



Woking  
College

## **HEALTH & SAFETY AT WORK POLICY**

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## **Policy Statement**

Woking College Academy Trustees Board recognises and accepts its duty of care under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for all its employees, for students and for other people who use its premises.

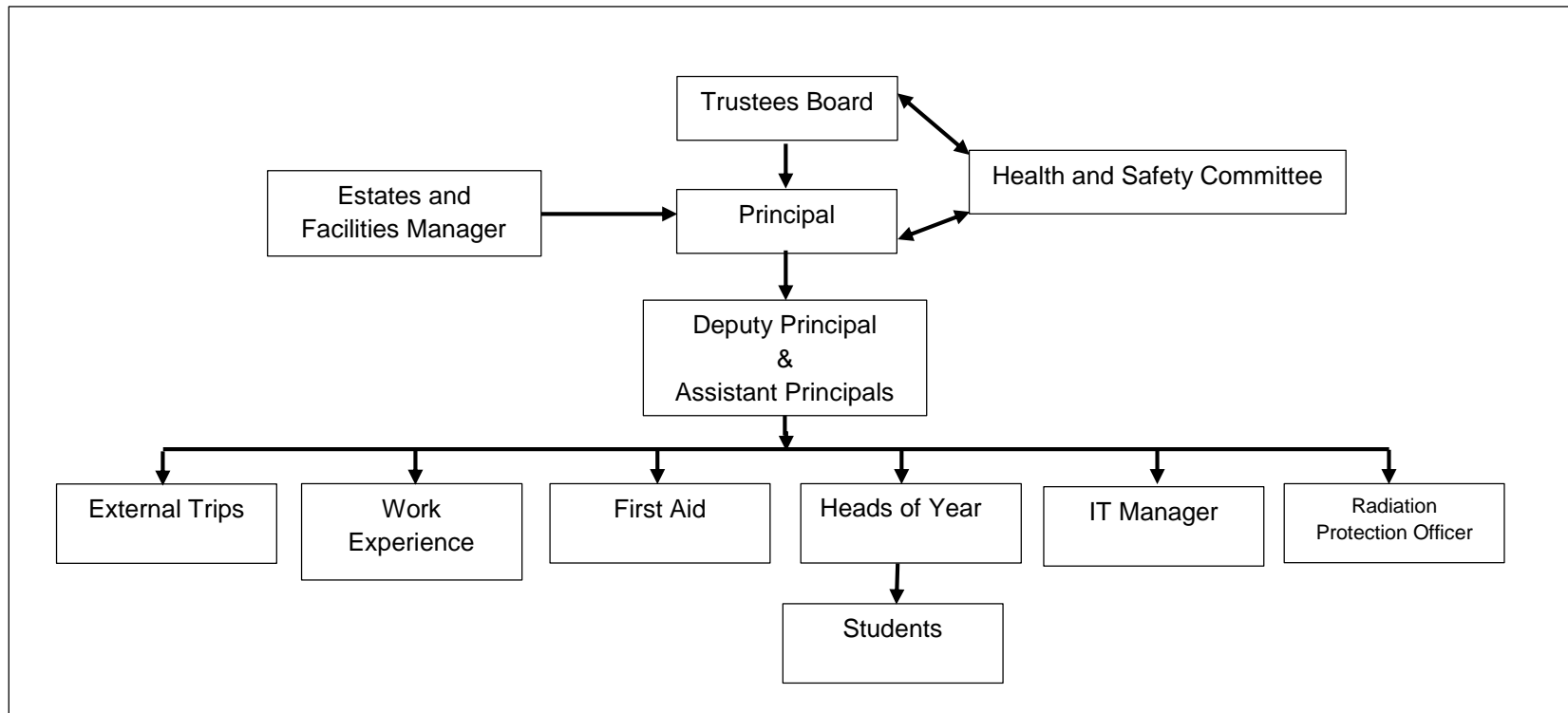
The Academy and its employees will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act.

This Policy explains how roles, responsibilities and accountabilities are delegated and to enable this, all relevant legislation, regulations and codes of practice are maintained.

Contractors are also required to co-operate fully with the College to enable it to meet its health and safety responsibilities.

The Policy will be reviewed annually and updated to reflect any changed circumstances and a full review will be carried out every three years.

# Management Structure for Health and Safety



# RESPONSIBILITIES

## Trustees Board

The Trustees Board of Woking College will, so far as is reasonably practicable, safeguard the health and safety of its staff, students and other users of College facilities who may be affected by the activities of the College.

To ensure this duty the College will meet the following aims:

- Ensure statutory compliance
- Ensure that this policy is fully implemented
- Ensure sufficient information, resource, instruction and training for its staff in relation to risks from health and safety
- Ensure effective communication
- Accept its legal and moral responsibility for the health and safety of staff, students and of others that may be affected by our activities.

To this end, the College will fully comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory legislation and recognised approved codes of practice.

The College will undertake an annual internal review of this policy and a full review every three years, unless a change in legislation or significant changes in staff and practices require this to be undertaken sooner.

## The Principal

The Principal has overall responsibility for achieving this Health and Safety Policy and is accountable to the trustees for ensuring the operation of the College complies with all health and safety laws and that all statutory requirements are adhered to.

The Principal, while retaining the oversight, will devolve health and safety managerial responsibilities, as appropriate, to various members of staff or external bodies as detailed in this Policy.

In particular, the Principal is nominated by the Trustees Board as the 'responsible person' in respect of the Regulatory Reform (Fire Safety) Order 2005 who has the responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training.

He has delegated the legal role of 'competent' person for fire safety to the Estates and Facilities Manager.

The Principal is responsible for measuring our health and safety performance on an annual basis so that we can understand whether we are improving our performance year on year. In between times, he will delegate this responsibly for making changes as a result of any accidents, incidents or ill health issues which have come to light.

## Deputy Principal

The Deputy Principal assists the Principal in:

- Ensuring that this policy is kept up to date and that any relevant changes are communicated to members of staff.
- Ensuring that all risk assessments are undertaken by the relevant persons for all curriculum matters including visits and ensuring that control measures and procedures are implemented by Curriculum and Support staff.

- For implementing and documenting Safe Working Procedures in all curriculum matters and ensuring that procedures are implemented by Curriculum and Support staff.
- For ensuring that the health and safety implications of the Disability Discrimination Act are identified and implemented in conjunction with the Equal Opportunities Policy and the Equality and Diversity Strategy.
- In conjunction with the Estates and Facilities Manager, is responsible for ensuring that the fire procedures and relevant documents comply with current legislative requirements.
- Is nominated as the fire marshal and will have overall responsibility for control of fire evacuation of real time fire events and or practice drills.

## **Assistant Principals and Directors**

The Assistant Principals and Directors are responsible for ensuring that all curriculum-related activities in their respective areas are safe and without significant risk to health or safety. They will:

- Monitor and ensure that appropriate risk control measures are implemented, including plant and/or equipment introduced by a division for its particular purposes
- Devolve responsibilities through Heads of Department as appropriate, while retaining oversight for the respective teaching activities
- Ensure appropriate training and development in the division
- Ensure the appropriate reporting and consultation arrangements
- Ensure that the appropriate procedures, practices and records are documented
- Ensure focus on Health and Safety as part of annual professional review/SARs as appropriate

## **IT Manager – E-Safety**

E-safety applies to all College staff, students, trustees, volunteers and contracted staff, whether they work or study in the College, outreach centres or other designated areas. The procedure applies to students on work experience and work placement programmes and those engaged in any College organised off-site activity.

The policy applies to working arrangements with other agencies to support the College's E-Safety Procedure, including local education authorities, schools, S7, support agencies, sub-contractors and employers.

## **Estates and Facilities Manager**

The Estates and Facilities manager will be responsible for:

- Carrying out the duties of the delegated legal role of 'competent' person for fire safety. This person has a level of training, experience and knowledge which allows them to understand and manage fire safety
- Managing the fire precautions on a day to day basis
- Ensuring that fire risk assessments are carried out to meet statutory requirements and for implementing any actions necessary
- Provision and maintenance of fire alarms and fire extinguishers, including testing of fire alarms and emergency lighting on a regular basis
- Maintaining the College's fire log

- Conducting daily, weekly and monthly fire checks regarding fire precautions and general fire safety
- Maintaining the fire procedures
- In conjunction with the Deputy Principal, is responsible for ensuring that the fire procedures and relevant documents comply with current legislative requirements
- Ensuring that water risk assessment is conducted every 2 years to meet statutory requirements and for implementing any actions necessary
- Investigating and reporting accidents and occurrences
- Ensuring compliance with legislation for the management of asbestos containing material which includes:
  - 5 yearly Survey
  - Carry out annual inspection
  - Submit an annual report to the trustees and Health and Safety committee.
- In accordance with the Electricity at Work Regulation 1989, to ensure that:
  - Fixed wiring of the building is inspected and tested every five years in accordance with the guidance under the Electricity at Work Regulations 1989 and remedial works carried out in accordance with the findings of the inspection
  - All portable electrical equipment and apparatus are tested annually in accordance with the guidance provided under the legislation.
- Maintain all plant and equipment so that it is safe to use in compliance with current legislation, including:
  - Annual maintenance, testing, inspection and certification of air conditioning, fume cupboards, lightening protection systems, water systems, associated pipework and water tanks which includes testing for legionella
  - Ensuring the intruder alarm system and its associated systems are serviced and maintained
  - Inspecting the premises or parts of the premises periodically to ensure that the buildings and equipment are safe and not a risk to staff, students and others
- Ensure that contractors are:
  - Made aware of known hazards that exist in the proximity of their work area and of the associated precautionary measures they must take to ensure that they work safely at the College
  - Issued with 'permits to work' for 'hot works' and 'roof works'
  - To provide risk assessment and method statements, commonly known as RAMS, prior to commencing any works
- Conduct health and safety inductions for new staff
- Providing an annual statistical report, in conjunction with the Deputy Principal, for the trustees on the following:
  - Accidents and first aid
  - Testing and maintenance of fire and security systems
  - Inspections and testing of plant and equipment
  - Inspection and testing of lifts
  - Site security incidents
  - Staff inductions
  - Past and future projects and alterations to the College's buildings and grounds

## Heads of Departments (HoDs)

HoDs are to ensure that, within their curriculum area, risks to both staff and students are eliminated, wherever possible. Any residual risks must be adequately controlled by clearly identified measures.

HoDs will ensure that suitable control measures are identified, implemented and maintained as necessary. They must consult with the Estates and Facilities Manager to develop the necessary standards:

- Agree, document and keep under review the appropriate arrangements
- Ensure staff, students and others are aware of the necessary controls and arrangements
- Ensure that where there are common or shared activities that suitable arrangements are agreed to ensure risks are minimised

All teaching activities must be kept under review and new activities assessed for risks at the earliest stage.

## Health and Safety Committee

### Terms of Reference

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

### Membership

Deputy Principal  
Estates and Facilities Manager

### Functions

- The Committee will meet in the event of a live incident that requires an immediate reactive response and record events to an activity log.
- On a monthly basis, review key Health and Safety issues including:
  - Accidents and first aid
  - Security incidents and breaches
  - Near misses
  - Reports from any inspections
- To notify the Site Operations Group of matters that effect the overall Health and Safety of the College which requires their collective response.
- Provide an annual Health and Safety statistical report to Trustees

## Persons responsible for Fire safety

The Principal is the 'responsible person' as required under the Regulatory Reform (Fire Safety) Order 2005. The responsible person is the principal duty holder under the Order and therefore has responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training.

The Estates and Facilities Manager has the legal role of 'competent' person for fire safety. This person has a level of training, experience and knowledge which allows them to understand and manage fire safety and is also responsible for ensuring that fire precautions are managed on a day to day basis.



The Deputy Principal is the Fire Marshall who is responsible for co-ordinating the evacuation of the buildings in the event of a fire or practice drills. Fire wardens are responsible for the orderly evacuation of their defined area, by ensuring that the floor is clear of people and reporting on the status of their area to the appropriate fire marshal in the assembly area. In addition, all teachers on duty at the time of the fire are to assist fire wardens by ensuring classrooms and other areas are cleared

### **Radiation Protection Supervisor**

The Radiation Protection Supervisor is responsible to the Head of Science for giving advice on the overall implementation of the Health and Safety policy in respect of ionising radiation. The advisor is responsible for:

- Advising on the observance of regulations and codes of practice relating to lasers and ionising radiation.
- The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures.
- Monitoring work areas, conducting radiation surveys and initiating action, in conjunction with the Estates and Facilities Manager.
- Liaising with the Radiation Protection Adviser to arrange an annual advisory check of equipment including source leakage tests and to respond to any actions identified.
- Informing the Estates and Facilities Manager and the fire service in advance of the nature and degree of radiation hazards to be encountered in the event of fire.

### **First aid**

As required by the Health and Safety (First Aid) Regulations 1981, the College has appointed a first aid co-ordinator and sufficient qualified first aiders, as appropriate to the quantity of personnel at the College.

The first aid co-ordinator is responsible for determining the first aid facilities required. The first aid objective is to provide initial assistance to a member of staff, students and visitors before being seen by a qualified person, ambulance paramedic or doctor. The first aid procedure contains information about first aiders and provision of first aid.

### **Staff responsible for External Trips**

Under the Management of Health and Safety at Work Regulations 1999, we have a duty to assess the risk to students' safety when going on trips and visits to other establishments as part of their curriculum activities.

The trip leader is responsible for undertaking a risk assessment for each trip in order to control the risks associated with these activities and ensuring that effective control measures are in place to mitigate these risks.

### **Staff responsible for work-based learning/work experience placements**

The College endorses the Safe Learner Concept developed by the Education Skills Funding Agency and requires that all staff who are responsible for any work-based learning or work experience will take all steps, that are reasonably practicable, to ensure that Health and Safety standards are met:

- The employer has a health and safety policy
- The employer has assessed risks, including those to young persons, and put in place control measures to reduce risks

- The employer has made adequate arrangements for dealing with accidents and incidents, including the provision of first aid
- The employer provides staff with effective supervision, training, information and instruction
- The employer provides and maintains suitable and appropriate equipment and machinery which is safe and without risks to health
- The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing
- The employer has made arrangements for fire and other foreseeable emergencies
- The employer provides a safe and healthy working environment
- The employer manages health and safety appropriately
- The employer manages learners' and young persons' health, safety and welfare, including where appropriate DBS disclosures

All students going on work-based learning or work experience should be made aware of health and safety issues in the work place and given appropriate guidance. If an employment placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974, the College will not use that employer until these requirements are met.

## College staff

All staff are responsible to their line manager and must:

- Ensure that their work activities are conducted safely and that the identified risk control measures are in place
- Report any defects or hazards to the Estates and Facilities Manager
- Undertake, as necessary, inspections, checks and other measures to ensure that risks arising from any activities are minimised, including general housekeeping, storage and disposal of materials.

## Students

Although students are not employees, as a condition of entry to Woking College, they will:

- Take reasonable care not to endanger the health and safety of themselves and of other persons affected by their acts or omissions
- Adopt safe attitudes by behaving safely in hazardous areas by setting a personal example
- Report all activity: suspected or real: of a criminal nature, unacceptable behaviour or any suspicious activity immediately to a teacher or reception.
- Co-operate fully with anyone who has duties to perform in maintaining a safe workplace
- Adhere to any College policies, instructions, procedures and systems concerning health, safety and welfare and the working environment
- Inform an appropriate member of staff of any health and safety-related problem or defect which may give rise to danger and report promptly any incidents which occur
- Not interfere with, or misuse, anything provided in the interests of health and safety
- Ensure that their ability to work has not been compromised by deliberate actions
- Sign the Health & Safety agreement as issued by the College

# HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

## ACCIDENTS AND ACCIDENT REPORTING

Information such as types and frequencies of all accidents are also monitored by the Estates and Facilities Manager in order that changes can be made to improve health and safety performance.

In addition, the Estates and Facilities Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

## ALCOHOL

Staff and students are not allowed to bring alcohol onto College premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas of the College as well as internal. An exception to this will be where the College management allows the consumption of alcohol at formal staff functions (such as Christmas lunch or concerts).

## ART AND DESIGN EDUCATION

The Art and Design Department subscribes to the CLEAPPS advisory service and follows its advice and guidance for safe practical work in schools and colleges.

A detailed Health and Safety policy based on the CLEAPPS model is provided to all members of staff working in the Art and Design Department and a reference copy is kept in their staff room and is available to view if required.

Annual and termly checks on stock and equipment in the department are carried out and documented in accordance with the latest CLEAPPS guidelines. At all times, students will be taught how to care for and handle equipment and media safely and with respect.

When working with tools, equipment and materials, in practical and in different environments, including those that are unfamiliar, students will be taught:

- about hazards, risks and risk control
- to recognise hazards, assess consequent risks and take steps to control the risks to themselves and others
- to use information to assess the immediate and cumulative risks
- to manage their environment to ensure the health and safety of themselves and others
- to explain the steps they take to control risk

## ASBESTOS

The trustees are committed to providing a safe and healthy workplace and this includes dealing efficiently and properly with any asbestos materials identified in the premises as required by 'The Control of Asbestos at Work Regulations 2002 ACOP'.

- All employees who are likely to work on or inspect asbestos containing material will be trained in asbestos awareness.
- The Estates and Facilities Manager is responsible for:
  - Ensuring that the asbestos registers are maintained and inspections of known asbestos is carried out.
  - For ensuring information regarding asbestos is related to contractors working on the premises.
  - For controlling an emergency situation relating to asbestos.

- Carry out an annual inspection in December and submit a report to the trustees and the Health and Safety Committee
- Anyone in the College who comes into contact with anything they suspect to be asbestos, must contact the Estates and Facilities Manager immediately who will take any necessary measures to cordon off the area and prevent further access.

College premises will be subject to asbestos surveys carried out every 5 years by competent surveyors in order to identify the presence of asbestos to ensure suitable arrangements are in place to effectively manage the risks in accordance with the Control of Asbestos Regulations

## **BUILDING INSPECTIONS**

All building inspections are the responsibility of the Estates and Facilities Manager. Periodic and/or ad hoc inspections take place of the College buildings or part of the buildings in order to identify any safety risks.

Daily, weekly and monthly fire safety checks take place to ensure that fire precautions are in place and fire safety issues are managed effectively.

## **CARETAKING**

Health and Safety measures/policies are contained in documents held by the Estates and Facilities Manager.

## **CATERING**

Independent Catering Management Limited are the contracted supplier for onsite Catering services carried out within the College's kitchen areas. The catering Manager Gina Hills holds the company's Operations manual which includes the management of Health and Safety.

## **CONTRACTORS**

The Health and Safety at Work Act 1974, not only imposes duties upon each employer and member of staff but also extends to persons directly or indirectly employed carrying out work on Woking College premises.

The high standards of safe working required by Woking College from its own members of staff are equally required from our contractors. The Estates and Facilities Manager ensures that contractors are assisted in any practical way to facilitate this requirement. Full co-operation by contractors with Woking College is required.

Contractors should adopt all requirements in Woking College's policy on health and safety. In addition, the Estates and Facilities Manager ensures that contractors:

- Have in place current policies for Employers and Public Liability Insurance sufficient to cover their responsibilities under the contract.
- Not to use, without prior written authority, any plant, tools or equipment belonging to Woking College.
- Recognise that any breach of statutory requirements committed by them may result in curtailment of their work, where necessary, until such a breach is remedied.
- Provide risk assessment and method statements (RAMS) and any other supporting documentation.
- Only carry out high risk activities if a permit to work for hot work or roof works has been issued to them by the Estates and Facilities Manager.

- Notify Woking College verbally (and in writing if requested by them) immediately of any incident, accident or dangerous occurrence, which is notifiable under RIDDOR, which is sustained or witnessed by them or their agents.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

In accordance with the Control of Substances Hazardous to Health Regulations 2002, we have a duty to assess the health risks associated with the storage, use and disposal of substances which fall under these regulations.

In any curriculum area where there are substances that are hazardous to health, the Head of Department ensures that the necessary assessment of these substances is made and establishes, in liaison with Estates and Facilities Manager, procedures for the safe storage, use and disposal of these substances.

Where a risk is identified, the appropriate Head of Department ensures that, in their own area, the College procedures for storage, use and disposal are adhered to. An inventory of all hazardous substances in that curriculum area is to be maintained, with written assessments undertaken and updated in accordance with the regulations as necessary.

The Estates and Facilities Manager is responsible for identifying any hazardous substances which are not connected with the activities of any academic department and undertaking risk assessments on those substances and for ensuring that the control measures are in place and effective.

## **DISASTER RECOVERY**

The College has a Disaster Recovery Plan and the document is distributed to those who manage the plan. This plan outlines the procedures to be followed in the event of an emergency or disaster situation arising at Woking College. The plan offers definitions of the terminology used in emergency planning and methods for overcoming the event whilst minimising disruption to the College's operations. The plan gives responsibility for the actions needed to those most qualified to carry them out.

The aim of the disaster management plan is to:

- Ensure the health, safety and welfare of all members of the College community both during and after any event.
- Preserve the emergency scene for investigations/actions by external agencies.
- Minimise, as far as is practicable, the disruption to normal College activities.
- Preserve the viability of the College's operations.
- Support and assist, as far as possible, a speedy return to normal operations.
- Define an operational structure to manage a disaster and its recovery.
- Define roles and responsibilities within that structure.

## **ELECTRICAL SAFETY AND PORTABLE APPLIANCE TESTING**

The Estates and Facilities manager, in accordance with the Electricity at Work Regulations 1989, is to ensure that:

- Fixed wiring of the building is inspected and tested every five years in accordance with the guidance under the Electricity at Work Regulations 1989 and any remedial works are carried out in accordance with the findings of the inspection.

- All portable electrical equipment and apparatus are tested annually in accordance with the guidance provided under the legislation.

Due to the fire risk associated with portable heaters, they must be used with caution and must not be allowed to come into contact with combustible material or be left switched on when nobody is present. Electrical extension leads are permitted, but additional extension leads must not be plugged into an extension lead (i.e. daisy chained). In addition, power points should not be overloaded by using multi point adaptors.

### **EYE AND EYE SIGHT TESTING**

Staff using display screen equipment whilst at work are entitled to free bi-annual eye sight tests under the Health and Safety (Display Screen Equipment Regulations) 1992.

### **FIRST AID**

The First Aid (Health and Safety) Regulations 1981 requires employers to conduct a risk assessment at least annually to determine what first aid facilities are required for the College including the correct number of first aid personnel required and the provision of first aid kits.

The First Aid Co-ordinator is responsible for determining the first aid facilities required. The first aid objective is to provide initial assistance to a member of staff, students and visitors before being seen by a qualified person, ambulance paramedic or doctor.

### **GAS SAFETY**

In accordance with the Gas Safety (Installation and Use) Regulations 1998, we must ensure that we control the risks associated with gas and carbon monoxide poisoning.

The Estates and Facilities Manager is responsible for ensuring that all of our gas appliances, including boilers and water heaters, are serviced annually so that they are working efficiently and safely.

### **GROUND MAINTENANCE**

Health and Safety measures/policies are contained in documents held by the Estates Manager.

### **HEALTH AND SAFETY REPORTING**

Members of staff should report hazards in the first instance to the Estates and Facilities Manager in order that the risk from the hazard can be eliminated or reduced accordingly. If the "hazard" is of a very serious nature, it should be reported directly to the Principal or Deputy Principal. The relevant person will decide on the appropriate action. Students should report any hazard to Reception for the attention of the Estates and Facilities Manager.

### **HOUSEKEEPING**

A tidy workplace is generally a safer place in which to work and each member of staff has a responsibility to help keep the workplace and general areas tidy and clear of obstructions, in particular, floors, stairs and walkways.

The staff room, work rooms, kitchens, changing areas and toilet facilities should be used with due consideration for others.



## **ILLEGAL DRUGS**

Due to the risks associated with them, the College has a zero tolerance towards drugs. No drugs are allowed onto College premises or to be consumed on them at any time. The prohibition on illegal drugs extends to all activities that are connected with staff activities whilst “at work”.

## **INFORMATION, INSTRUCTION AND TRAINING**

We have a legal obligation to ensure that members of staff and others are informed, instructed, trained and supervised as necessary in respect of issues that have health and safety implications.

The Trustees Board, via the Principal, is responsible for ensuring that members of staff and students are trained so that the activities of the college are carried out safely.

The Principal is responsible for developing training procedures within the college. He will also consider the provision of facilities to enable all members of staff and students to be adequately trained in safe working methods, where required.

The attention of students, contractors and visitors is drawn to the policy and procedures through induction, displayed notices, student bulletin and the visitors’ signing-in process.

Copies of this policy are available on the College website, in the Staff Handbook and on request from the Estates and Facilities Manager. Notices are displayed throughout the College relating to health and safety including the health and safety law poster, our Statement, the Emergency Evacuation Procedure and plans and lists of first aiders.

Health and safety induction for new members of staff (both permanent and temporary) and young people (someone aged under 18 and over the minimum school leaving age) will normally be carried out on their first day or through their induction programme.

New members of staff health and safety inductions will include the following:

- Providing a copy of or access to this policy
- Providing a map of the College
- An understanding of what to do if they discover a fire or hear the fire alarm, including where the nearest fire escape routes, fire exits and assembly points are located
- The role of the fire marshal and fire wardens
- Location of fire extinguishers and their uses
- First aid and accidents procedures
- Waste management
- Smoking policy
- Control of Substances Hazardous to Health (COSHH)
- Use of machinery and equipment
- The use of Personnel Protection Equipment (PPE)
- Security to include hours of operation, late working and locking up procedure
- Parking in the College.

Health and safety refresher training for existing members of staff will be carried out annually either by the Estates and Facilities Manager or external bodies.

An induction process is provided for new students during the first week the college and this will cover the following:

- Fire and evacuation procedure
- The first aid provision
- What do to in the event of an accident/incident
- Any special subject safety guidelines
- The guidelines in the 'Health, Safety and Welfare Information for Students'
- Harassment and bullying procedures
- Run, Hide, Tell process
- Student parking at the College
- Cycling facilities
- Safeguarding including Prevent

## **LETTINGS POLICY**

The College seeks to ensure that arrangements for lettings are consistent with all relevant policies and specifically the Children and Adults Safeguarding policies, the Prevent Strategy and the Health & Safety Policy.

Any enquiry which comes into the College in relation to the letting of classrooms rooms or sporting facilities will be referred to the Finance Director, who will discuss the current lettings terms and conditions with the enquirer and who will be required to complete a lettings agreement & booking form.

## **MAINTENANCE OF PLANT AND EQUIPMENT**

Under the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998, we are responsible for ensuring that plant, work equipment and lifts are maintained in efficient working order and good repair.

The Estates and Facilities Manager is responsible for ensuring that we meet the College's obligations under the above legislation. Members of staff should check equipment before use and report any noticeable deficiencies to the Estates and Facilities Manager. Defective equipment is withdrawn from use and or repaired.

## **MANUAL HANDLING**

In accordance with the Manual Handling Operations Regulations 1992, we must identify any manual handling tasks which are carried out as part of our work. Manual handling is any task which involves lifting, pushing, pulling, carrying and putting down by hand or by bodily force.

Once we have identified the tasks, we must carry out a risk assessment on the tasks to identify the risks and control measures required which may include automation of the task and training in safe handling techniques.

Heads of Department are responsible for identification of tasks and carrying out a risk assessment for team members who carry out manual handling tasks and for ensuring that the control measures are in place and effective.



## **MEASUREMENT OF HEALTH AND SAFETY PERFORMANCE**

As part of our Health and Safety Management System, we measure our health and safety performance.

The Principal is responsible for measuring our health and safety performance on an annual basis so that we can understand whether we are improving our performance year on year. In between times, he will delegate this responsibly for making changes as a result of any accidents, incidents or ill health issues which have come to light.

Performance is reported to meetings of the Health and Safety Committee held each term. Where appropriate Heads of Department will include details in annual self-assessment reviews for curriculum areas.

## **NEW AND EXPECTANT MOTHERS**

Under the Management of Health and Safety Regulations 1999, we have a duty to assess and manage the special risks to new and expectant mothers and their babies. A new or expectant mother is a member of staff who is pregnant or who has given birth within the previous 6 months.

Staff who meet the criteria of “new or expectant mother” are required to inform Personnel Services who will arrange for an assessment to be carried out. In addition, the College is responsible for providing rest facilities for new and expectant mothers including appropriate tables and chairs with back rests.

## **OCCUPATIONAL HEALTH**

Occupational Health aims to ensure that staff can be as effective as possible in their work and that their health is protected and therefore the college’s aim is to:

- Promote and maintain the physical, mental and social well-being of all employees
- Improve the health of employees by appropriate and effective occupational health interventions

All sickness absence is monitored by Personnel and reported to line Heads of Department on a termly basis.

Any absence requiring further investigation is flagged up to the appropriate Head of Department and support measures are put in place as appropriate.

Where considered necessary by the College or when requested by the member of staff, occupational health services will be used to provide advice and support to the College and the member of staff in relation to their health or condition.

## **PERSONAL PROTECTIVE EQUIPMENT**

In accordance with the Personal Protective Equipment (PPE) at Work Regulations 1992, we provide protective equipment to those people who may be exposed to a risk to their health and safety. The equipment can include protection for the body, head, ears and eyes.

In accordance with the legislation, the Personal Protective Equipment must be suitable for the work being carried out, maintained properly and must be supplied with instructions so that it can be used correctly.

Heads of Department are responsible for identifying any requirements for their members of staff and informing the Estates and Facilities Manager of any requirements.

### **PHYSICAL EDUCATION**

It is essential that good practice is followed and demonstrated by all members of staff whilst coaching or teaching students in various sports or games. All students will be made aware of safe practice, the type and range of hazards that may be present and the procedures to be adopted in the event of an emergency.

The age, physical attributes, fitness, skill and experience of any individual shall be assessed to determine their suitability to participate in the various sports and activities offered by the department. No student will be required to perform any tasks that are obviously beyond their abilities such that injury or other harm may result.

### **POLICY REVIEW**

We keep this policy under annual review and revise it whenever new legal requirements come into force, new information comes to light, new work activities are introduced or we undergo organisational change.

The policy and any subsequent amendments are approved in the first instance by the Senior Management Team before being submitted for approval to the Trustees Board.

### **RISK ASSESSMENTS**

Under the Management of Health and Safety at Work Regulations 1999, regulation 3 states that the risks to the health and safety of members of staff, students, visitors and contractors who may be affected by our work activities must be assessed.

Directors, the Estates and Facilities Manager and individual Heads of Department are responsible for undertaking the risk assessments and recording the findings as delegated by the Principal.

Risk assessments are reviewed annually or when the work activity changes, whichever is soonest (other than new and expectant mothers, where we assess regularly throughout the pregnancy and after the baby is born).

### **SAFE SYSTEMS OF WORK**

Safe systems of work are essential to protect people when they are carrying out any task which may present a danger. A safe system of work lays down how the task should be done so that it is done safely and without risk to health.

Examples range from a task which involves working at height through to ensuring that items of clothing do not get entangled in the moving parts of equipment. Most safe systems of work will be dealt with as part of the risk assessment. However, some tasks do not have a specific risk assessment and therefore all tasks should be considered and managed before commencing.

Heads of Department are responsible for considering all tasks and planning the work so that it is carried out safely and without risk to health or safety. Members of staff are responsible for notifying their Head of Department of any task which they are planning to do which has not already been assessed as part of an existing risk assessment.

## **SCIENCE EDUCATION**

The Science Department subscribes to the CLEAPPS advisory service and follows its advice and guidance for safe practical work in schools and colleges.

A detailed Health and Safety policy based on the CLEAPPS model is provided to all members of staff working in the department Health and Safety Policy and a reference copy is kept in the science prep room and is available to view if required. Annual and termly checks on stock and equipment in the department are carried out and documented in accordance with the latest CLEAPPS guidelines.

## **SITE SECURITY**

The College will implement suitable security arrangements to manage the safety of all persons on our sites, to ensure lawful access and to reduce the opportunity for unlawful entry

Responsibility for security rests with Staff (including contractors and agency staff) students and with visitors to the College. In particular, everyone should report all activity, suspected or real, of a criminal nature, unacceptable behaviour or any suspicious activity immediately to Reception or the Estates team

## **STRESS**

The College is a responsible employer and is aware of its duty of care regarding the mental health and welfare of our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work. Student mental health falls under the College's safeguarding and fitness to study procedures.

The College utilises the guidelines laid down by the Health and Safety Executive; 'Tackling Stress: The Management Standards Approach'. Stress related absence is recorded and managed in accordance with the Colleges Absence Support and Cover Policy.

## **VIOLENCE AT WORK**

It is recognised that both violence at work and threatening behavior are issues of concern to many staff and this could have health and safety implications for the College. Due to its importance, this violence at work policy also forms part of the College's overall Health and Safety Policy.

## **VISITORS**

Members of staff who are hosting meetings with visitors must be diligent in ensuring the health and safety of the visitor. In particular, visitors must be informed of the arrangements for evacuation in the case of fire or another emergency

## **WASTE MANAGEMENT**

We dispose of our waste, including any hazardous waste, in accordance with current statutory waste management regulations.

## **WATER HYGIENE**

In order to assess the quality of the water in the water system we sample and analyse the water annually for bacteria. The water system is also tested for legionella annually and treated to reduce the risk of the bacteria forming.

## WORKING AT HEIGHT

Working at height is any work where an injury could be sustained by falling including from very low heights. In accordance with the Work at Height Regulations 2005, we are responsible for assessing any work which involves a risk of falling and subsequent injury. We take protective measures to ensure that the risk is eliminated or reduced. This will also include arrangements for accessing files, booklets etc. at high levels within offices and classrooms.

## YOUNG PERSONS (STAFF)

Under the Management of Health and Safety at Work Regulations 1999, employers have a duty to conduct a risk assessment on persons under the age of 18, due to the young person's inexperience within a working environment.

Although it is very rare for the College to employ a young person (someone under the age of 18) if and when we do so, the relevant Head of Department/Manager must undertake a risk assessment for the individual young person in order to control the risks to that person.

The assessment addresses the specific factors identified for the safety of the young person and other members of staff who may be affected by the work of the young person. The parents or legal guardians must be informed by the Head of Department/Manager of the risk assessments and the control measures to be used to provide the safety of the young person and others. The relevant Head of Department/Manager will provide appropriate supervision to ensure that the young person undertakes his or her tasks safely.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

| Questions for all Policies<br>Is it likely that the Policy Revision could have a negative impact:                         |   | Please Tick Box |    |
|---|---|-----------------|----|
|   |   | YES             | NO |
| 1.  | On minority ethnic groups?                                  |                 | X  |
| 2.  | Due to gender?  |                 | X  |
| 3.  | Due to disability?  |                 | X  |
| 4.  | Due to sexual orientation?                                  |                 | X  |
| 5.  | Due to their religious beliefs (or none)?                   |                 | X  |
| 6.  | On people due to them being transgender or transsexual?     |                 | X  |
| Additional questions for Policies relating to Staff<br>Is it likely that the Policy Revision could have a negative impact |   |                 |    |
| 7.  | On people due to their age?                                 |                 | X  |
| 8.  | On people due to their marital or civil partnership status? |                 | X  |
| 9.  | On people with dependants/caring responsibilities?          |                 | X  |

Date of Review                      October 2019

Did you make  
changes?

|  |  |
|--|--|
|  |  |
|--|--|

If YES please speak with The Assistant Principal as a full Equality Analysis may be required.

NWA/Health & Safety Policy: Oct 2019  
Last reviewed: Oct 2019  
Next review: Oct 2020