Updated: June 2020 Ratified: July 2020

Horizon Community College Health and Safety Policy



*To be read in conjunction with the following policies:*

*First Aid Policy*

*CCTV Policy under Information Governance*

*Educational Visits and Journeys Policy*

*Building Security Policy*

*Health & Safety Policy – WRL*

*Nursery Health & Safety Policy*

**HEALTH AND SAFETY POLICY**

**C O N T E N T S**

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| **SECTION 1 General Policy Statement** |
| Horizon Community College will give the highest possible commitment to ensuring the health, safety and welfare of our employees, students and visitors and treat health, safety and welfare as a priority issue.  Horizon Community College recognises its responsibility under the Health and Safety at Work etc.; Act 1974 and subordinate health and safety legislation and acknowledge the importance of health and safety management as a priority within the College.  Horizon Community College will ensure it is familiar with and complies with the appropriate legal requirements concerning the health, safety and welfare of all staff, students and others affected by college activities.  Horizon Community College will ensure that advice on their management of health and safety is obtained from an external provider and acted upon where necessary.  The Governing Body will agree a policy that ensures that it fulfils its statutory duty in respect to the Health and Safety of pupils taking part in activities both on and off site.  This policy will be reviewed annually and ratified by the governing body. |

Signed

(Executive Principal/Principal)

Date:

Signed:

(Chairperson of the Governing Body)

Date:

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| **SECTION 2 Statement of Safety Policy** | | |
| It is the policy of Horizon Community College that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, students and visitors.  In particular, the staff with designated responsibility for Health and Safety will ensure so far as is reasonably practicable, that hazardous areas are identified, and the risks assessed, to use safe methods of working and to provide safe equipment, articles and substances and a healthy working environment.  The College will take all reasonably practicable steps to ensure the health, safety and welfare of all employees, students and visitors.  The law states that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. This requires employees to recognise and accept this responsibility and the duties imposed on them by this policy.  Employer/employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, will be encouraged.  Horizon Community College will at all times cooperate and coordinate with the provider of facilities management to ensure the health, safety and welfare of all people who use the site.  A copy of all Health and Safety policies and other related policies will be available to all employees via the College website and will also be available within the College.  The arrangements outlined in this statement and the various other safety provisions made by the Governing Body aim to prevent accidents and ensure safe and healthy working conditions. The Governing Body will be responsible for ensuring that appropriate structures and systems are in place to enable all reasonable steps to be taken to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the college site or whilst taking part in college sponsored activities. | | |
| 2.1 | To implement this policy, the Governing Body, Executive Principal/Principal and staff with the responsibility for Health and Safety will ensure that they are familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practices which are relevant to the work of the college, in particular the Management of Health and Safety at Work Regulations 1999. In fulfilling the requirements they will so far as is reasonably practicable ensure that the following measures are implemented, monitored and reviewed: | |
|  | a)  b)  c)  d)  e)  f)  g)  h)  i) | devise and maintain systems of work that are safe and without risks to health;  provide and maintain plant in cooperation with the facilities management provider, which is safe and without risks to health;  devise and maintain arrangements for ensuring 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 is necessary to ensure the health and safety of its employees, students and visitors;  undertake to receive training as is necessary to ensure that the Health and Safety Policy is implemented and monitored;  monitor the condition of the college to ensure that it is safe and without risks to health, provide and maintain access to and egress from it that are safe and without risks and liaise with facilities management on any defects;  provide and maintain an environment that is safe and without risks to health and takes into account the welfare of employees;  carry out its operations in such a manner that it protects members of the general public, students and visitors to the college from any health and safety risks;  seek the advice and guidance of the Authority on health and safety matters, and act upon them as necessary; |

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| **2.2** | **Safety Objectives** | |
|  | a) | To prevent all injuries so far as is reasonably practicable. |
|  | b) | To promote occupational health and hygiene, and to control all situations which are likely to cause damage to property and equipment. |
| **SECTION 3 Statement of Safety Organisation** | | |
| The college arrangement for carrying out the policy includes ten key principles. | | |
| a) | Place duties on the governing body of the college to ensure that an appropriate Health and Safety Management system is in place and that adherence to this is monitored on a termly basis. | |
| b) | Place individual duties on all employees, especially the Executive Principal/Principal, supervisory staff and other specialist employees. | |
| c) | To investigate accidents which cause injury to employees, students or visitors, in order to identify and remedy causal factors, as far as is reasonably practicable and report these in the termly full governor report. | |
| d) | Encourage all employees in their responsibilities to report hazards which are likely to cause injury, in order that so far as is reasonably practicable they can be removed from the workplace. | |
| e) | Give health and safety training to all employees on their responsibilities in the organisation. Give specialist training to enable employees to recognise hazardous situations, and to enable employees to make risk assessments of hazardous situations. | |
| f) | Give specific health and safety training to employees who are:  i) new entrants;  ii) changing their occupation within the college;  iii) being engaged in new processes or are required to operate;  unfamiliar equipment;  iv) existing employees with poor safety performance standards.  The training will have the objective of ensuring that employees are operating at the required performance standard without risks of injury to themselves and others. | |
| g) | Provide advice and backup facilities from an external provider commissioned by the Trust. | |
| h) | Provide safe systems of work, codes of safe working practices and procedures and risk assessments. | |
| i) | Provide lines of communication for dealing with health and safety matters in the college premises and between all relevant parties. | |
| j) | Prepare a structured management scheme which will indicate the responsibilities of employees with regard to health and safety. | |
| **SECTION 4 Duties** | | |
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| **4.1** | **The Governing Body**  To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all employees, contractors, students and members of the general public working within or visiting the college premises.  The Governing Body will ensure that the functions listed below are carried out by the college. | |
|  | a) | that there is an effective and enforceable policy for the provision of health and safety throughout the college, including an annually signed declaration of the Governing Body's commitment to the safety of the college premises for persons employed there or those who may be affected by the college's activities (Health and Safety Policy); |
|  | b) | make a commitment to allocate adequate resources to implement the policy; |
|  | c) | organisational details are drawn up to implement the policy, including the identification of key persons and their specific responsibilities (please see appendix); |
|  | d) | Ensuring the implementation of the health and safety policy by setting objectives and promoting a positive view of health and safety; |
|  | e) | arrangements are made within the college, to implement the policy, including standards to be met and procedures to be followed; |
|  | f) | establish and maintain an effective communication system on health and safety matters between the Governing Body and the college leadership team. Meetings will take place with the Governor representatives, Executive Principal/Principal and staff with designated responsibility for health and safety on a termly basis. Governor representatives will then present a report to the Governing Body. |
|  | g) | all levels of staff, students and visitors receive adequate and appropriate information, instruction and training in health and safety matters; |
|  | h) | periodically assess the effectiveness of this policy through a monitoring regime and ensure that any necessary changes are made to its implementation; |
|  | i) | identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others; |
|  | j) | provide reports on health and safety matters to the Trust |
|  | k) | make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in the college; |
|  | l) | purchase and maintain health and safety equipment for use by the college staff; |

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|  | m) | display the First Aid Policy and a list of first aiders on the premises; |
|  | n) | to act upon advice and guidance from the external provider in formulating policies and practice for the college; |
|  | o) | ensure, that all welfare facilities provided, are safe and healthy places of work for employees, teachers and students; |
|  | p) | obtain the appropriate public entertainment licence for functions held in the college; |
|  | q) | ensure that supervision, training and instruction is provided so that all staff, students, contractors or visitors can perform their college related activities in a safe and healthy manner; |
|  | r) | ensure an appropriate number of Governors receive training on health and safety in order to monitor performance; |
| **4.2** | **The Executive Principal/Principal**  The Executive Principal/Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the college. The Executive Principal/Principal will take all reasonable steps to achieve this through the involvement of all staff at the college. However, the Executive Principal/Principal has delegated responsibility for Health and Safety matters to the Assistant Principal – Director of HR and the Director of Operations. | |

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|  | The health and safety functions delegated by the Principal to the Assistant Principal – Director of HR and Director of Operations.  include: | | | |
|  | a) | | ensure any operational health and safety assurance procedures, operational health and safety monitoring standards, health and safety instructions and relevant codes of practice etc. issued by the external provider, are understood and put into practice. Governors will also receive a copy of these documents as and when they are issued | |
|  | b) | | implement the operational health and safety assurance monitoring programme and ensure that governors with responsibility for Health and Safety are issued with a report detailing progress on a termly basis | |
|  | c) | | ensure they are familiar with and comply with the appropriate legal requirements concerning the health, safety and welfare of all staff, students and others affected by college activities and ensure that advice on their management of health and safety is obtained from the Authority and acted upon where necessary | |
|  | d)  e)  f)  g)  h)  i)  j)  k)  l) | | ensure that risk assessments are undertaken, and subsequently operational safety assurance procedures are devised, implemented and adhered to  ensu ensure that all levels of staff are adequately informed, instructed, supervised and trained in health and safety matters and encourage all staff to suggest ways and means of improving health and safety  ensure that any defects in the premises, its plant, equipment or facilities which relate to, or may affect the health and safety of staff, students and others are reported to facilities management provider via the help desk and made safe without delay  take appropriate action with regard to any of their employees who fail to carry out any health and safety duties assigned to them, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions  investigate any accident in conjunction with the Corporate Health, Safety and Emergency Resilience Unit and to ensure the appropriate accident report is completed and forwarded to the Authority  ensure that all incidents involving Violence and Aggression towards staff are reported to the Authority  promote and help develop healthier and safer working practices;  ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable  ensure, so far as is reasonably practicable, that college services do not endanger the general public | |
|  | m) | | ensure that appropriate action is taken to implement any recommendation made by HM Inspectors of health and safety, fire prevention officers and similar law enforcement officers | |
|  | n) | | liaise with and provide information to safety representatives and representatives of employee safety and deal with matters arising from any reports submitted | |
|  | o) | | take account of audits undertaken by the external provider appointed by the Trust and act upon the findings | |
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|  | p) | | Ensure, in conjunction with facilities management provider, that a fire drill is carried out once per term for all occupants of the premises. In the case of those who normally work outside of recognised session times, a fire drill will take place twice per year. The College fire logbook is located with the facilities management provider and should be completed accurately as soon as a fire drill occurs | |
|  | q)  r)  s)  t)  u)  v) | | ensure that all levels of staff have received job/task specific training before engaging on new processes or operating unfamiliar equipment, and appropriate safety representatives have been informed of any intended installation of new processes or equipment  ensure that adequate induction training is given to employees who are new entrants, or who are changing their occupation within the college;  The Assistant Principal – Director of HR and Director of Operations will undertake a planned termly inspection programme is implemented and that records of findings are kept  ensure that any articles or substances purchased directly by the college conforms to the relevant standards or Trust codes  In conjunction with the Governing Body, monitor the standard of health and safety performance throughout the college  The Assistant Principal – Director of HR must ensure where minibus transport is provided drivers must have a current driving licence and be competent and fit to drive and possess the necessary authorisation to undertake the activities | |
| **4.3** | **Associate Principals/Vice Principals** | | | |
|  | a) | | The Associate Principals/Vice Principals will undertake the role of Fire Officer in the absence of the Executive Principal/Principal. In addition, and in the absence of the Executive Principal/Principal, the Associate Principals/Vice Principals will undertake all the above responsibilities as detailed for the Executive Principal/Principal | |
|  | b) | | Delegated responsibilities of relevant individuals will be communicated to all staff. The Associate Principal and Assistant Principal – Resources is responsible for educational, visits and trips as detailed in the Educational, Visits and Trips Policy | |
| **4.4** | **All Members of Staff**  All employees must comply with the requirements listed below: | | | |
|  | a) | | take reasonable care of their health, safety and welfare and that of others who  may be affected by their acts or omissions | |
|  | b) | | be familiar with the health and safety policy and all health and safety regulations | |
|  | c) | | ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students | |
|  | d) | | co-operate with their employer to enable them to comply with statutory duties for health and safety | |
|  | e) | | use correctly and safely any work item provided by the college in accordance with the training and instruction given | |
|  | f)  g)  h)  i)  j)  k)  l)  m) | | | familiarise themselves with the health and safety aspects of their work and  avoid conduct which would put them or anyone else at risk  understand their responsibilities under the relevant provisions of health and safety legislation and to ask for advice and guidance when in doubt  report to the facilities management provider any defects in the premises, plant,  equipment and facilities which they observe via the FM Service Desk  report any accident or incident that may have caused injury to a person or  damage to plant or property and where applicable with completion of the  appropriate form  report all incidents of aggression and violence at work, carried out by parents and/or  members of the public  attend courses of training appropriate to their employment and act on instruction and  training provided to enable them to work safely  know and be able to implement the emergency procedures in respect of fire, bomb  scare and first aid including emergency procedures for accidents out of college hours  prevent activities from going ahead if safety measures and safe working procedures are  not available | | | | |
|  | n)  o)  p | | | ensure that protective clothing, guards, special safe working procedures etc are made available and used where necessary in the correct manner  be aware of the role of the college Health and Safety Representative  plan any external visits in accordance with Authority Guidelines on Organising School Visits and Journeys. Please see separate policy on educational visits and trips | | | |
| **4.5** | **Contractors** | | |
|  | a)  b) | | The facilities management provider will ensure that all contractors who work on college premise have been assessed and approved by the ‘Contractors Health and Safety Assessment Scheme’ (CHAS) Standard  It is a condition for all contractors to be familiar with the college Health and Safety Policy and comply with all safety directives of the governing body. The facilities management provider will ensure that all contractors understand their responsibilities in relation to health and safety |
|  | c) | | Contractors should ensure safe working practice by their own employees and must pay due regard to the safety of all persons using the premises |
|  | d) | | In instances where the contractor creates hazardous conditions and refuses to eliminate them, or to take action to make them safe, the facilities management provider will take such actions as are necessary to prevent persons in their care, from risk of injury and will report the incident to the Trust’s Health and Safety Officer |
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| **SECTION 5 Arrangements for Health and Safety** | | | |
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| **5.1** | **Accident and Incident Reporting and Investigation** | | |
|  | a) | | The College has a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression |
|  | b) | | All accidents / incidents will be reported on the appropriate form.  HS2 (P) Pupil Minor accident  HS2 (E) Employee Accident  HS2 (NE) Non-Employee Accident  HS2 (V) Report on Violence And Aggression |
|  | c) | | Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the Assistant Principal – Resources. If necessary, the external provider of Health and Safety Services will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements |

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| **5.2** | Codes of Practice and Safety Rules | |
|  | a) | The Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies issue codes of practice on particular topics for the guidance of the Executive Principal/Principal and others who are in control of educational premises which will then be incorporated into their health and safety procedures |

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| **5.3** | Consultation Arrangements | |
|  | a) | Consultation between the Trust and employee representatives takes place via the joint trade union consultation meetings which cover all appropriate areas of work or special hazards  The college also recognises employees not represented by appointed Safety Representatives. These employees have rights to consultation with employers under the Health and Safety (Consultation with Employees) Regulations 1996 |

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| **5.4** | **Contractors** | |
|  | a) | The facilities management provider will ensure that all contractors appointed are competent to undertake the task. The Corporate Health, Safety and Emergency Resilience Unit maintain a database of all contractors who have been assessed and approved to the ‘Contractors Health and Safety Assessment Scheme’ (CHAS) standard. All contractors must be registered and approved on this scheme before work commences unless the Corporate Health, Safety and Emergency Resilience Unit consider that another form of assessment is appropriate with regard to the circumstances |
|  | b) | All work commissioned within college premises carries a responsibility for all parties  The facilities management provider when organising such work will ensure there is effective liaison between themselves and all the other parties including the Executive Principal/Principal and Assistant Principal - HR. All parties involved should understand their responsibilities in relation to health and safety |

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| **5.5** | **Display Screen Equipment (DSE)** | |
|  | a) | The college is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992 |
|  | b) | The college will undertake DSE Risk Assessments in accordance with the guidance notes |

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| **5.6** | Education Visits and Journeys | |
|  | a)  b) | The Governing Body will agree a policy for educational visits and journeys that complies with the guidance issued by BMBC.  The Educational Visits Coordinator (Assistant Principal – College Systems) will ensure that the guidance in respect of Education Visits and Journeys is followed by all staff in organising visits. Governors responsible for Health and Safety must be informed of all category C visits in order for information to be considered at Governing Body meetings. |
|  | c) | The Assistant Principal – College Systems will ensure that all visits and journeys organised by college staff obtain the necessary approval. |
|  | d) | The Assistant Principal – College Systems will ensure that approval is obtained from the Local Authority for those visits requiring such approval. |
| **5.7** | Electrical Appliances | |
|  | a) | The college and the facilities management provider are committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998. |
|  | b) | The facilities management provider will engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all college portable appliances. |
|  | c) | The Executive Principal/Principal will ensure that all staff are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported. |
|  | d) | Last and next due test dates are displayed on the individual appliance being tested. The facilities management provider will also retain back-up records obtained from the competent person who conducted the testing. |
| **5.8** | **Emergency Preparedness** | |
|  | a)  b) | Horizon Community College is committed to delivering the requirements of the Home Office Guidelines with respect to emergency preparedness within Local Authorities.  The Executive Principal/Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the college. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:   1. Save life 2. Prevent injury 3. Minimise loss   This sequence will be agreed by the Governing Body and be regularly rehearsed by staff and students (Emergency Plan). The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body. |
| **5.9** | **Fire and Emergency Arrangements**   1. The Governing Body will agree a procedure for emergency evacuation along with a joint fire evacuation plan with the facilities management provider. | |
|  | b) | The external provider for Health and Safety will complete a fire risk assessment for the school as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation. |
|  | c) | The Executive Principal/Principal must ensure a termly evacuation drill of the college premises. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. Evacuation drills are to be recorded in the college Fire Log Book by the facilities management provider. The Executive Principal/Principal will ensure that all staff attends fire awareness training provided by the external provider for health and safety. |
| **5.10** | **First Aid** | |
|  | a) | The Governing Body will agree a policy for first aid that complies with the minimum standard as required by the Health and Safety (First Aid) Regulations 1981. |
|  | b) | The number of first aiders will be in accordance with the College first aid risk assessment. |
|  | c) | Supplies of first aid material will be held at various locations throughout the College. These locations have been determined by the Assistant Principal - HR They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly on a half termly basis and any deficiencies made good without delay, and records kept by the Medical Officers |
|  | d) | Adequate and appropriate first aid provision will form part of the arrangements for all off site activities/trips and including any out of college hours’ events and community use of college facilities. |
|  | e) | A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on college premises or as part of a college related activity. |

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| **5.11** | **Hazardous Substances (COSHH)** | |
|  | a) | The College is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002. |
|  | b) | The Corporate Health, Safety and Emergency Resilience Unit has established a database of all substances that have been COSHH (risk) assessed. |
|  | c) | The facilities management provider and representatives of the college will ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start. |
|  | d) | The Trust will process any request for a COSHH assessment and arrange for the substance/process to be assessed by the Council’s specialist consultants. This complete assessment will then be returned to the Executive Principal/Principal with the recommended precautions for use including any details of personal protective equipment required to be worn whilst using the substance. |
|  | e) | The facilities management provider and representatives of the College will ensure that COSHH assessments are made available and disseminated to those members of staff who will be using the substance. |
| **5.12** | **Health Surveillance** | |
|  | a) | The college will offer an Occupational Health Service for all employees. This service promotes and maintains the highest degree of physical, mental and social well-being for employees in all occupations. It will undertake to protect the employees from factors adverse to their health. |
|  | b) | The Occupational Health Service provider will be responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 to those employees who are exposed to hazards. |

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|  | c) | The Executive Principal/Principal will identify staff who they feel may need referring to the Occupational Health Provider. |
| **5.13** | **Information, Instruction and Training Arrangements**  Health and safety information, instruction and training form an integral part of the overall training within the college. The health and safety information, instruction and training needs of all members of staff will be the subject of periodic review by the Assistant Principal – Director of HR and Director of Operations and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The Assistant Principal – Director of HR and Director of Operations will ensure that all health and safety training provided to their staff is recorded. | |
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| **5.14** | **Management of Health and Safety** | |
|  | a)  b)  c) | The Governing Body is committed to ensuring that a high level of health and safety performance is established maintained and promoted throughout the college and will monitor that the health and safety policy is being implemented. Monitoring of the implementation of health and safety policies will form part of the termly meeting held with the Assistant Principal – Director of HR.  The Assistant Principal – Director of HR will complete on an annual basis and implement the operational Health and Safety Monitoring Programme.  The college will endorse and implement BMBC’s Health and Safety Management System. |
| **5.15** | Manual Handling | |
|  | a) | The college is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992. |
|  | b) | The facilities management provider and the Assistant Principal – Director of HR and Director of Operations will be responsible for identifying all activities within the college that involve manual handling and the staff who carry out these tasks as part of their normal working day. They must also make provisions for those staff who carry out manual handling activities on an occasional basis. |
|  | c) | The Trust will make available, advisers to assist with manual handling risk assessment. |
|  | d) | The College’s first requirement with regard to manual handling is to avoid the need where reasonably practicable. |
|  | e) | Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques. |

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| **5.16** | **Monitor, Audit and Review**  The Trust along with the external provider for health and safety will implement a safety audit of the college and also advise the Executive Principal/Principal and Leadership Team on procedures for monitoring work activities. |

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| **5.17** | **Personal Protective Equipment (PPE)** | |
|  | a) | The College is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 1992. |
|  | b) | The facilities management provider and College representatives will be responsible for identifying and issuing Personal Protective Equipment (PPE) based upon a risk assessment relevant to the staff and the specific task being considered |
|  | c) | Where the need for PPE has been identified and its requirement is unavoidable the Assistant Principal – Director of HR will follow the guidance and implement the required control measures as referenced in the Safety Assurance System. |

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| **5.18** | **Personal Safety** | |
|  | a) | The College recognises the fact that there are risks to employees in the provision of their services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work. |
|  | b) | The Executive Principal/Principal and in the case of the premises, the facilities management provider are responsible for people, premises and services and will assess, through risk assessment the risk of aggression, violence or potential violence to pupils and members of staff and take all reasonably practicable measures to eliminate or reduce the level of risk to their health and safety. |
|  | c) | Employees will not go alone into a potentially dangerous situation or unnecessarily put themselves at risk. |

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| **5.19** | **Premises Inspections**  The Executive Principal/Principal will ensure that a termly inspection of the premises, methods of work and all college sponsored activities is undertaken by the Assistant Principal – Director of HR and Director of Operations. This survey will identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all such inspections will be reported to the Governing Body via the governors responsible for Health and Safety. |

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| **5.20** | **Risk Assessments**  The college is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient. |

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| **5.21** | **Trainees, Agency Workers and Seconded Workers** | |
|  | a) | The college recognises its responsibilities both as sponsor and managing agents to all its trainees and agency workers. Trainees and agency workers will be afforded the same level of commitment to health and safety as any employee. |
|  | b) | The college recognises its responsibilities to all those workers seconded to them or working under the direct or indirect control of them via a partnership or other such arrangement (seconded workers). Seconded workers will be afforded the same level of commitment to health and safety as any employee. |

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| **5.22** | **Visitors and the Public** | |
|  | a) | The college will conduct its undertakings in such a way as to ensure so far as is reasonably practicable that members of the public are not endangered by work carried out on the premises. |
|  | b) | All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist or that they are made aware of such risks. |

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| **5.23** | **Work Equipment** | |
|  | a) | The college is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements. |
|  | b) | Individual line managers will ensure that all staff receives suitable and sufficient information, instruction and training on the correct use of work equipment before they are engaged in its use. In addition they are responsible for ensuring all equipment is registered and maintained. |
|  | c) | The college will purchase all equipment and machinery in accordance with the Council’s procurement policy. |
| **5.24** | **Workplace (Health, Safety & Welfare) Arrangements** | |
|  | a) | The college is committed to establishing and maintaining a safe and healthy workplace for all its employees and others who may enter their premises by implementing the Health, Safety and Welfare (Workplace) Regulations 1992. |
|  | b) | Advisers from the Corporate Health, Safety and Emergency Resilience Unit will carry out a formal inspection of the premises. |
|  | c) | The Executive Principal/Principal is responsible for ensuring that the Assistant Principal – Director of HR and Director of Operations carries out an inspection on a termly basis. |
| **5.25** | **Supporting Children in College who have a Medical Need**   1. The Governing Body will agree a policy which outlines college   arrangements for managing children with a medical need and will  ensure that this is implemented. | |
|  | b) | It is recognised that a considerable number of pupils will at some time have a medical condition that may affect their participation in college activities. For many this will be short term for others it could be that if their conditions are not properly managed it may limit their access to education. |
|  | c) | It is acknowledged that staff in charge of pupils has a duty of care and that in an emergency action will be taken to safeguard the welfare of the student. Beyond the expectation that emergency action would be taken Teachers’ Conditions of Employment do not include giving medication or supervising a student who is self-medicating. |
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| **5.26** | **Building Security and CCTV**   1. The Governing Body will agree a security policy which puts into place reasonable and practical measures to safeguard the welfare of students, staff and visitors and reduces the risk of damage to the college buildings and equipment. | |
|  | b) | The college recognises its duty to ensure so far as is reasonably practicable that children should be able to learn and that staff should be able to carry out their full range of duties and responsibilities in a safe and secure environment that is free from the threat of crime and violence. |
|  | c) | The Governing Body will also agree a CCTV policy |

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| **5.27** | **Enforcement of Health and Safety** | | |
|  | a) | The Council is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken throughout the Council. | |
|  | b) | (i)  (ii)  (iii)  (iv)  (v) | The enforcement agencies applicable are the:  Environment Agency  South Yorkshire Fire and Rescue Service  South Yorkshire Police  BMBC Environmental Health  Any other similar agencies |
|  | c) | If the college is contacted by any of the above agencies the school will complete the ‘Contact with Enforcement Officer Record’ and return the record to the Trust immediately. | |
|  | d) | Corporate Health, Safety and Emergency Resilience Unit Advisers have the authority to issue internal prohibition notices. A notice will normally only be issued when the Council’s work activities involve, or are likely to involve, a risk of serious personal injury or ill health to council employees, persons in our care, or members of the public. | |
|  | e) | Internal prohibition notices are issued under executive powers of the Chief Executive, and failure to comply will normally result in disciplinary action. | |
| **5.28** | **Home Working** | | |
|  | (a)  (b) | The college is committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons not only working within the college environment but those persons who may work from home.  Any requests for homeworking must be agreed in advance with the Executive Principal/Principal. The college will ensure that a risk assessment is undertaken for employees working from home and the Authority’s guidance on home working followed. | |

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| **5.29** | **New and Expectant Mothers** | | |
|  | a) | | The college recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother. |
|  | b) | | Risk assessments will be reviewed when a woman notifies the Assistant Principal - Resources that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding. |
| **5.30** | **Stress (Mental Well Being)**  The college is committed to protecting the health and welfare of its employees and will ensure that it complies with the Trust policy on stress management. | | |
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|  | |  |  | | --- | --- | | **5.31** | **Work Experience Placements** |   The Governing Body will agree a policy that ensures that it fulfils its statutory responsibilities in respect of the health and safety of students undertaking work experience placements.  The Executive Principal/Principal will ensure effective management so far as is reasonably practicable of all health and safety matters effecting the operations and activities of key stage 4 students on work experience and will have systems in place to:- | | |
|  | (i)  (ii)  (ii) | prepare students for work experience  monitor students whilst on placement  review the work experience placement following its completion by the student | |
| **5.32** **Minibuses** | | | |
| The college does not currently have a mini bus. However, should this position change in the future the college will ensure that it complies with the ‘Best Practice Guidance’ on the Safe Use of Minibuses.  The college will ensure that all employees driving minibuses have the appropriate license and have successfully completed the Authority’s Driver Assessment Test. | | | |