

# St Richard's Catholic College

## Health and Safety Policy



The Policy was approved by the Governing Body: September 2018

Chair of Governors: .....

The Governing Body will review the policy in September 2019

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# 1. General Policy Statement

The Principal and governors of St Richard's Catholic College believe that the health and safety of persons within the college is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Principal, Miss Doreen Cronin, and Governors of the college to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the college. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Principal and Governors will undertake to ensure compliance with policy and guidance produced by the Children's Services Department. The Principal and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the college. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

## 2. College organisation to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all college organisation and activity rests by definition, with the Principal. However all staff have a responsibility towards safety with regard to their personal acts and omissions.

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## **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **3.1 The Governing Body**

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure that the Children's Services Health and Safety Policy is complemented by the College's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the College;
- c. ensure, via reviewing risk assessments and inspection reports there is adequate provision both in staffing, facilities and resources to allow the college to meet both its legal and moral obligations with respect to health, safety and welfare;
- d. receive updates on the college development plan for health and safety at each meeting from the Health and Safety Co-ordinator in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- e. to consider information, statistics and reports relating to health, safety and welfare matters;
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

### **3.2 Principal**

The Principal has overall responsibility for safety policy, organisation and arrangements throughout the college and will:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive with regard to safety aspects;
  - b. budget for safety and health matters;
  - c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the college;
  - d. develop, introduce, maintain and review safety management procedures to ensure the college complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
  - e. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the college;
  - f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
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- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
  - h. ensure health and safety issues associated with major building projects are complied with;
  - i. ensure that incidents, near misses and dangerous occurrences are reported via the County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
  - j. to monitor incident trends to identify methods of reducing accidents;
  - k. to ensure the necessary records are maintained relating to accidents associated with the work of the college;
  - l. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
  - m. safety procedures are developed and adhered to for operations carried out within the college by their staff and by outside contractors under their control;
  - n. ensure, in conjunction with the Subject Leaders, that health and safety is considered as an integral part of the curriculum and lesson planning;
  - o. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
  - p. ensure that health and safety is considered as an integral part of teaching;
  - q. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, College Codes of Practice or health and safety legislation;
  - r. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
  - s. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
  - t. ensure that emergency procedures and fire evacuation practices are in place within the college;
  - u. investigate and advise on hazards and precautions;
  - v. have a general oversight of health and first aid matters;
  - w. monitor the general safety programme;
  - x. publicise safety matters;
  - y. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
  - z. to monitor pupil health records prior to entry and to report/advise the First Aid Co-ordinator of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
  - aa. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
    - First aid;
    - Fire and emergency evacuation;
    - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
  - bb. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the college;
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The Health & Safety Co-ordinator will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the college at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 Health & Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the college and in particular, will

- a. make an annual report, in conjunction with the Premises Co-ordinator and assisted by the Subject Leaders, on safety matters to the Principal and the Governing Body;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the college;
- e. have a general oversight of health and first aid matters;
- f. monitor the general safety programme;
- g. make recommendations to the Principal for matters requiring immediate attention, e.g. safety reports;
- h. make recommendations to the Principal on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Health and Safety team at County Hall;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

### **3.4 The Educational Visits Co-ordinator will:**

- a. be involved in educational visit management in order to ensure that the Children's Services Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
  - b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
  - c. after discussion with the Principal (and Governing Body if the proposed trip is overseas), either approve proposal or submit proposal to the Children's Services Outdoor Education Adviser/College's Resilience Officer (Off-site Visits) at County Hall;
  - d. ensure that all educational visits meet the Children's Services requirements;
  - e. confirm that adequate risk assessments have been carried out;
  - f. support the Principal in the management of and evaluation of educational visits;
  - g. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.
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### **3.5 Subject Leaders**

Each Subject Leader is responsible to his or her Line manager for the provision of safe working conditions for staff and pupils and in particular will:

- a. prepare reports on safety matters for the meeting of the Governing Body nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- b. notify the Health & Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- c. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- d. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. Science, Product Design, PE, etc;
- e. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. ensure all accidents within the section are recorded in line with college policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- h. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- i. identify staff training and development requirements with reference to health and safety;
- j. attend to defect reports and recommendations from the Principal, Staff, Safety Representatives and the Health and Safety Co-ordinator;
- k. budget for safety equipment for his/her designated areas;
- l. circulate publicity relating to safety matters to staff within their control.

### **3.6 Teachers**

Teachers are responsible to their Subject Leader for the immediate safety of the pupils in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
  - b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
  - c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
  - d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
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- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **3.7 Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager is the Subject Leader / Learning Support Manager or SENCO.

Additionally, the technician/ teaching assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **3.8 First Aid Co-ordinator**

The First Aid Co-ordinator is responsible for supporting health and welfare issues within the college and in particular will:

- a. be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate;
- b. maintain the college medical room and equipment;
- c. monitor pupil health records prior to entry and to report/advise all staff of illnesses that need to be brought to their attention (e.g. epilepsy);
- d. assist in the monitoring of first aid equipment and boxes on college site;
- e. assist in the development and health promotion activities at the college;
- f. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
- g. ensure the necessary records are maintained relating to accidents associated with the work of the college.

### **3.9 Librarian**

The librarian is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the library areas of the college.

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Additionally, the Librarian will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. be familiar with the general and particular safety rules that apply to her area of work;
- c. ensure that the library and other areas under their control are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **3.10 Careers Lead and Work Experience Co-ordinator**

The Careers and Work Experience Co-ordinator is responsible for developing procedures to ensure that pupils, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the college and communicated to parents;
- e. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by pupils unless proof of training/competence is available.

### **3.11 Managers within Support Departments**

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, pupils and visitors and will:

- a. attend to defect reports and recommendations from the Principal, staff and Health and Safety Co-ordinator;
  - b. conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
  - c. budget for safety equipment for his/her area of responsibility;
  - d. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
  - e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
  - f. ensure all portable electrical equipment is tested on a regular basis;
  - g. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe
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- place;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **3.12 The Premises Co-ordinator will ensure that:**

- a. reports on health and safety matters with respect to the college buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the college by his staff and by outside contractors under his control. In particular he must ensure work complies with the Construction (Design and Management) Regulations;
- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.18 below;
- e. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- g. ensure all accidents within the area of responsibility are recorded in line with the college policy.

### **3.13 The Site Team will:**

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Principal, staff and Health and Safety Co-ordinator;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the college policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.14 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the college should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Co-ordinator for him to rectify or, failing that, reporting to the Health and Safety Co-ordinator.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the

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college site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the college to implement the County Council Policy on Asbestos and the Management of Contractors.

### **3.15 Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the college by the proper observation of college rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the college.

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safe or welfare in pursuance of any of the relevant statutory provisions,'*

### **3.16 Pupils**

Each pupil is responsible for his/her personal safety and that of his/her peers by proper observation of college rules and procedures.

In particular, each pupil will:

- a. observe standards of dress and behaviour appropriate to the working situation.
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. not wilfully misuse, neglect or damage things provided for safety.
- d. observe rules highlighted in the Behaviour Management Policy.

## **4. Incident Management and Business Continuity**

An Incident Management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Incident Management and Business continuity Plan has been developed by the college and is summarised below.

### **4.1 Function of the Incident Management Team:**

- To act as the decision-making authority for the management of an incident.
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- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain an Incident Management Centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the Incident Management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 5. General Emergency Procedures

The summoning of emergency services is via the alarm monitoring service or main reception.

Out of college hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Business Continuity Team must be alerted.

## 6. Fire Procedures (See also procedures in the Staff Handbook)

The signal for evacuation will be the continuous sounding of the klaxon. Always evacuate the college if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc are accounted for.

**The Assembly Point for everyone is the Upper School Playground.**

**The duties of specific staff are indicated in the Staff Handbook.**

**Teachers** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Health and Safety Co-ordinator to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

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The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Health and Safety Co-ordinator** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, the class teacher, Learning Support Manager or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **7. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Business continuity Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or a member of the LMT in their absence.

## **8. First Aid Procedure (see also Policy on First Aid)**

A Risk Assessment will be carried out to ascertain the number of people on the staff who will require having current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the college are displayed at various locations around the buildings.

First aid boxes are kept in strategic locations. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the college if their child has an allergy and a list of any such children will be kept and displayed.

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All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or County Council's on-line incident reporting system.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the First Aid Co-ordinator or in their absence the named First Aiders. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

A summary of the arrangements for First Aid and accident reporting is included in the college prospectus.

## **9. Accident Recording and Reporting**

**In the event of an accident the following procedure must be followed:**

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or carers.

No pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/carer arrives at the hospital and return to college.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details on the County Council's on-line incident reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or County Council's on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the Health and Safety team.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends. The Governors Strategic Operations Committee will also receive information on accidents at each meeting.

## **10. Health Issues**

### **10.1 Smoking**

In an effort to reduce the risk to health from passive smoking, in line with County Council recommendations smoking is not permitted anywhere within the college grounds.

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## **10.2 Alcohol and Drug Abuse**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the college and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

## **10.3 Staff Well-being**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Principal will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

## **10.4 Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

### **Procedure**

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
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- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **11. Risk Assessments and Guidance Notes/College Codes of Practice**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the college will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by Subject Leaders.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Premises Co-ordinator
- Curriculum Subject Leader/Teaching staff
- Off-site Visits Group Leader
- Individual/specific Line Manager

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Council's Children's Services Department and the Department for Education are available either in college or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

The Children's Services Department has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **11.1 Departmental Health and Safety Policies**

All Subject Leaders are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the college policy and will reflect the specific needs, practices and hazards relating to the Department.

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These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Health and Safety Co-ordinator.

## **12. Specific Hazards**

Colleges are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this college are detailed below along with the safe procedures put in place to manage the risk.

### **12.1 Asbestos (also see the Asbestos Management in the Workplace Policy)**

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. . Alison Pain/Arthur Freeman have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

### **12.2 Legionella (also see the Legionella Policy)**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Manager/Caretaker.

### **12.1 Display screen equipment**

All staff that use PCs must complete the Workstation Self Assessment Checklist to be returned to the Health & Safety Co-ordinator.

The nominated DSE Assessor is the Health and Safety Co-ordinator and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the college. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test.

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If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the college will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

## **12.2 Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Premises Co-ordinator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Premises Co-ordinator immediately.

The Principal must be aware of, and approve the use of any item being brought into colleges by a member of staff, volunteer or a pupil. The Principal must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

## **12.3 Machinery and Equipment**

There is a list of all equipment owned by the college and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturers instructions are not available the Subject Leader will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

## **12.4 Moving and Handling**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

The Premises Co-ordinator or responsible Teacher will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are

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apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils to be moved, the Health and Safety Co-ordinator will arrange for a Back Care Adviser to undertake an individual moving and handling assessment supplemented by training for specific staff.

## **12.5 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the college each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-ordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The college will be cleaned as per the cleaning schedule and will be monitored by the Premises Co-ordinator. All waste will be disposed of according to appropriate health and safety guidelines.

## **12.6 Violence at Work**

All staff must report to their line manager or the Principal any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the County Council's on-line incident reporting system.

## **12.7 Off-site Visits (see also Visits Guidance and Regulations)**

The college has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the college and Children's Services policy on Off-site Visits.

## **12.8 Work Experience Placements (see also Policy on Work Experience)**

The college has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including pupils on work experience, it is essential that the college's work experience policy is followed.

## **12.9 Hazardous Substances**

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Subject Leaders. The main departments that use these types of substances are Product Design, Art, Science, Reprographics and the Site team.

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The legislation requires that any substance used in the college must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

## **12.10 Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the college along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the college and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the college complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

## **12.11 Pressure Systems**

All pressure vessel systems in the college will be listed on the inventories of the departments concerned.

All pressure vessel systems in the college will be subject to annual inspection by an County Council appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection

## **12.12 Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the college. Common sense and courtesy by all members of staff, pupils and visitors to the college will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the Health and Safety Co-ordinator.

## **12.13 Lettings**

If the college is let, the Principal must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

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## 13. Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on college business.

**Eligibility to Drive** – All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction;
- be this minimum age is reduce to 23 for teachers appointed to teach physical education;
- be authorised by their line manager to drive a minibus;
- have passed the ESCC Minibus Driver Training and Assessment.

Drivers of vehicles on the college site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify The Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the minibus.

## 14. Supporting Pupils with Medical Conditions

The college has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

The First Aid Co-ordinator will administer medicines and keep a record that they have been given. We must stress that pupils should not be at college if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicines to be administered.

The smallest practicable dose should be brought into college in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions.

## 15. Complex Health Needs

The college has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content of that document.

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Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

## 16. Training and Information

A training needs analysis has been undertaken by the Assistant Principal, in conjunction with the Subject Leaders to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy and the Assistant Principal will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the college and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in college.

The Assistant Principal will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the College Improvement Plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the Children's Services Policy on Health and Safety and will be shown how to access the document via Czone. If any member of staff feels the need for training they must alert the senior management team.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

## 17. Monitoring Health and Safety

Health and safety standards must be monitored by the Leadership and Management Team in conjunction with the college governors by the following:

- the Leadership and Management Team will include health and safety as part of the agenda of their regular meetings;
  - the Principal will conduct an annual premises inspection with the Health and Safety Co-ordinator and trade union safety representative (where appointed);
  - the governors' agenda and Principal's report to the governors will both have health and safety as standing agenda items with contributions from the Health and Safety Co-ordinator.
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## **17.1 Inspections**

To maintain and improve standards throughout the college a formal premises inspection will be undertaken three times per year and records kept. The college will be inspected by nominated governors.

## **17.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Health and Safety team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the college development plan.

## **18. Visitors**

The Principal and governors accept responsibility for the health and safety of visitors to the college, including contractors.

All visitors to the college will be asked to sign in at the Main reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Those staff working with volunteers will ensure that they have the necessary safety information.

## **19. Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the principal on any relevant health and safety matters.

## **20. Health and Safety Policy Review**

The college acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The college will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

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## Appendix A

### List of Useful Contacts in the College

Health and Safety Governor	Mr Richard Parker-Harding
Health and Safety Co-ordinator	Miss Alison Pain
Premises Co-ordinator	Mr Arthur Freeman
Trade Union Safety Representatives	None currently appointed
Educational Visits Co-ordinator	Miss Alison Pain
Work Experience Co-ordinator	Mrs Caroline Adams
Radiation Protection Supervisor	Mr Alex Lahache
First Aid Co-ordinator	Mrs Kate O'Brien

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