and safety committee.
 - Union safety representatives.
 - The College nurse or doctor.

- 3.2. The Governing Body will, so far as is reasonably practicable, provide:
 - Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
 - A safe environment for staff, students and visitors to go about their various activities.
 - Adequate welfare facilities.
 - Necessary safety and protective equipment and clothing.
 - Safe plant, equipment and systems of work.
 - Safe arrangements for the handling, storage and transport of articles and hazardous substances.
 - Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
 - The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, students and others, the Governing Body will ensure that such training is provided. Students will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff//student training will be regularly updated.

- The following health and safety reports:
 - Information to parents via the minutes of normal meetings and/or the Annual Parents' Report as appropriate
 - On other occasions, as appropriate, and in response to specific concerns
- 3.3. The Governing Body, so far as is reasonably practicable and in consultation with the Principal, will:
- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
 - Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the College.
 - Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others.
 - Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Establishing and participating in the College health and safety committee (including Governing Body representation).
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - School sponsored on and off site activities.
 - Students and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority, etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing First Aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.

- Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.
 - Purchasing and maintaining equipment.
 - Testing of plant and equipment to ensure it is safe.
 - Carrying out minor repairs to doors, fences, windows etc.
 - Organising security and fire protection arrangements.
 - Implementing risk control measures.
- 3.4. So far as is reasonably practicable, the Governing Body, through the Principal, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:
- All other relevant health and safety matters.
 - The instruction and training that will be given to all employees so that they may
 - carry out their duties in a safe manner without placing themselves or others at risk.
- 3.5. Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.
- 3.6. Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
- 3.7. Where the Governing Body award contracts independent of the Local Authority - such as cleaning, catering services and building works, etc. - they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation.

4. Responsibilities/Duties of the Principal

4.1. As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the College. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

4.2. In particular, the Principal will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the College.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Local Authority the Governing Body, the College health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.

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- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the College are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required
- Ensure that sufficient First Aid cover and facilities are provided.

- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the College, including all College based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

5. Responsibilities/Duties of Other Managers

(e.g. Curriculum Team leaders, subject leaders, site managers/premises officers, etc.)

- 5.1. As well as having the general responsibilities/duties of all members of staff (see 6), managers will be directly responsible to the Principal, or the member of staff nominated by them for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

5.2. All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the College and also their area of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, students and others to comply with its requirements.

5.3. As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
- Staff, students and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, students and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.

- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
- Appropriate protective clothing and equipment, First Aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
- They monitor the standard of health and safety throughout the department/area in which they work, encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to their Principal, manager and safety representative.

6. Responsibilities/Duties of All Staff

6.1. All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the College and also the particular area in which they work. They will, so far as is reasonably practicable:

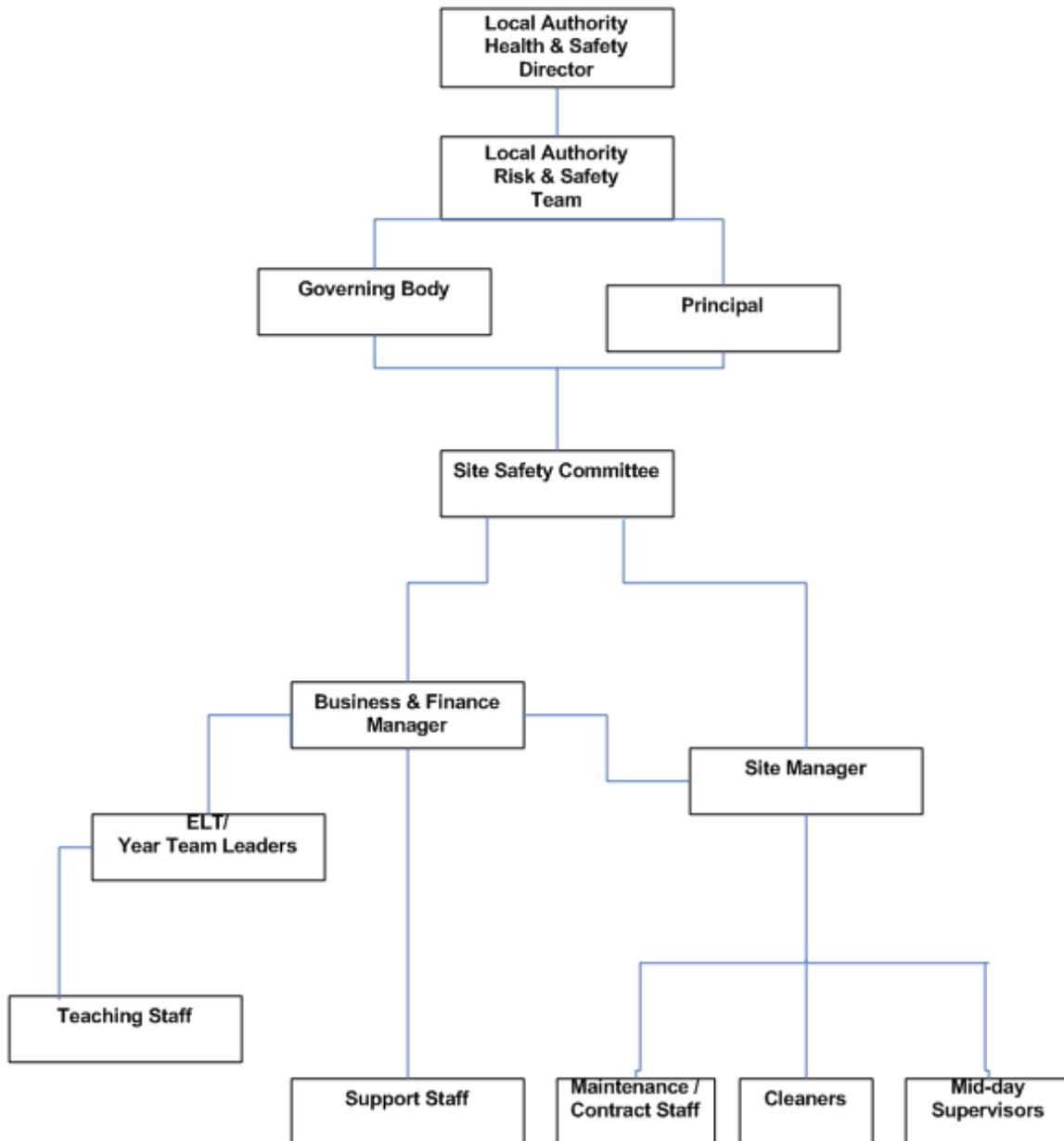
- Be familiar with this health and safety policy and all safety arrangements including those for fire, First Aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.

- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**
- Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.

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- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

7. Health and Safety Reporting/Communication Arrangements where the Local Authority is the Employer



- Note: The arrangements detailed in the foregoing diagram are based on a representative institution. Colleges however, vary in organisation, size, layout, etc. and this must be recognised in locally adopted policies and arrangements. While local terminology may vary, Colleges must establish and maintain consistent and effective, command, control, co-ordination and communication systems to manage health and safety issues.
- College systems must be clearly documented and understood. Therefore establishments are required to adopt consistent terminology in all their safety documentation.

8. Staff Consultative Arrangements

8.1. The College has a Health and Safety Committee. The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health and safety of employees.

8.2. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.

8.3. The Safety Committee will report to the Principal and the Governing Body termly.

8.4. Functions of Safety Committees

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.

- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

8.5. Functions of Safety Representatives

- To attend safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health and safety information from the Key Manager/employer/ Governing Body or Local Authority.

8.6. Information and facilities for Safety Representatives

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health & safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ students/visitors.

Except where:

- *The information is specific to an individual and without their consent.*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking.*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.*

8.7. Safety representatives are entitled to *reasonable* time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

9. Hirers, Contractors and Others

9.1. When the premises are used for purposes not under the direction of the Principal then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Principal (See 4).

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

9.2. The Principal and Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the College premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

- 9.3. Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.
- 9.4. When the premises or facilities are being used out of normal College hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.
- 9.5. When the premises are hired to persons outside the 'employ' of the Governing Body, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they **do not**, without the prior consent of the Governing Body:
- Introduce equipment for use on the College premises.
 - Alter fixed installations.
 - Remove fire and safety notices or equipment.
 - Take any action that may create hazards for any persons using the premises.

Hirers must:

- Comply with all College policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
 - Adhere to the capacity figures detailed on any lettings documentation
- 9.6. All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.
- 9.7. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

- 9.8. The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

10. Risk Assessment

- 10.1. As Key Manager, the Principal will ensure that regular written risk assessments are undertaken of premises, methods of work and all College sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

- 10.2. The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

11. Emergency Plans

- 11.1. As Key Manager, the Principal will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a College at risk.

In undertaking this work Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

11.2. The College plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses.

11.3. The College emergency plan(s) will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians and the Local Authority.
- Dealing with the media.

11.4. The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and students. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

12. First Aid

12.1. The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.

12.2. The number of designated First Aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).

12.3. Designated staff will be given such training in First Aid techniques as is required to give them an appropriate level of competence.

12.4. Each First Aider will have 'their own' First Aid kit and be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

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- 12.5. The Principal is responsible for ensuring that a sufficient back-up stock is held on site.
- 12.6. Notices will be displayed in prominent locations throughout the establishment identifying how to summon First Aid in an emergency, who the First Aiders are and their contact and location details. All First Aid signs and containers must be identified by a white cross on a green background.
- 12.7. First Aid kits must also be held at various locations throughout the College as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.). A First Aider should be located within the immediate vicinity of one of these 'First Aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas (See12.6).
- 12.8. A written record will be kept of all First Aid administered either on the school premises or as part of a College related activity.
- 12.9. Adequate and appropriate First Aid provision will form part of the arrangements for out of hours activities at the College for which it is responsible, and also all out of College activities.
- 12.10. First Aid Box Contents:
- First Aid boxes are stocked in accordance with guidance from the Health and Safety Executive leaflet on Basic First Aid.
 - The assessment may conclude that there is a need for additional materials and equipment, for example a blanket, adhesive tape, disposable aprons, individually wrapped moist wipes. These should be kept in the First Aid container if there is room, but may be stored separately (in the First Aid room) as long as they are available for use if required.