

# Health & Safety Policy

## Shooters Hill Sixth Form College HR Review September 2016

Adopted and ratified by the Governing Body on:	<b>December 2016</b>
Review Date:	<b>December 2019</b>
Accountability:	<b>Governing Body</b>
Responsibility:	<b>Governing Body</b>

This is the Health and Safety Policy Statement of

### **Shooters Hill Sixth Form College**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and students to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the college for the reporting of all accident/violent incidents to the Health and Safety service;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy college building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

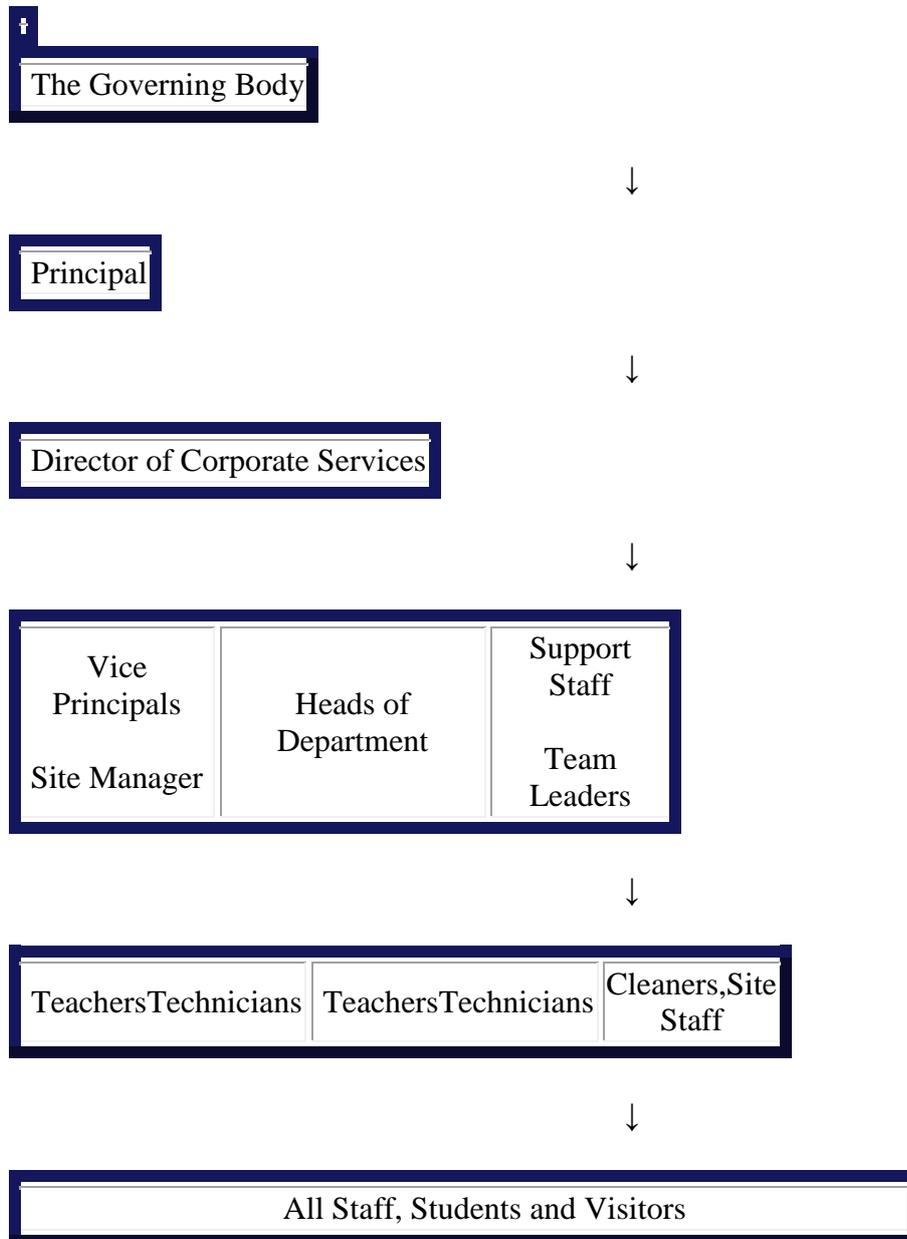
## **Section 2 – Responsibilities**

### **Organisation**

Overall and ultimate responsibility for health and safety in schools/colleges is that of the employer i.e. the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Principal.

## Illustration of employee responsibilities



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

- responsibility for health and safety within the local authority are outlined within the Royal Greenwich Borough Health and Safety Policy.
- day-to-day responsibility for ensuring this policy is put into practice is delegated to Schools/College Governing Bodies and Principals.
- The Director of Adults and Children's Services with the assistance of college Governors:
- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;

- shall ensure so far as is reasonably practicable the health and safety of students in-college and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to colleges, and volunteers involved in any college activity;
- shall guide and monitor the Principal to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the college;
- shall obtain an annual appraisal of the safety performance of the college and include this in its annual report to parents.

## **Principal**

- The Principal is responsible for the day-to-day management of the college and shall so far as is reasonably practicable:
  - ensure the Health and Safety Policy is implemented and adhered to at all times;
  - ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
  - ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
  - ensure the Governing Body is advised of health and safety implications when undertaking the management of the college budget;
  - ensure all employees, students and visitors receive adequate information, instruction, training and supervision, both within college and on college trips as appropriate;
  - ensure all machinery, appliances and equipment purchased by or used within college, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
  - ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
  - ensure only approved chemicals and substances are used at college and ensure that the appropriate safety information and risk assessment is available to the user;
  - ensure suitable and appropriate protective clothing is provided for staff and students who require it, and ensure that it is worn when necessary;
  - ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
  - ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Service as soon as possible and also reported to the Governing Body in the Principals report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
  - ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
  - ensure that a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the college premises
  - ensure fire procedures are planned and rehearsed at least once per term;
  - ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
  - ensure adequate welfare facilities are provided and maintained for staff and students;
  - ensure periodic safety inspections of the college are carried out;
  - ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
  - ensure contractors working in the college, report to him/her before work commences in order to ascertain work details and agree safety procedures;

- ensure in his/her absence, health and safety duties are delegated as appropriate;
- ensure there is an annual appraisal of the college's health and safety performance;
- ensure risk assessments are undertaken and reviewed as appropriate; and
- review and up-date the policy as appropriate.

### **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable:

- ensure the Local Authority's together with the College's policies are implemented at all times;
- be responsible for the health and safety of the students they supervise;
- ensure equipment used at college is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure all students know the fire procedures and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- ensure all classroom-based activities are carried out in a safe and healthy manner;
- ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- ensure students are adequately supervised at lunchtimes;
- ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting students by car, appropriate restraints are worn and the Local Authority guidelines are followed;
- ensure that when undertaking college trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Local Authority guidance;
- ensure that students do not bring into college any potentially dangerous article or hazardous substance without the expressed permission of the Principal;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure any agreed security provisions are carried out;
- co-operate with the Principal on all aspects of health, safety and welfare; and
- co-operate with the Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Specific post holders have health and safety duties identified within their roles. Site Team duties including e.g. ladder checks, carrying out of maintenance and minor repair work safely, monitoring of communal areas etc are documented separately. It is the responsibility of the Site Manager and his Team to ensure that documentation is maintained and available for consultation

## **Students**

All students must:

- co-operate with Teachers and college staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## **ARRANGEMENTS**

2.1 Health and Safety Risks arising from our work activity

2.2 Consultation with employees

2.3 Safe Plant and Equipment

2.4 Safe Handling and use of Equipment

2.5 Information, Instruction and Supervision

2.6 Competency for Tasks and Training

2.7 Accidents, First Aid and Work Related Ill Health

2.8 Monitoring

2.9 Emergency Procedures – Fire and Evacuation

2.10 Visitors

2.11 Contractors and Safety

2.12 Educational Visits / Extra Curricular Activities

2.13 Movement of Vehicles

2.14 College Security

2.15 Occupational Health Service and Stress

2.16 Asbestos & Legionella

2.17 External Groups / Activities

## 2.18 Violence, Behaviour, Bullying and Harassment

### **Section 2 – Arrangements**

#### ***2.1 Health and Safety Risks Arising From Our Work Activity***

Risk assessments will be undertaken by: staff across college in line with their roles

The findings of the risk assessments will be reported to the Principal or her nominee

Action required to remove / control risks will be approved by: the Principal or her nominee

Senior managers will be responsible for ensuring the action required is implemented.

Senior managers will check that the implemented actions have removed / reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

#### ***2.2 Consultation With Employees***

Employee representative(s) are identified within the responsibilities of their role.

#### ***2.3 Safe Plant and Equipment***

The Site Manager will be responsible for identifying all equipment / plant needing maintenance.

The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The Site Manager will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to:-  
The Site Team

Designated staff will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on college/library premises and where appropriate, residual current devices should be used with all electrical equipment.

## ***2.4 Safe Handling and Use of Substances***

Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Science Technicians & designated staff will be responsible for undertaking COSHH assessments.

Managers will be responsible for ensuring that all actions identified in the assessments are implemented.

The use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Colleges Science Service.

Designated managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Designated managers will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

## ***2.5 Information, Instruction and Supervision***

The Health and Safety Law poster is displayed in the staff room in the Main building

Health and safety advice is available from:

The Health and Safety Service

Tel: 0161 770 3165

Supervision of young workers / trainees will be arranged / undertaken / monitored by designated managers

The Director of Corporate Services is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## ***2.6 Competency for Tasks and Training***

Induction training will be provided for all employees by Line managers

Job specific training will be provided by Designated Trainers

Specific jobs requiring special training are:

Vice Principals  
Director of Corporate Services  
Heads of Department  
Technician  
Site manager / assistant managers  
Grounds Persons

Training records are kept by the HR & Administration Manager

Training records are located within Personnel Files

Training will be identified, arranged and monitored by Line managers

### ***2.7 Accident, First Aid and Work Related Ill Health***

The first aiders and/or appointed persons are listed in each staff room

The first aid boxes are kept at Student Services and the First Aid Room

A list of the names of students who have specific medical requirements e.g. asthmatics, epileptics, is kept on the college's automated system.

Students, who are asthmatic, are required to keep a spare inhaler at the college. All students are offered locker facilities and spare inhalers are kept in a cupboard within the college's first aid room, each inhaler is labelled with the child's name. The first aid room is kept locked and the key is kept in the Principal's PA office.

The college must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located at Student services. Completed report forms will be sent to the

The Health and Safety Service within three working days.

Violent incidents will be recorded on the College's violence at work forms which are located at The Main Reception and Student services

Completed report forms will be sent to the Health and Safety Service within 3 working days.

## ***2.8 Monitoring***

To check our working conditions, and ensure our safe working practices and policies are being followed:-

Senior Managers will carry out spot check visits at a frequency of monthly and conduct workplace inspections at a frequency of monthly.

Senior Managers will ensure Service Managers submit health and safety reports (colleges only) at a frequency of monthly.

SHC will conduct health and safety audits at a frequency of every 3 years.

The Principal or her nominee is responsible for investigating accidents.

The Principal or her nominee is responsible for investigating work-related causes of sickness absences.

The Principal or her nominee is responsible for acting on investigation findings to prevent a recurrence.

## ***2.9 Emergency Procedures – Fire and Evacuation***

The Vice Principal / Director of Corporate Services are responsible for the building and for ensuring that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.

Form Tutors and support staff team leaders have been appointed as fire wardens.

Escape routes and exits are checked by all staff at a frequency of daily.

Fire extinguishers are maintained and checked by the college nominated contractor Tameside Fire Protection Services at a frequency of once per year.

Alarms are tested by Firehawk at a frequency of termly.

Emergency evacuation / fire drills will be carried out at a frequency of termly and records will be kept in the Vice Principal's office

## ***2.10 Visitors***

Any person visiting the premises is requested to make an appointment prior to the visit. On entering the premises, visitors must go to the reception / main office and sign-in the visitor's

book. All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit. On departure, visitors must sign-out the visitors book.

### ***2.11 Contractors and Safety***

Contractors are selected on the following basis: –

	YES	NO
Cost	√	
Production of company safety policy	√	
Proof of Competence (eg production of qualification certificates)	√	
References	√	
Any other criteria	Efficiency	

#### Reliability

All contractors are required to attend a pre-start meeting with the Director of Corporate Services/ Site Manager and any other relevant personnel in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in and wear a visitor's badge. Contractors' equipment must not be left unattended. Contractors' activities must not present a hazard to others in the vicinity of the work.

The Site Manager / Assistant is responsible for monitoring contractor's activities whilst on site.

### ***2.12 Educational Visits / Extra Curricular Activities***

The Principal is responsible for ensuring that the policy is followed. This policy adopts the Local Authority guidance set out on the Health and Safety website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits – ORGEV).

The Educational Visits Co-ordinator for the college is the designated Deputy Principal

All educational visits must be authorised by the Principal in advance.

#### **All Category C visits must receive LEA Approval.**

The Principal or Service Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the students. Adult supervision will be at least 1 per 20 students.

Advice relating to educational visits can be obtained from:

Dave Faulconbridge  
Educational Visits Adviser  
Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 01457 874276

Refer to the Health and Safety intranet site for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used. Non-employed helpers are to be vetted and approved via Children, Young People and Families HR Section at the Civic Centre.

The Principal is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

### ***2.13 Movement of Vehicles***

Staff and visitors should park their vehicles in the designated car park.

A speed restriction of 5mph is in place within the college grounds.

### ***2.14 College Security***

Refer also to the arrangements for 'Visitors'

The security of the college is maintained by reception staff supported by site team colleagues and senior managers:

	Yes	No
Perimeter fencing	√	
Duty Officers stationed within individual buildings	√	
External Doors being locked during college hours	√	
CCTV	√	
Signposting	√	
Security lighting	√	

Other security measures (please give details)	√
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### ***2.15 Occupational Health Services and Stress***

Occupational health services are provided by the local authority.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy. If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

### ***2.16 Asbestos & Legionella***

Asbestos and legionella surveys have been undertaken in all colleges.

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to its location and/or condition, the Principal will become responsible for its management.

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Local Authority's Asset Management Team. Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

A responsible person must be identified at each college with responsibility to carry out weekly and monthly checks of water service temperatures and to maintain local records

This person is the Site Manager / Assistant Site Manager/s

Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the college contract payments.

### ***2.17 External Groups / Activities***

Particulars of the college's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the Director of Corporate Services when bookings begin.

All extra curricular groups using college premises must abide by college health and safety rules.

Groups that use college premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

### ***2.18 Violence, Behaviour, Bullying and Harassment***

Efforts will be made to train all staff in how to handle violent and aggressive situations. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance and do not do or say anything to antagonise the situation.

If staff are taking students out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', would be considered.

The college will address bad behaviour, bullying and harassment involving students by monitoring behaviour and logging issues on Pro Solution and referring problem situations via the pastoral system.

The college will address bullying and harassment involving staff by following our Bullying & Harassment policy.