



St Mary's Catholic College
Wallasey

Health and Safety **Policy**

Updated September 2017
Review October 2018 and bi-annually thereafter
(reviewed and accepted at Governors' meeting 16 October 2018)

Health and Safety Policy 2018 -19

PREFACE

The following Health and Safety Policy has been formally adopted by the College's Governing Body and should accompany and complement that of the Local Authority (LA). This policy conforms to the legal framework set out in four key acts of parliament. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law:

- *The Health and Safety at Work Act 1974 (HASAWA Act)* gives employers a legal duty to ensure, so far as is reasonably practicable, the Health, Safety and welfare of their employees at work. It also requires all staff, including supply staff and contractors working on the College premises, to conduct themselves in a manner which poses no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, students, and visitors to the College.
- *The Management of Health and Safety at Work Regulations 1999* requires employers to assess the risks to employees and to make arrangements for their Health and Safety by effective:
 - i. planning
 - ii. organisation
 - iii. control
 - iv. monitoring and reviewThe risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* requires employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
- *The Safety Representatives and Safety Committees Regulations 1977 (a)* and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the Health and Safety of those they represent.

Management systems for Health and Safety must be clearly documented and understood by all staff. The College has adopted appropriate and consistent terminology in all safety documentation, as recommended by the Health and Safety Executive. The Governing Body recognises that achieving and maintaining high standards of safety requires that the College's management, staff, students, visitors and contractors are aware of and discharge their respective responsibilities.

N.B. For the purposes of this policy the term **staff** is used to refer to all full-and part-time staff (teaching and non-teaching) and includes helpers/volunteers and staff on temporary or fixed-term contracts.

AIMS

The Governing Body believes that by effectively implementing this Health, Safety and Welfare policy they can achieve the following aims:

- to provide as far as is possible, a safe and healthy working and learning environment for staff, students, visitors and any other person using the college premises or facilities.
- to create an organisational structure and a culture in which risk assessment and control become routine, and in which we accept that the quality of management can affect the number of accidents and incidents of ill health and stress;
- to create an organisational structure and a culture in which staff and students have the required safety skills and access to detailed Health and Safety information. This should significantly contribute towards the education of the students and the professional development of the College staff.
- to provide appropriate resources to support Health and Safety matters;
- to regularly monitor and review the College's provision for, and record on, Health and Safety and thereby improve performance.

SECTION 1

RESPONSIBILITIES

There are three different levels for the allocation of responsibilities for employees with respect to Health and Safety – these responsibilities should be detailed in an employee's contract. In addition to these three levels there are other people with responsibilities who are not employees, e.g. Governing Body and Safety Representatives.

Level 1

The Head Teacher:

Level 2

Heads of Department/Director of Site (Mrs R Calrke):

Level 3

Teachers/technicians/cleaners/maintenance staff:

For details of the various responsibilities for each level, see later sections.

a. The Governing Body

The Governing Body and the Health and Safety sub-committee of the Governing Body, in consultation with the Head Teacher, will make arrangements for:

- producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working/teaching/learning environment. The policies should detail the College's current command, control, co-ordination and communication systems for the management of Health and Safety issues. Policies should be in compliance with, or improve upon:
 1. statutory requirements
 2. codes of practice – whether statutory or advisory
 3. guidance – whether statutory or advisory
- providing, monitoring and reviewing safe systems of working to ensure, so far as is reasonably practicable, the Health and Safety at work of all staff/students, e.g.
 1. a College Health and Safety Committee is established and meets regularly
 2. adequate risk assessments are undertaken and any risks/ hazards are identified and addressed with the aim of minimising any risks to staff, students and others. All risks should be identified and evaluated, particularly those related to:
 - i. accidents
 - ii. health and security of students and staff
 - iii. the security of property and premises
 - iv. college sponsored activities (including work experience)
 - v. students' behaviour
 3. information provision and reporting arrangements are annually reviewed to ensure that they provide effective command, control, co-ordination and

communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance.

- ensuring that responsibilities are assigned and providing adequate information and training on Health and Safety at work and fire prevention. The information and training should ensure that all employees, students, hirers, contractors, visitors and others follow the College safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk. Staff are given information by, eg:
 1. the inclusion of this policy in the staff handbook (all staff have a personal copy);
 2. Health and Safety notices are displayed at the following points within the College:, Office, Notice boards, Entrance areas, Library, Gym, Changing Rooms, Staff/Community toilets.
 3. Health and Safety emails are sent as and when required
- liaising with the Local Authority, Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work. The Governing Body will enable officers of the Local Authority, or their agents, to carry out risk assessments in respect of landlord items.
- establishing, practising and maintaining effective emergency evacuation procedures. If the College is used for community activities outside of the College day, variations to emergency procedures will apply and will be specifically communicated to those parties by the Health and Safety Officer. It is advisable to work closely with the fire service in such a case and comply with all of their requirements, e.g. a sign for the position of the nearest working phone should be prominent. The fire warning signal is a continuous **ringing** of the specific fire siren.
- maintaining the cleanliness and state of repair of the building
- providing safe plant, equipment and systems of work
- providing safe means of entry and exit to the college premises for staff and students
- providing safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances – to include managing and maintaining the use of personal protective equipment
- providing required safety and protective equipment and clothing, together with associated guidance, instruction and supervision
- providing adequate statutory first aid facilities
- providing consultative measures to monitor and review the effectiveness of Health and Safety measures
- providing adequate welfare and support facilities for staff and students
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes

notifying the Local Authority and the Health and Safety Executive of any major accident or dangerous occurrence.

N.B. The Governing Body usually comprises a Governor with a special interest in Health and Safety.

b. The Head Teacher as an employee has the same general personal responsibilities as all other members of staff (level 3) as detailed later. However, the Head Teacher is the College's Key Manager for Health and Safety and as such takes day-to-day responsibility for all Health and Safety matters in the College. The Head Teacher also has specific legal responsibilities to:

1. ensure that the College displays the Health and Safety Executive's (HSE) statutory notice (ISBN 0 7176 2493 5) detailing Health and Safety Law and local HSE contact numbers in several appropriate locations
2. monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, students, visitors and any other person using the premises or engaged in activities sponsored by the College (including visits)
3. monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Governing Body
4. take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times
5. encourage staff, students and others to promote Health and Safety and to suggest and implement practices and procedures which reduce risks, and to discipline those who consistently fail to consider their own Health, Safety and Welfare, or that of others
6. ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, students and others are made safe without delay. This may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.
7. report termly on Health and Safety to the Governing Body and to liaise with the Governors/Local Authority on Health and Safety issues, e.g. the Head Teacher must inform the Governors and the Local Authority if there are problems in implementing the Health and Safety policies
8. ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards. Risk assessments should be regular and relate to premises, methods of work and all college sponsored activities. It is particularly important that, following changes in circumstances or personnel, risk assessments are conducted outside of the regular cycle.
9. carry out periodic reviews and safety audits on findings of the risk assessments

10. collate accident information and instigate an accident and/or incident investigation where appropriate
11. assign clear safety functions to senior members of staff, subject coordinators, class teachers and others (levels 2 and 3) as appropriate

N.B. The Head Teacher may appoint another senior member of staff as the College's Health and Safety Officer. However, the Head Teacher still retains an overall legal responsibility for the implementation of the College's Health, Safety and Welfare Policy.

12. act on reports received from level 2 staff and Safety Representatives within agreed timescales and report problems to the LA
13. consult with members of staff, including the safety representatives, on Health and Safety issues via the College Health and Safety Committee
14. to attend the College Health and Safety Committee
15. identify the training needs of staff and students, and make recommendations to the Governing Body on the required resources for implementing a suitable training programme

c. Supervisory Staff (level 2) are defined as those having curriculum responsibilities or representing non-teaching, community staff or those who have buildings responsibilities and who manage safety in those areas on a day-to-day basis. Supervisory staff are directly responsible to the Head Teacher and as employees have the same general personal responsibilities as all other members of staff (level 3) – see later. However, they also have specific responsibilities for:

1. the overall day-to-day responsibility for the correct implementation and operation of the College's Health and Safety Policy and other regulations, rules, procedures and codes of practice in their specific area of responsibility
2. instigating, monitoring, maintaining and developing working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, students, visitors and any other person using their area of responsibility
3. drawing up a Health and Safety Policy for their area which:
 - i. requires planning and risk assessment before a lesson starts
 - ii. controls Health and Safety by regular checks
 - iii. monitors and reviews Health and Safety, e.g. procedures for reviewing risk assessment and safety
 - iv. is reviewed annually
 - v. arranges for staff, trainee teachers students and others under their management to receive appropriate information and training regarding Health, Safety and Welfare. N.B. this is particularly important when staff join the department, etc.
 - vi. creates an atmosphere which encourages staff, students and others to
 - achieve the highest possible standards of Health and Safety

- promote Health and Safety
- suggest and implement practices and procedures which reduce risks
- discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others

Specific Areas:	Persons Responsible:
Science	Lead Science Technician
D & T	Lead Department Technician
ICT	Network Manager

In particular Supervisory staff (level 2) should ensure that:

1. safety inspections are regularly made of their area of responsibility during directed time
 2. appropriate remedial action is taken whenever necessary to ensure the Health, Safety and Welfare of all staff, students and others
 3. all plant, machinery and equipment in their working area is in good and safe working order and adequately guarded. Guards must not be damaged or removed.
 4. supervision, and end of day/lesson procedures prevent the unauthorised and improper use of all plant, machinery and equipment in their area of responsibility
 5. appropriate protective clothing and equipment (staff and students), first aid and fire-fighting appliances are present, maintained and functioning properly for their area of responsibility
 6. ensure that all chemicals and substances are the subject of a written risk assessment, correctly used, stored and labelled – especially toxic, hazardous and/or highly flammable substances
 7. all Health and Safety signs in their area of responsibility meet the statutory requirements
 8. all Health and Safety information is communicated to their staff in the manner prescribed in this policy
 9. they report any concerns relating to Health and Safety to the Head Teacher (level 1) and/or Safety Representative
 10. act on reports received from level 3 staff within agreed timescale and report problems to level 1 and Safety Representatives
- d) All staff** have specific responsibilities for Health and Safety as described below.
1. All staff must be familiar with the requirements of:
 - i. the Health and Safety at Work Act 1974
 - ii. the Management of Health and Safety at Work Regulations 1992
 - iii. the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- iv. this Health and Safety Policy and all safety regulations as laid down by the Governing Body
 - v. any other Health and Safety legislation and codes of practice which are relevant to their work
2. All staff must take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work. To this end staff should practise, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of other staff, students, visitors and any other person in their charge, e.g. staff must:
- i. check that work areas and plant, machinery equipment are adequately guarded and in good/safe working order before, during and after activities
 - ii. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled, and that potentially hazardous equipment is carefully counted back at the end of the lesson, e.g. scissors, scalpels
 - iii. ensure safe procedures are followed by all – including students and visitors
 - iv. ensure 'the correct equipment/tool is used for the job' and that protective equipment/safety devices are used by staff and students whenever appropriate, e.g. goggles, aprons, fume cupboard, etc.
3. All staff must co-operate with the employer in all matters concerning Health and Safety, e.g.
- i. staff must not interfere with or misuse anything provided for their Health, Safety and Welfare
 - ii. staff must not make unauthorised or improper use of plant, machinery or equipment
 - iii. staff must report all accidents and near misses using the established accident reporting procedure
 - iv. staff should take an active interest in promoting Health and Safety and suggest ways of reducing risks
 - v. staff must report hazards or defects in the premises, plant, equipment or facilities initially to their manager and Safety Representatives

e) The Health and Safety Committee

The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b) require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. The Governing Body and the Head Teacher have now established a Health and Safety Committee which meets each term. Representatives on this Committee cover all appropriate areas of work or special hazards and all Safety Representatives (appointed by accredited trade union or staff association) also have a place on the Committee. The Health and Safety Committee reports to the Governing Body/Head Teacher/Education Department Safety Committee as requested.

f) **The Health and Safety Officer** is responsible for the day-to-day co-ordination of the College's Health and Safety Policy to include:

- regular inspections and risk assessments
- liaising with contractors
- initiating action on reported hazards and accidents
- fire and emergency procedures
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the College's agreed policy **prior** to the commencement of their duties.

g) **Health and Safety Representatives** (no legal responsibilities at all)

Any Safety Representative has the right to carry out his/her own inspections, investigations, and to make reports to the Head Teacher. Facilities and resources should be made available to a Safety Representative in order that s/he can effectively perform the role.

h) **Hirers, Contractors and Others**

This section refers to use of the College premises/facilities for activities not under the direction of the Head Teacher, e.g. for activities outside of normal college hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Governing Body will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers must have sufficient Third Party Liability insurance
2. All hirers, contractors and others using the premises/facilities, must:
 - i. be familiar and comply with this Policy and all Governing Body safety directives. N.B. A statement pertaining to relevant Health and Safety issues accompanies any application for a letting i.e. Health and Safety statement.
 - ii. take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the College's staff or students. This will involve contractors being able to provide their Employer's Liability Insurance, risk assessments, including the use of specialised Personal Protective Equipment, for the work to be carried out and to follow any such risk assessments completed by the College's Health and Safety Officer – these will specific to the work in hand.

Potential contractors may be: electricians; plumbers; gardeners; painters and decorators; glaziers; telephone engineers; IT support; project contractors; caterers.

Furthermore, contractors will have been briefed regarding emergency evacuation procedures upon arrival and allocated muster points – this will have been established during any preliminary site visits or on the first site visit.

The College has an established system for visitors which will be followed by contractors:

- Sign in at reception to include time in; car details; person being visited; and to be issued with a visitor's pass which shall be visible at all times
 - Reception to call Site Supervisor or Caretaker staff in the first instance (or the appropriate member of staff)
 - Visitor to be accompanied by caretaking staff around the site or another appropriate member of staff – no visitors are ever to be left unaccompanied at any time
 - Visitor to sign out and return visitor pass
- iii. respect any capacity figures detailed on the lettings documentation
- v. be competent to perform the tasks being undertaken and ensure that the College or AHR has supplied them with the information they require about the work and the environment they will be working in.
- vi. hirers, contractors and others using the premises/facilities should report any students' bad behaviour to teaching staff so as the matter can be dealt with in accordance with the College's Rewards and Sanctions Policy
3. All hirers, contractors and others using the premises/facilities must not:
- i. alter fixed installations
 - ii. interfere with or remove fire/safety notices or equipment
4. The Head Teacher or their representative must take immediate appropriate action if the contractor creates a hazard and refuses to minimise it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

SECTION 2

THE MANAGEMENT OF HEALTH AND SAFETY

There is a three stage management process increasing Health and Safety for staff, premises and contents.

STAGE A Risk Assessment and planning before lessons - to include finding out if there is a problem or risk of a problem.

STAGE B Control/take action

STAGE C Monitor and evaluate the implementation and effectiveness or otherwise of any preventative actions. To include procedures for reporting hazards/suspected hazards, and those for reviewing risk assessments and safety in general.

STAGE A Risk Assessment

We attempt to balance the desire to minimise risk with the need to maintain a pleasant welcoming college environment with a minimal but acceptable level of risk. The best action to take, with respect to increased Health and Safety, will always be the complete removal of all hazards. However, in order to maintain a pleasant welcoming College environment we can only hope to eliminate or reduce risk as far as is reasonably practicable. The degree of risk has to be balanced against the time, trouble and cost involved in introducing preventative measures. In making judgements the total cost element must be related to the degree of risk and not to the availability of capital funds.

Risk assessment is performed by trained members of the Health and Safety Committee, and during the annual Health and Safety audit the appropriate staff carry out inspections of the workplace and practices therein. The Health and Safety Officer uses details from the incident log book along with the hazard severity and risk probability ratings to check for patterns, and look for common causes, areas or times and report back to the Committee of his/her findings. The police, other agencies and staff are consulted and the accident log is monitored and evaluated and manufacturers' instructions and/or data sheets are compared to practice. When conducting initial risk assessments or reviewing them the Head Teacher invites the fire brigade, local police or other relevant agencies to be involved in the process if:

- the procedures are likely to involve that agency/service
- the procedures relate to the arrangements for liaison with the Head Teacher

Professional agency/service input ensures that our Health and Safety procedures are in line with their own needs and arrangements for responding to emergencies or other incidents involving colleges. As well as the specific co-ordination mentioned above, an effective working relationship between the College and professional agencies/services requires regular contact and communication as the need arises.

There are many examples where risk assessment is undertaken:

- annual Health and Safety Audit to be undertaken by the Head Teacher, Health and Safety Co-ordinator, Safety Representative and Governor responsible for Health and Safety. An unannounced annual site survey is conducted by the Health and Safety Officer and staff are informed of the results.
- termly Health and Safety Inspection of College premises to be undertaken by the Health and Safety Representatives and/or Committee
- continuous identification of hazards and risks on a daily basis, e.g. both formal and informal staff consultation is done through line management systems and Safety Representatives are consulted regularly
- assessment of any substance or material introduced into the College and College site to ensure compliance with the Control of Substances Hazardous to Health (COSHH) regulations – this must be completed before the substance or material is used.
- assessment of any new activity or procedure introduced into the College. Testing of electrical equipment will take place annually or as appropriate.

The results of all such risk assessments are reported to the Governing Body who, in consultation with the Head Teacher, prioritise issues and assign resources to undertake remedial/control measures where required.

There is a five stage management process in risk assessment:

1. **Identifying hazards**

The following process can be helpful in the identification and removal of hazards:

- i. Look at the **likelihood** of an event happening and its potential **consequence** as risk is the combination of these factors.
- ii. Examine **'the nature of the job'**
Safe methods of working, good management and supervision are prerequisites to the effective removal of hazards.
- iii. Investigate the safety literature for advice
Many publications are available from the Head Teacher, and have been considered in formulating this policy.

2. **Identify who might be harmed, and how**

Identify which persons are at risk - those who directly use machinery and equipment or who have face-to-face contact with the public are normally the most vulnerable. Teaching and non-teaching staff who have contact with the public – predominantly Parents/Carers – should be aware of the potential for Parents/Carers to show a challenging attitude – this will be through experience with dealing with these people or through talking with them.

Staff should take steps to minimise any risks associated with this:

- Arrange to meet with another colleague present
- Avoid a meeting in isolation
- Choose a venue with a telephone
- Liaise with line management for advice – the meeting could be chaired by a more senior member of staff, such as a Deputy Head Teacher.
- Meetings with students should never be behind closed doors in isolation
- Meetings with students should, when appropriate, be in the presence of another colleague

Where appropriate, identify potentially challenging people in advance so that the risks they might present can be minimised. Visitors and those who do not use the College premises all the time should also be considered.

3. **Evaluate the risk**

If risk cannot be removed completely then consideration should be given to how risk can be controlled so that harm is unlikely. Consideration should be given to how the following factors and others work together to influence the risk – it is usually a combination of factors that gives rise to aggression:

- **training and information**
- **College building security/the environment**
- **the nature of the job**

Further consideration is given to whether all statutory requirements have been met, e.g. guarding dangerous parts of machinery. All relevant employees are told about the risks

and what precautions are to be taken – this is done by briefings, bulletins and clear signs/notices in appropriate places.

4. **Establish the level of risk**

A level of risk posed by a particular hazard should be given a rating of either high, medium or low risk. Most common situations are likely to be classed as having a high or medium risk.

5. **Record the findings**

An electronic written record of all risk assessment is kept by the H & S Officer – all risk assessments can be used to inform future risk assessments where the conditions to be encountered are similar – in this way they act as a working document for all staff. The following procedure for reporting safety matters should then be employed. This procedure should be used for all safety issues, including a suspicion of risk or a report of faulty equipment (to include faulty or inadequate fire fighting equipment).

Procedure for Reporting Safety Matters

The relevant Line Manager should always be informed (verbally and in writing – e-mail is acceptable) and immediate colleagues (verbally). As soon as the relevant line manager has been informed it will be his/her responsibility to make appropriate decisions, e.g.

- i. immediately taking the relevant piece of equipment out of service
- ii. organising a replacement item of equipment
- iii. including the item in the 'Safety Matters' section of the agenda of the department meeting
- iv. informing the Head Teacher, Health and Safety Officer, Safety Representative, Operations Manager and the Premises Officer, as appropriate

Procedure for Circulating Safety Information

N.B. in the following section the term 'staff' refers to both teachers and technicians.

On receipt of a safety document from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), the LA, etc, the contents are analysed and categorised by the line manager under one of three headings:

- i. **Immediate action required**
Staff are verbally informed by their line manager and are asked to read their own copy of the circular as soon as possible – staff are asked to sign a document specific to any new instructions on acknowledgement of having received and read any new instructions. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is then discussed at the next department meeting.
- ii. **Medium/long term action required**
The document is circulated to all relevant staff and then filed. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is discussed at the next staff meeting.

iii. **No action required**

If the contents confirm what is already practised, then the document may simply be mentioned at the next staff meeting. The document is always filed.

Despite the above process it is important to remember that communication should always be a reciprocal process between staff, Safety Representatives and students so that all members of the College community are fully aware of all current Health and Safety issues. Line managers also use other systems for disseminating information such as:

- the provision of policy statements, performance standards, rules and procedures
- the use of posters and department bulletins
- communication with outside organisations such as CLEAPSS, the Local Authority and other colleges/schools.

STAGE B Control/taking Action

Decisions regarding necessary remedial action or the introduction of risk control measures must be made by the Head Teacher in consultation with the Health and Safety Committee on behalf of the Governing Body. Best advice can often be obtained from the level 2 managers who are often experts in their own areas. The Health and Safety Committee on behalf of the Governing Body may be required to reallocate or divert resources accordingly. Actions can be prioritised based upon the level of risk and can take many forms, e.g.

1. Any costs incurred in changing practice should be estimated as a prerequisite to requesting relevant funding. N.B. Whenever training is statutory, or considered a necessity for the safety of staff, students and others, the Health and Safety Committee on behalf of the Governing Body will ensure – within the financial resources available – that such training is provided. Students receive training appropriate to the learning activities in which they participate. Records will be kept of all training, and both staff and pupil training will be regularly updated.
2. Heads of Department must establish that the teachers in their Department are 'competent' (i.e. possess the necessary skills, knowledge and experience) to carry out the role required of them in accordance with relevant safety legislation in order that they may prevent danger or, where appropriate, injury. After competence has been assessed by Heads of Department, teachers may still need to be given appropriate degrees of supervision, taking into consideration their experience and the nature of the work. It is therefore vital that Heads of Department have been trained and are deemed to be competent to carry out this process – for example the installation of new equipment will be accompanied by training from an approved installer; the publication of updated HAZCARDs in Science. The Head of Department will inform the teachers in their Department of the new process, usually at a Department meeting, where a record will be taken of:
 - those teachers in attendance
 - the paperwork and training that each teacher has been provided with their signature as evidence of the time and date that this took place

Such records will be kept by the Head of Department.

After assessing the competence of staff in dealing with particular situations, it may be necessary to offer staff training or provide information. By informing staff and providing appropriate training, it is hoped that risks will be minimised and to

encourage staff to report incidents promptly in the accident log. When designing and implementing a training programme, it is important to analyse the needs expressed by all staff involved. This is primarily done by analysis of the questionnaire returns during the annual Health and Safety audit. The questionnaire provides a survey of individual, departmental and Whole College needs.

Suitable Health and Safety training must be provided whenever staff have to work with new equipment (including new technology) or in a new system, e.g.

- i. new staff should be trained before taking up their formal duties as part of their induction training
- ii. staff should be trained before taking up their formal duties in a new work area or job
- iii. staff should be trained before taking up new responsibilities
- iv. staff should be trained before participating in a new or different system of work

A review of the assessment of competence must be carried out if safety aspects of the work change significantly. The Health and Safety training must:

- i. be repeated periodically where applicable (refresher courses)
- ii. take place during working hours
- iii. take account of new or changed risks to the employees

Information on competence requirements for a particular post is used during the recruitment and selection process (including the employment of Agency Staff).

3. It will be necessary to offer support systems to victims of accidents, stress or violence. Appropriate support needs to be offered to victims as quickly as possible if long-term distress or absence is to be avoided. It is therefore necessary that support systems are in place and that staff are made aware of them, e.g. 'back to work' interviews.
4. It may be necessary to alter the nature of the job itself or procedures related to the job.

N.B. All security equipment now conforms to British Standard EN ISO9000 and care is taken to ensure that companies fitting security equipment are ISO9001 approved.

STAGE C Monitor and Evaluate

Employees and their representatives are consulted when monitoring and evaluating the implementation and effectiveness of the College's Health and Safety policy and risk assessments, and related preventative actions. An annual Health and Safety audit is carried out. This is to be shared with the Health and Safety Committee at the SECOND meeting of each new academic year. The accident log is also used as a key source of information, as are informal discussions with staff during the inspection of the premises. Whenever possible, evaluation and monitoring is carried out using quantifiable indicators, e.g.

- the frequency and cost of accidents, verbal abuse, assault, intrusion, arson, theft and vandalism at the College
- the numbers of teaching, non-teaching staff and governors trained in Health and Safety issues
- how much of the College budget is allocated to Health and Safety issues
- how any specific Health and Safety grant may be spent – this will involve a cost benefit analysis as either may involve non-financial costs and benefits.
- the timing and frequency of Health and Safety reviews
- details of any agencies from which Health and Safety advice has been or will be sought
- action taken by the College, LA, or Trustees to improve Health and Safety
- details of any recent significant incidents, e.g. assaults on staff or students, theft, vandalism, arson, etc. N.B. Staff and students are encouraged to report incidents of crime and violence which they have experienced, and the College has tried to develop an ethos of problem sharing

N.B. A distinction should be made between those incidents occurring on the College premises and those occurring just outside the College grounds. Consideration should also be given to the likelihood of incidents being repeated.

The results of the Health and Safety audit and the ongoing process of monitoring and evaluation are made known to staff via briefings, notices and articles in the staff bulletin. However, care must be taken not to provide information which may increase the risk to the College, e.g. information which draws attention to vulnerable areas or details of the Health and Safety system. The College Health and Safety Committee regularly checks that risk assessments are still valid in the current work situation.

SECTION 3 SPECIAL AREAS FOR CONSIDERATION

a) Duty Supervision

- at least one member of staff will be on duty outside the College from 8.30 am, usually a member of the senior management team
- at break times several members of staff will be on duty as per the staff duty rota
- lunch time supervision is managed by the Deputy Head Teacher (staff deployment)
- at the end of the College day members of senior staff will be on bus duty and other staff will supervise the exit of students from the College buildings

b) Students taking medicines

The guidance provided by the LA and Department for Education are followed as detailed in LA guidelines and the College's First Aid policy. This is overseen by the College's appointed First Aid Officer.

c) **Areas of Special Risk**

The College will follow any guidance issued by the LA in relation to the use of equipment or substances, or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of Health and Safety, and should each have their own safety codes:

- Design and Technology, including Food Technology
- Science
- Art , P.E. and Performing Arts
- ICT (where electrical risks are relatively high)

d) **Emergency Plans**

1. The College Health and Safety Officer has prepared emergency plans to cover all foreseeable major incidents. In undertaking this work due regard has been given to:
 - i. the LA's Education Crisis Line
 - ii. the LA's Snow Line Procedures
 - iii. the three principles of:
 - saving lives
 - preventing injury
 - minimising loss

This latter sequence of principles is hierarchical and determines the priorities of the College and the local emergency services, e.g. in the event of an evacuation due to a fire alarm, students are to leave their bags in the classroom as these can form hazards and congestion in corridors and on the stairs. Action to safeguard the property in these bags is clearly to allow the students to carry them but this is deemed to be secondary to the need to prevent injury.

2. The emergency plans have been formally agreed by the Governing Body and are rehearsed regularly by staff and students. The results of all such rehearsals forms part of the annual safety audit and the outcome is reported to the Governing Body.
3. Full details of the evacuation procedures are stored centrally by Operations Management. Each teaching area of the College has a map showing the evacuation route and position of the assembly point, etc.

e) **Pupil illness**

Parents of students will be asked to provide an emergency contact number and to alert the College of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office on the Sims system. In the event of serious illness an ambulance will be called, parents will be contacted and asked to meet their child at the hospital.

f) **College visits and 'off site' activities**

The Governing Body will comply with the guidance the LA has issued on 'off site' visits or activities, particularly:

- the conduct of Outdoor Pursuits
- the use of Mini-buses and coaches
- residentials and trips abroad

The Head Teacher will submit to the Governing Body a report on the arrangements for the management of the Health, Safety and Welfare of students on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements
- the arrangements for supervision of students (including the staff/adult : pupil ratio)
- the arrangement for first aid cover
- the level of qualified instruction and supervision that will be available for activities of special risk

N.B. There is a separate detailed College trips/visits/activities procedure pack on the organisation and associated risk assessment for 'off site' visits or activities.

g) **Self-financed projects**

Contact the LA for advice re: insurance and legal considerations.

h) **Environmental Protection Act**

The College complies with the Environmental Act 1990 and the associated Code of Practice.

i) **Monitoring and reviewing this Health and Safety Policy**

The Governing Body reviews this Policy annually, and a formal resolution is put to the Governing Body for the approval of the amended/updated policy. The Governing Body will review this Policy more frequently should the need arise, e.g. on the publication of new regulations or on receipt of new documentation from the LA.

j) **First Aid Cover**

The following principles apply to the provision of first aid:

1. The arrangements for first aid provision will be adequate to cope with foreseeable accidents or injury.
2. Staff will follow the procedure in dealing with accidents as detailed in the separate policy on first aid.
3. Where appropriate, accidents will be dealt with in the medical room with appropriate action being taken. Any cuts and abrasions must be dealt with in accordance with the 'HIV Preventative Protocol'.
4. A record must be made of all accidents which require first aid to be administered to a member of staff, pupil or other person – either on the College premises or engaged in activities sponsored by the college (including visits). This applies to every case where first aid is given, whether from a remote first aid location or in the medical room.
5. First aid materials are held at various locations throughout the College at locations determined by the Head Teacher. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked weekly for stock level, use by date, contamination, etc. Materials in remote locations are very sparse: even sticking plasters are now only allowed to be administered centrally due to the allergic reaction that some children have when their skin is exposed to the adhesive.
6. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-College activities. All groups will have, as far as possible, a qualified First Aider with them and so the first aid pack will be comprehensively stocked.
7. The number of certificated First Aiders will always be at least that number required by law. All such staff will be trained in first aid by St John's Ambulance staff or other appropriate body to a basic, minimum level of competence.
8. Defibrillators are located in Reception, First Aid Office and the Sports Hall.

The current list of First Aiders is communicated to staff on an annual basis. A list is displayed in the First Aid Room. Staff trained in the use of defibrillators are identified at Reception and in each classroom with contact numbers.