

POLICY TITLE: Health and Safety

STATUS: Statutory

DATE of REVIEW: July 2019



Contents

Description	Page
Introduction	3
Aims of the Policy	3
Section 1 – General Statement	4
Section 2 – Organisation	5
Responsibilities	6
The Governing Body	6
The Principal	6
The Estates Manager	7
Senior Management/Progress Leaders	8
Employees	9
Students	10
Health & Safety Advisors	10
Educational Visits Coordinator	10
Visitors	11
Hirers	11
Contractors	12
Section 3 - Arrangements	13
Risk Assessment	13
Accident & Near Miss Reporting & Investigation	13
Asbestos	13
Confined Spaces	14
Consultation	14
Contractor Competence & Control	14
Control of Substances Hazardous to Health (COSHH)	15
Display Screen Equipment	15
Electricity	15
Emergency Procedures	15
Fire Safety	16

First Aid	16
Gas Safety	16
Health and Safety Training	16
Home Working	17
Induction	17
Legionella	17
Lifting Operations & Lifting Equipment	18
Lone Working	18
Manual Handling	18
New and Expectant Mothers – Risk Assessment Requirements	19
Noise	19
Personal Protective Equipment (PPE)	19
Pressure Systems	20
Safety Inspections	20
College Trips	20
Slips & Trips	21
Stress	21
Transport (College Minibus)	21
Violence & Aggression	22
Welfare	23
Work at Height	23
Work Equipment	24
Work Related Driving	24
Young Persons	25
Health and Safety Audits	25

Introduction

This policy statement relates to The Latimer Arts College's ("*the company*") overall approach and policy to the management of health and safety at work.

The Latimer Arts College aims to provide a safe and healthy work environment for all its pupils, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.

The College objectives are to prevent all injuries wherever possible and to establish safe working practices throughout all areas.

The College acknowledges that it is their duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defect that may affect the health of those using them.

It is, therefore, the College policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, pupils and other users of the College premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act of endangering others.

Aims of the policy

The aims of this policy statement are to set down the broad approach which the College will take towards the management of health and safety in the workplace.

These include:

- Reinforcing the Colleges commitment to the provision of a healthy and safe environment for all its pupils, employees, visitors and contractors,
- Setting down a framework for risk assessment,
- Reminding all pupils, employees, visitors, contractors and other persons acting on behalf of the College of their responsibilities in terms of health and safety at work issues,
- Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors and contractors, as necessary.

SECTION 1 – GENERAL STATEMENT

The Latimer Arts College is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, both as an Employer and as a company.

The main responsibility for health and safety lies with the Governing Body.

To comply with its statutory and common law duties, the College has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the College.

College employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and will co-operate with the College to enable it to fulfil its health and safety duties under the Act.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the College has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to its statutory duty to provide an Accident Book.

The College will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work,
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees,
- Make regular risk assessments available to employees,
- Take appropriate preventive/protective measures,
- Provide employees with health surveillance where necessary,
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and binds all Governors, Managers and Employees, in the interest of employees, contractors and customers. We request that our contractors, customers and visitors respect this Policy, a copy of which can be obtained on request.

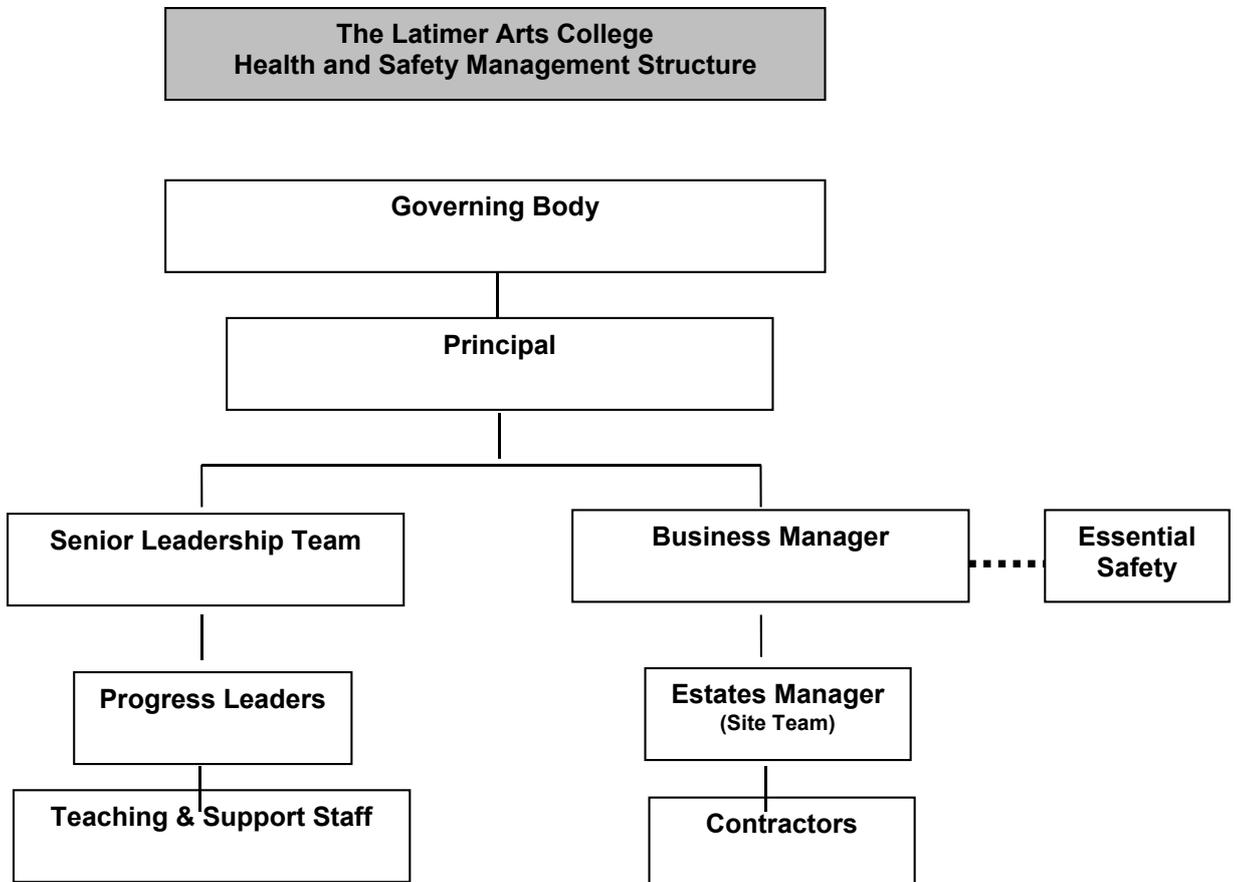
Signed:

Dated:

Chair of the Governing Body

SECTION 2 - ORGANISATION

Health & Safety Organisational Chart



Responsibilities

The Governing Body

The Governing Body has ultimate responsibility for ensuring that the College fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Governing Body will also ensure that College policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, the Chair of the Governing Body will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Governing Body will ensure the appointment of one or more health & safety advisors to assist the College in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Governing Body is responsible for implementing the College Health and Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

The Principal

The Principal is responsible for overseeing and monitoring health & safety procedures within the College and ensuring that:

- This policy is implemented and communicated to all necessary personnel,
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change,
- Safe methods of working are developed and implemented,
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
- Induction training is provided to all employees prior to commencing work for the College,
- All necessary personal protective equipment is provided, maintained and replaced as necessary,
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities,
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, visitors, clients, contractors, and other persons who may be affected by the College's activities,
- Adequate first aid arrangements, training and equipment are in place,
- All accidents and dangerous occurrences are reported in accordance with statutory requirements & College policy, and are fully investigated,
- Adequate welfare facilities are provided, maintained and cleaned.

The Business Manager

The Business Manager will be responsible for monitoring the Health & Safety Policy on behalf of the Governing Body and Principal and, in consultation with the College Health & Safety Advisors, advising the Governing Body and Principal regarding any proposed revisions or amendments.

The Business Manager will be responsible for the development and co-ordination of the health and safety programme.

In particular, the Business Manager will:

- Ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Governing Body and Principal,
- Develop and agree with the Governing Body and Principal, the health and safety programme and advise on, co-ordinate, conduct and monitor health and safety training as required,
- Liaise with the staff on matters of health and safety,
- Identify health and safety policies, practices and procedures in consultation with the Governing Body and Principal, and communicate such to other Managers, pupils, employees, visitors and contractors,
- Keep a watching brief on any changes to relevant legislation and will inform the Governing Body and Principal of those changes,
- Provide guidance, advice and support to all staff, pupils, visitors and contractors regarding their health & safety responsibilities and duties,
- Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the College and that those risk assessments are reviewed periodically or when circumstances change,
- Ensure that adequate emergency procedures are developed & maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction & training,
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary,
- To ensure that adequate first aid arrangements, training and equipment are in place,
- Report all accidents to the Principal,
- Report all accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR),
- Promote responsible attitudes towards health and safety throughout the College,
- Ensure that an effective Health and Safety System of working is actioned/recorded and maintained throughout the College.

Estates Manager

The Estates Manager will be responsible for bringing to the attention of the Business Manager and Principal any defects in the College buildings, grounds or plant and equipment.

In particular, the Estates Manager will:

- Ensure that all statutory tests, inspection and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained,
- Carry out inspections of the College with specific regard to processes, working practices and personal protection,
- Carry out additional inspections where practices have changed following new information, or where new regulations have come into operation e.g. COSHH,
- Investigate and record potential hazards, and investigations of any complaints by staff within the College.

Senior Management/ Progress Leaders

The Senior Leadership Team with the support of all Progress Leaders will ensure that arrangements for the health and safety of employees and pupils within their area of responsibility are made known, maintained and reviewed whenever there is a change of operation or location,

The Senior Leadership Team with the support of Progress Leaders are accountable to the Principal for implementing the College Health and Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility,

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties,

In particular, the Senior Leadership Team and Progress Leaders are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel,
- Suitable and sufficient risk assessments are carried out for all tasks & activities including trips and that those risk assessments are reviewed periodically or when circumstances change,
- Safe methods of working are developed and implemented,
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
- Induction training is provided to all employees upon commencing work for the College,
- All necessary personal protective equipment is provided, maintained and replaced as necessary,
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities,

- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, visitors, clients, contractors, and other persons who may be affected by the College's activities,
- All accidents and dangerous occurrences are recorded and reported to the Business Manager or the Principal.
- Carrying out inspections, checks and monitoring as necessary to ensure that this Health & Safety Policy and all applicable safe working practices are being complied with,
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent re-occurrence.

Employees

All Employees are responsible for co-operating with the College and assisting the College to meet its health & safety objectives.

In particular, all employees are responsible for ensuring that:

- They are aware of this Safety Policy and their responsibilities within it,
- They cooperate with the College in meeting its statutory duties,
- At all times, they take reasonable care of themselves and others who may be affected by their acts or omissions,
- They use any equipment, substance or safety device provided by the College in accordance with any training or instruction provided,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety,
- They attend, and take note of any health and safety training required including induction training,
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management,
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager,
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working,
- Where an employee identifies any condition, which in his or her opinion is hazardous, the situation is immediately reported to their Curriculum Leader,
- Bringing any matters of concern to the attention of their Curriculum Leader as soon as practicable, and assisting with the resolution of those concerns,
- Assisting their Curriculum Leader with the recording, reporting and investigation of accidents, incidents & near misses within their area of responsibility.

Students

Students have a duty to take care of their own health and safety, and that of others who may be affected by their actions. All students are responsible for co-operating with the College and assisting the College to meet its health and safety objectives.

In particular, all students are responsible for ensuring that:

- They observe safety rules of the College and in particular the instructions of Staff given in an emergency,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- They observe and note exit signs in all rooms for evacuations procedures and routes,
- They move around the building in an orderly manner, especially at break or lunchtimes,
- They follow instructions from staff in practical lessons, use safety equipment that has been provided and take part in relevant training. Students are not permitted to enter practical areas without the permission of teaching staff.

Health & Safety Advisors

The College will appoint one or more health & safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The health & safety advisors will advise the Governing Body, Principal, and Estates Manager regarding:

- Ensuring the College is aware of statutory obligations and recommended Codes of Practice,
- Formulating, developing and maintaining health & safety policies, both for existing activities and new activities,
- How the College can promote a positive health & safety culture and secure the effective implementation of this health & safety policy,
- Advising management of their responsibilities for accident prevention and avoidance of health hazards,
- Review of performance and audit of the health & safety programme.

Educational Visits Coordinator

The Educational Visits Coordinator (EVC) will be involved in the planning and management of educational visits including adventure activities led by the College staff. The EVC will have completed an approved training course which will be up-dated every 3 years and will keep abreast of Government directives.

In particular, the EVC will:

- Liaise with the College to ensure that educational visits meet the College's requirements including those of risk assessment,
- Support the Principal and Governing Body with approval and other decisions,
- Assign competent people to lead or otherwise supervise a visit,
- Assess the competence of leaders and other adults proposed for a visit,

- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as hazard awareness etc.,
- Organise through induction the leaders and other adults taking pupils on a specific visit,
- Ensure that Disclosure Barring Service (DBS) Checks/disclosures are in place as necessary,
- Work with group leaders to obtain consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis,
- Organise the emergency arrangements and ensure there is an emergency contact for each visit,
- Keep records of individual visits including reports of accidents and 'near accidents',
- Ensure every Curriculum area has a copy of the Educational Visits policy and procedures,
- Review on a least a 3-yearly basis the system and, on occasion, monitor practice.

Visitors

Visitors and other users of the premises are required to observe the College Health & Safety Policy, including the appropriate fire, emergency & first aid procedures, along with any specific instructions from duly authorised representatives of the College.

All visitors to the College premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health & safety of employees, visitors & contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the College.

Hirers

When the premises are used for purposes not under the direction of the Principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Assistant Site Supervisors, or in the case of sports lettings, the Sports Hall Manager will seek to ensure that hirers and others who use the College premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the College premises or facilities are being used outside normal College hours for a College-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the College, it will be a condition for all hirers and others using the College premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- Introduce equipment for use on the College premises,
- Alter fixed installations,

- Obscure or otherwise hinder fire and safety notices or equipment,
- Take any action that may create hazards for persons using the premises or the employees or pupils of the College.

The governing body draws the attention of all users of the College 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 interests of health, safety or welfare.

Contractors

Contractors are responsible for complying with the relevant statutory duties placed upon them by the **Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2007** and other applicable Regulations.

This responsibility includes ensuring that all employees & sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards & statutory requirements.

Contractors are also responsible for complying with the College's instructions regarding health & safety from duly authorised representatives of the College. All contractors will be issued with Permits to Work upon receipt and approval of appropriate documentation for specific works including Work at Height and Hot Works.

Contractors are responsible for assessing the risks associated with their work on behalf of the College, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to the College regarding these risks and the methods used to control them.

SECTION 3 - ARRANGEMENTS

Risk Assessments

The Principal will ensure that all Curriculum Leaders carry out suitable and sufficient risk assessments for all areas and tasks within their area of responsibility. Where appropriate, the Estates Manager and health and safety advisors will provide assistance and support in the carrying out of these risk assessments.

Copies of risk assessments will be held centrally and periodically audited for their adequacy.

Such risk assessments will be reviewed periodically, or where there are significant changes of circumstances.

Appropriate safe systems of work, including method statements, will be developed by Curriculum Leaders based upon the findings of their risk assessments, and communicated to all necessary employees, contractors & visitors within their area of responsibility.

Accident and Near Miss Reporting and Investigation

All staff are responsible for reporting accidents to their Curriculum Leader, and should ensure that the necessary information is entered onto an Accident Form.

All accidents are to be recorded on an Accident Form by the appropriate First Aider. The Business Manager will review accident reports and, where necessary, discuss the incident with the relevant Curriculum Leader, The Principal or the Estates Manager

Curriculum Leaders will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.

The Business Manager will ensure that all reportable injuries, diseases and dangerous occurrences are reported to the enforcing authority as required by the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 2013.

Asbestos

The College will seek information regarding any Asbestos Containing Materials (ACM's) within premises occupied by, or under the control of, the College and take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the Colleges activities from unsafe exposure to ACM's within those premises.

Where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

The College will develop adequate procedures for the discovery of any previously unknown suspected ACM; s and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air.

Contractors working on premises occupied by, or under the control of, the College will be provided with adequate information regarding the location and type of any known ACM's on the premises, and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACM's.

Confined Spaces

A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Examples of confined spaces include:

- Ducts, vessels, culverts, tunnels, boreholes,
- Manholes, shafts, excavations, sumps,
- Inspection pits, cofferdams,
- Buildings, building voids, enclosed rooms (plant rooms),
- Compartments within rooms, cellars,
- Enclosures for the purposes of asbestos removal,
- Interiors of machines, plant or vehicles.

CONFINED SPACES MUST NOT BE ENTERED WITHOUT THE WRITTEN CONSENT OF THE HEALTH & SAFETY OFFICER.

Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space, or by using remote equipment.

If entry into a confined space is unavoidable, the relevant manager must ensure that a suitable & sufficient risk assessment is carried out; that a safe system of work is developed & communicated to all necessary personnel; that adequate training, instruction & supervision is provided to all necessary personnel; and that adequate emergency procedures are in place before the work commences.

Consultation

The Governing Body, through the Principal, will make arrangements for the establishment of a Health and Safety Committee. Representation on this Committee will cover all appropriate areas of work or special hazards and all departments will have a representative. The Estates Manager will make arrangements for regular meetings or other necessary means to facilitate consultation with employees at all levels regarding health & safety.

This consultation will involve a combination of formal and informal consultation, such as safety meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between the College and employees where appropriate.

Contractor Competence and Control

The College will seek to identify suitable contractors through competence checks and selection procedures.

The College will ensure that any health and safety hazards within the area of work are communicated to contractors.

The College will issue Contractor's Safety Rules to all Contractors and will check to ensure that these are being adhered to.

All contractors selected to carry out any work on behalf of the College will be made aware of the standard of health and safety management that is expected of them.

All contractors will also be required to supply the College with a copy of the relevant risk assessments and method statements for approval prior to commencing work on the College premises.

Control of Substances Hazardous to Health (COSHH)

The College will identify all hazardous substances used, transported & stored, and ensure that Material Safety Data Sheets (MSDS) are obtained for them.

Where reasonably practicable, hazardous substances will be avoided or substituted by a less hazardous alternative.

The College will arrange for COSHH Assessments to be carried out for all substances hazardous to health.

Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of Personal Protective Equipment (PPE) to employees free of charge.

Assessment findings will be conveyed to employees and pupils as necessary. Employees and pupils will be provided with information, instruction & training regarding hazardous substances they use as part of their activities.

Employees and pupils must comply with the assessment findings and, if necessary, wear the appropriate PPE.

Display Screen Equipment

The College will ensure that all 'Users' of Display Screen Equipment (DSE) are identified; that they are provided with adequate guidance and information; any that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files.

The HR Manager will review the assessment form and take the action necessary to make the workstation safe for the user.

All DSE users should be provided with a copy of the guidance on the safe use of display screen equipment, and should make the necessary adjustments to their workstation and equipment.

Electricity

The College will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards.

Staff should carry out visual inspections of any electrical appliances before they use them, and report any defects to their manager immediately.

Emergency Procedures

The College will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to employees and other persons affected by its activities.

Fire Safety

The College will develop and maintain procedures to minimise fire risks within premises occupied by the College.

The College will ensure that suitable and sufficient fire risk assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 at all applicable premises occupied or managed by the College, and that all necessary alterations, equipment and installations are implemented to reduce fire risks as low as reasonably practicable.

The College will ensure that all necessary fire precautions are in place and maintained.

The College will appoint adequate Fire Marshals for the premises, who will be provided with suitable information, instruction and training to carry out their role effectively.

Fire Marshals will be responsible for carrying out relevant checks and inspections at the relevant premises, and advising the nominated manager of any shortfalls in the College's arrangements for fire safety.

Fire drills and practices will be held at the premises twice-yearly, to rehearse and test the fire evacuation arrangements and staff compliance.

Employees and pupils should comply with all fire precautions applicable to their area(s) of work, and report any hazardous circumstances as soon as practicable.

First Aid

The College will carry out a First Aid Needs Risk Assessment and ensure that adequate first aid personnel and equipment are provided for all activities.

First Aiders and Appointed Persons will be provided with the relevant first aid qualifications through suitably accredited first aid training organisations, and will be provided with refresher training as necessary.

First aid boxes will be checked on a monthly basis and their replenishment as necessary.

First Aiders and Appointed Persons will be responsible for ensuring that accidents and incidents they are aware of are recorded within the College Accident Book.

Gas Safety

The College will ensure that all gas installations and equipment is tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation and standards.

The College will ensure that only appropriately qualified and competent engineers install, adjust, maintain, repair & service gas installations, and that evidence of such competence is obtained and stored by the College.

Health & Safety Training

The College will ensure that all employees, pupils, supply teachers, volunteers and other relevant persons are provided with adequate information, instruction & training to enable them to carry out their work and activities safely.

Health & training will include instruction regarding:

- The Health & Safety Policy and their responsibilities within it;
- Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions;
- Fire and emergency procedures applicable to the area in which they are working.

- Information regarding significant hazards associated with their work, and the precautions in place to eliminate those hazards, or control the risks arising from them;
- The importance of following risk assessments & method statements, and of using any equipment, substance or safety device provided by the College in accordance with any training or instruction provided;
- The importance of using any Personal Protective Equipment provided, ensuring that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management;
- The procedures for reporting accidents, dangerous occurrences and near misses;
- The requirement to report any condition to their Manager, which in their opinion is hazardous.

Home Working

The College will assess the risks to employees working from home and take measures to eliminate or reduce those risks.

The College will provide information and training to home workers regarding the hazards associated with working from home.

The College will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls.

Induction

The College will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:

- Overview of the College Health & Safety Policy,
- Responsibilities and lines of reporting relating to health & safety,
- Information regarding the hazards and risks associated with the role,
- Procedures for serious and imminent danger e.g. fire,
- Safe systems of work such as Permits to Work and Method Statements,
- Accident reporting procedures and First Aid arrangements,
- Procedures for consultation in matters of health & safety.

Legionella

The College will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the HSE Approved Code of practice and Guidance Document L8 “The Control of Legionella Bacteria in Water Systems” (ACOP L8).

To comply with its legal duties, the College will:

- Identify and assess sources of risk
- Prepare a scheme for preventing or controlling the risk
- Implement, manage and monitor all precautionary control measures identified

- Keep records of precautionary measures
- Identify responsibilities of employees and contractors within the College.

Lifting Operations & Lifting Equipment

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment will be subject to a planned preventative maintenance programme. The College will ensure that arrangements are in place for the carrying out of Statutory Thorough Inspections by a suitably competent person and that copies of the necessary thorough test / examination certificates are retained.

Lone Working

Lone workers are defined as those who work alone without close or direct supervision.

Examples of Lone Working activities within the College include:

- Persons travelling to & from, or working on remote sites.
- Persons opening or closing premises at the start and end of the working day
- People working outside normal hours e.g. evenings and weekends
- Mobile workers, and those working away from their normal location

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices.

Where it is not possible to avoid Lone Working, the risks to employees will be assessed, and suitable arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- Training and instruction for staff who are likely to work alone
- Periodic visits and/or contact by telephone or mobile radio with persons working alone
- Automatic or manual warning devices to raise the alarm in the event of an emergency
- Checks that Lone Workers have returned to their base or home at the end of a task

Manual Handling

Where reasonably practicable, manual handling activities with risks to employees' health and safety will be avoided through the use of mechanical aids such as trolleys etc.

Where manual handling is unavoidable, the College will carry out an assessment of all hazardous activities and take actions to eliminate, reduce or control manual handling risks.

Staff who undertake manual handling tasks will be provided with guidance on the safe lifting of loads, taking into account:

- **The TASK;** The nature of the manual handling task to be carried out
- **The INDIVIDUAL;** The capabilities and limitations of the individual(s) carrying out the task

- **The LOAD;** The weight, shape, stability and other physical characteristics of the load to be moved.
- **The ENVIRONMENT;** Environmental factors likely to affect the manual handling activity, such as floor surfaces, obstacles, changes in levels, lighting and noise.

Staff are responsible for complying with the instructions and guidance provided; utilising any manual handling aids provided; and following recognised safe lifting and handling techniques.

New and Expectant Mothers – Risk Assessment Requirements

Employees who become pregnant should inform their appropriate Manager as soon possible. The College will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work.

The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

The College will assess the risks to any pupils who become pregnant, and take all reasonable precautions whilst they are present at the College or participating in College activities.

Noise

The College will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work.

The College will assess the risks to your employees from noise at work and, where applicable:

- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

Where possible, noise will be reduced at source through the use of noise-efficient equipment, or through enclosure or other noise-reducing measures.

Where necessary, employees will be provided with hearing protection along with training and information on how to use and care for it.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety.

Examples of PPE include:

- Gloves
- Eye protection
- High-visibility clothing

- Safety footwear
- Hearing protection
- Protective headwear

The College will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways.

The College will ensure that all PPE is:

- Properly assessed before use to ensure that it is suitable
- Maintained and stored correctly
- Provided with instructions on how to use it safely
- Correctly used by employees

PPE users will be provided with information and instruction regarding the correct use of all PPE issued.

Employees and pupils have a duty to:

- Use any PPE provided to them in accordance with the instructions provided
- Report any loss or defects
- Return any PPE to the appropriate place after use

Pressure Systems

The College will ensure that all pressure systems are operated, maintained & examined in accordance with the Pressure Systems Safety Regulations 2000. In particular, the College will ensure that:

- A suitable written scheme of examination is in place before the system is operated;
- The system is examined in accordance with the written scheme of examination;
- The system is operated within its safe operating limits;
- All staff operating pressure systems are provided with adequate information, instruction, training & supervision.

Safety Inspections

The College will arrange for active monitoring of health and safety standards to be carried out at regular intervals.

The College will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, pupils, visitors and contractors are not exposed to risks arising from those defects.

College Trips

The College has a named Educational Visits Coordinator who oversees the planning and management of Educational visits, including adventure activities led by College employees. The College will ensure that adequate insurance covers trips, visits and activities.

Any College trip or visit must be approved in principle whilst it is still in the planning stages. The Educational Visits Coordinator will be informed at every step of the planning and to ensure that all requirements are met.

Detailed instructions are issued to all staff taking pupils on residential trips, foreign visits or activities of a hazardous or strenuous nature. Staff are required to indicate formally their compliance with all regulations and requirements. Risk assessments must be carried out prior and during all trips/visits or activities and also up-dated following the event.

Written approval of the parent / carer of each student going on a trip is sought, and the parent / carer's advice of any special risks. Information including contacts is sought from each parent / carer. A letter is sent to parents / carers about the trip / visit and where necessary further information and list of contacts etc. given.

Slips & Trips

The College will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions.

The College will arrange periodic visual inspections of workplaces and take appropriate remedial action to reduce the risks.

Staff and pupils should not create any slip or trip hazards; should clear any spillage that they make; and should wear suitable footwear while at work.

Stress

The Health & Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed upon them".

The College will:

- Identify workplace stressors and take reasonable measures to control the risks from stress,
- Provide information to Managers in good management practices,
- Provide support to assist staff to access counselling for stress caused by either work or external factors,
- Provide adequate resources to enable Managers to implement the College's stress management strategy.

Transport (College Minibus)

It is the policy of the College, that minibuses are only operated by authorised drivers. Authorised drivers must be at least 21 years of age and hold the appropriate D1 Driving License. All authorised drivers will have completed MIDAS minibus training.

Authorised drivers will be required to complete a short medical questionnaire, confirming that they are medically fit to drive minibuses and that they are not taking any medication or undergoing any medical treatment that might affect their ability to drive. Authorised drivers will also be required to undergo a simple eyesight test.

All authorised drivers will be issued with a copy of the Colleges Minibus Operating Instructions and will be responsible for complying with all applicable instruction within the manual and ensuring that the minibus is operated in a safe manner.

In particular, authorised drivers will be responsible for ensuring that:

- They are sufficiently rested and fit to drive,
- They comply with current Government legislation and must use the minibus in line with procedures set out during their training. Any driver who does not follow correct safety procedures will not be allowed further use of the minibus,

- All journeys are planned in a safe manner and, when necessary, a competent second driver or escort accompanies them,
- Use of the minibus is restricted to the driver and 16 passengers – this number must not be exceeded in any circumstances. If the storage cage is used the number of passengers is reduced to 14,
- The Minibus is in a safe condition to drive, all pre-journey inspections are carried out and a pre-journey checklist is completed,
- They do not use mobile devices whilst driving,
- All Passengers wear seatbelts at all times during the journey,
- Appropriate arrangements are made for pick-up and drop-off points for children,
- The journey log is completed for each journey and any faults recorded,
- Any personal possessions and small items of equipment must be stored safely in the racks provided. Any large items of equipment should be placed in the storage cage at the rear of the vehicle,
- All possessions and equipment must be removed from the minibus after each journey, and the minibus must be left in a clean and tidy state,
- Any circumstances which may affect suitability to drive the minibus, i.e. illness, medication, points on driving licence, must be reported immediately.

Minibuses should not be used outside the UK without the prior consent of the College.

The College is not licensed to carry passengers for hire or reward and minibuses must only be used for authorised journeys.

Violence & Aggression

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

The College will not tolerate Anti-Social Behaviour and will deal firmly with such incidents.

The College will treat all complaints of violence and abusive behavior directed toward staff and contractors seriously, investigate each case carefully and take appropriate action to protect staff and contractors.

The College will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent persons in advance.
- Providing training to staff so that they can spot the early signs of aggression, and either avoid or cope with it,
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently,
- Where necessary, consider physical measures such as CCTV cameras, alarm systems & security systems.

Where employees have experienced violence or aggression in the workplace, the College will provide counselling and support to minimise any long-term distress.

Welfare

The College will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical,
- Adequate working temperatures, or the provision of suitable clothing and PPE,
- Sufficient lighting to enable people to work and move about safely,
- Appropriate cleaning of the workplace, furniture, furnishings and finishes,
- Appropriate storage and removal of waste,
- Adequate room dimensions and space to allow people to move about with ease,
- Suitable and ergonomically efficient workstations and seating,
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease,
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it,
- Windows and skylights that can be cleaned safely and, where required, are openable,
- Doors and gates that are suitably constructed and fitted with safety devices if necessary,
- Suitable and sufficient sanitary conveniences and washing facilities,
- An adequate supply of drinking water,
- Adequate, suitable and secure space to store employees' own clothing and special clothing,
- Suitable and sufficient, readily available rest facilities,
- Maintenance of the above.

Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. Work at Height at the college is only carried out by authorised personnel such as those from the Site Team.

Permits to Work will be required for all Work at Height activities. Permits will be issued upon receipt and approval of appropriate documentation.

The College will:

- Take measures to avoid work at height where reasonably practicable,
- Provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The College will seek to control and minimise the risks associated with working at height by ensuring that:

- All work at height is properly planned and organized,

- All work at height takes account of weather conditions that could endanger health and safety,
- Those involved in work at height are trained and competent,
- The place where work at height is done is safe,
- Equipment for work at height is appropriately inspected,
- The risks from fragile surfaces are properly controlled,
- The risks from falling objects are properly controlled.

Work Equipment

Work equipment is almost any equipment used by persons whilst at work including, but not limited to:

- Maintenance tools machinery,
- Tools & machinery used during lessons,
- Hand & power tools,
- Office equipment
- Access equipment (Ladders & stepladders)
- Lifting equipment (Trolleys, hoists etc.)

The College will ensure that:

- All work equipment is suitable for the purpose for which it is provided,
- All work equipment is maintained in an efficient state, efficient working order and in good repair,
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its on-going safety for use,
- Measures are taken to prevent access to dangerous parts of machinery (Guarding), taking into account the users and the type of use.
- Where specific risks exist, the College will ensure that the use of such equipment is restricted to authorised persons,
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment,
- Relevant training is provided to persons operating work equipment.

Work Related Driving

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- Driving to meetings/seminars,
- Visiting clients/customers,
- Travelling to airports etc. as part of a longer trip.
- Authorised Trips/Activities

The College will assess the risks of work related driving activities, and will take measures to reduce the risks. Where necessary, employees will be provided with training, information & instruction regarding work-related driving, and the procedures to be followed.

Employees who drive on behalf of the College must not:

- Drive under the influence of alcohol or drugs,
- Carry hitchhikers or unauthorised persons,
- Use a hand-held mobile device whilst driving,
- Drive in a manner that places themselves, other road users or pedestrians at risk,
- Drive whilst fatigued.

The College will implement procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes.

Young Persons – Risk Assessment Requirements

The College will assess the risks to any young persons (under 18 years old) before they commence work, taking into account their lack of experience and training. These assessments should also take account of any specific restrictions (use of dangerous machinery, etc.). The findings of the risk assessments should be provided to the young person's College and guardians if they are below the minimum College leaving age (16 years). Adequate supervision and training must be provided.

The College will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, taking into account their lack of experience, absence of awareness of potential risks and their relative immaturity.

Health and Safety Audits

The College will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy
- Organisation
- Arrangements
- Implementation and Monitoring.