



ST. CATHERINE'S
COLLEGE
A CHURCH OF ENGLAND ACADEMY

Health and Safety Policy

Date approved: 2018

Date to be reviewed: 2019

HEALTH AND SAFETY POLICY DOCUMENT

PART ONE

STATEMENT OF INTENT

The College's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The College is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the College's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the college's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the Colleges health and safety performance. For the Policy Document to be effectively implemented, the College requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure (see Appendix B) and the following arrangements and procedures, has been approved by the College's Governing Body.

Signed:	Signed:
Headteacher's name: Mr Solomon Behane	Chair of Governors' name: Mr David Jeffries
Date:	Proposed review date:

CONTENTS PAGE

PART TWO - ORGANISATION	7
Organisation – Introduction.	7
The Duties of the Governing Body.....	7
The Duties of the Headteacher.....	7
The Duties of Employees	8
Pupils.....	8
College Health and Safety Representatives.....	8
Supply and Temporary Staff	9
Teaching Staff and Course Leaders.....	9
Heads of Departments (inc Support Managers/Supervisors)	11
Technicians/Teaching Assistants	11
The Duties of Education Visit Coordinators (EVC)	11
The Duties of Head of Site	11
Health & Safety Officer	11
Deputy Headteacher.....	<u>11</u>
First Aid Co-ordinator	11
Work Experience Co-ordinator	11
PART THREE - ARRANGEMENTS.....	14
Arrangements	14
Communication.....	14
Consultation with Employees	14
Section 1 - RISK ASSESSMENT	14
Risk Assessment	15
CollegeTrips/Offsite Visits.....	15
Working at Height.....	15
Noise	17
Violence to Staff.....	17

Security Arrangements Including Dealing with Intruders	17
Personal Security/Lone Working	17
Hazardous Substances (Control of Substances Hazardous to Health CoSHH)	19
Personal Protective Equipment	19
College Transport.....	19
Manual Handling (typical loads and handling pupils).....	20
Curriculum Safety (including extended colleges activity/study support)	20
Work Experience Placements	20
Display Screen Equipment	21
Playground Supervision/Play Equipment and Maintenance.....	21
Section 2 - PREMISES	22
Mechanical and Electrical (fixed and portable)	22
Maintenance of Machinery and Equipment.....	22
Asbestos	22
Service Contractors.....	24
Building Contractors	24
Small Scale Building Works	24
Lettings (shared working – playgroups etc).....	25
Slips/Trips/Falls	25
Cleaning	26
Transport Arrangements (on-site).....	26
Caretaking and Grounds Maintenance (and grounds safety)	26
Gas and Electrical Appliances	28
Glass and Glazing	28
Water Supply/Legionella	29
Snow and Ice Gritting.....	29
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	29
Infectious Diseases	29

Dealing with Medical Conditions	30
Drug Administration	30
First Aid	30
Reporting of Accidents, Hazards, Near Misses	32
Fire Safety and Emergency Evacuation.....	32
Crisis and Emergency Management	32
Section 4 - MONITORING AND REVIEW	33
Monitoring	34.
Inspections.....	33
Review.....	33
Auditing.....	33
Section 5 -TRAINING	34
Staff Health and Safety Training/Competence.....	34
Supply and Student Teachers	34
Volunteer and Parent Helpers	35
Section 6 - HEALTH AND WELLBEING	35
Pregnant Members of Staff	35
Health and Well Being Including Absence Management	35
Smoking on Site	35
Section 7 - ENVIRONMENTAL MANAGEMENT	36
Environmental Compliance.....	36
Disposal of Waste	36
Section 8 - CATERING AND FOOD HYGIENE.....	36
Catering and Food Hygiene.....	36
Section 9 – HEALTH AND SAFETY ADVICE.....	36
Information	36
Appendix A - Lone Working	39
Appendix B - Organisational Structure	40

PART TWO - ORGANISATION

Organisation – Introduction.

In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the College’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the college, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Governing Body have appointed In-House Safety as the College’s Competent H&S Advisers. The responsibility for monitoring H&S will be FGB who will:

- *initially approve the H&S Policy*
- *appoint a member of the Governing Body to attend the H&S Committee meeting*
- *receive H&S training to support them in their role*
- *Receive and review a copy of the minutes of each H&S Committee meeting at each FGB meeting.*
- *Receive a copy of any H&S external audit reports*
- *Ensure the annual H&S development plan is monitored by the link H & S Governor.*
- *Ensure sufficient resources are made available to support this policy and the H&S development plan.*

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the college, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the college by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Headteacher will:

- *Review the H&S Policy annually and when significant changes occur.*
- *Provide liaison with inspectors, the LA, DCAT, the DFE and HSE*
- *Nominate specific staff with designated safety roles*
- *Ensure that emergency procedures and fire evacuation practices are in place.*
- *Ensure all staff receive appropriate training at Induction and are also provided with appropriate training to support, first aid, fire and emergency evacuation, risk assessments – including fire, display screen equipment, manual handling, substances and general risk assessments.*
- *Budget for H&S matters*
- *Instigate disciplinary action where staff have ignored or shown disregard for H&S matters outlined in this policy, college codes of practice or H&S legislation.*
- *Be responsible for Crisis and Emergency Management section in Part Three.*

The Deputy Headteacher will assume the duties of the Headteacher in his absence and has the authority to make and implement decisions throughout the College at any level if there is; immediate danger, or dangerous practices or breach of the law.

<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the college's Health and Safety Policy Document and procedures at all times, co-operate with college management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the College's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p><i>H&S Accident and incidents should be reported by completing a H&S accident / violent incident / near miss form as appropriate, these are found on SCC portal/Health& Safety/documents Once completed these must be emailed to the H&S Officer or put in her pigeon hole</i></p> <p><i>In the event of a significant incident, i.e. where many people are hurt, please call the H&S Officer urgently as it will be important to undertake an investigation asap.</i></p> <p><i>All H&S Information is held on the staff drive and can be found by accessing the following path; O:/Health & Safety</i></p>
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the college and in particular the instructions of staff given in an emergency, use and not willfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p><i>Pupils must read the safety information contained within their diary and any further H&S updates communicated via the Yellow Bulletin.</i></p> <p><i>Any misuse of H&S equipment by a pupil will be recorded and will be reported to the College's Health and Safety Officer who will follow up the incident with the pupil and parent/guardians.</i></p>
<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out college inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p><i>The following Unions are represented at this College:</i></p> <ul style="list-style-type: none"> • Unison • NUT • NASUWT • ALT <p><i>H&S Union Representatives are invited to be members of the Colleges H&S Committee; if they are unable to attend they can appoint a representative in their place.</i></p>

Supply and Temporary Staff

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role by their line manager. Temporary staff are directly accountable to the Line Manager whilst on the college site. If on supply for more than two weeks they receive Health & Safety Induction from the Health & Safety Officer

Teaching Staff (and Course Leaders)

Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the college and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teachers and Course Leaders will:

- *Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally*
- *Give adequate instruction and safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.*
- *Ensure special working procedures, protective clothing and equipment are provided and used where necessary*
- *Ensure that the classroom, workshop and other areas under their control, are tidy and good housekeeping procedures are followed*
- *Undertake a visual inspection of any equipment prior to use and ensure that portable electrical equipment is tested on an annual basis*
- *Report any defects and make any recommendations to their line manager where necessary*
- *Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy*
- *Ensure that each pupil receives a copy of, and understands the implications of, the 'pupil's safety policy' at the outset of his/her course, where applicable*
- *Include within the teaching programme specific safety modules as appropriate to the area of study.*

Heads of Departments (including Support Managers/Supervisors)

Heads of Departments and Support Managers/Supervisors are responsible for the provision of safe working conditions for staff, pupils and visitors working within their areas of responsibility.

Heads of Departments and Support Managers will:

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

<p>Technician/Teaching Assistants</p> <p>Classroom Technicians and Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p><i>Technicians and Teaching Assistants will also:</i></p> <ul style="list-style-type: none"> • Undertake a visual inspection of equipment prior to use, remove any faulty equipment and ensure, where appropriate, that portable appliance testing is completed annually. • Report any defects to their line manager.
<p>The Duties of External Visits Coordinators (EVC)</p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the College.</p>	<p><i>The College's EVC will:</i></p> <ul style="list-style-type: none"> • Be responsible for the college trips/offsite visits section in Part Three • Support the Headteacher in the management and evaluation of educational visits • After discussion with the Duty Headteacher either approve proposal for visit or submit proposal to the Schools Resilience Officer (Off-site visits) at ESCC. • Confirm the leadership, staffing and volunteers of the group are appropriate
<p>The Duties of Head of Site</p> <p>The Head of Site has a day to day responsibility for ensuring compliance with the College Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe. They will take responsibility for ensuring that all regulatory servicing, checks and premises inspections are made.</p>	<p><i>The Head of Site is responsible for the following sections within Part Three</i></p> <ul style="list-style-type: none"> • Section 1 – security arrangements including dealing with intruders. • Section 2 - mechanical and electrical - including site PAT testing, maintenance of machinery and equipment, asbestos management, service contractors, building contractors, small scale building works, lettings, slips, trips and falls, cleaning, transport arrangements, caretaking, gas & electrical appliances, glass and glazing, water supply/ legionella, snow and ice gritting. <p><i>He will ensure that:</i></p> <ul style="list-style-type: none"> • reports on health and safety matters with respect to the college buildings and grounds are prepared; • safety procedures are developed and adhered to for operations carried out within the college by his/her staff and by outside contractors under his/her control. • keep records of hazards identified on site by staff and the remedial action taken and when; • routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken; • the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments; • ensure all accidents within the area of responsibility are recorded in line with the college policy. • ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate); • ensure that all portable electrical equipment is tested on an annual basis; • ensure equipment, including personal protection equipment is maintained in a safe

	<p>condition and that substances hazardous to health are stored in a safe place.</p> <ul style="list-style-type: none"> • when liaising with contractors, ensure the guidance on the management of contractors is followed.
<p>Health and Safety Officer</p> <p>The H&S Officer will oversee the reporting and investigation of H&S accidents and incidents. They will identify trends and make recommendations for reducing accidents. They will assist with inspections and safety audits. They will make recommendations on matters of safety policy in compliance with new and modified legislations. They will advise on general H&S, especially hazards and precautions.</p>	<p><i>The H&S Officer will be responsible for the following sections within Part Three;</i></p> <ul style="list-style-type: none"> • Section 1 –violence to staff, security arrangements including dealing with intruders, personal security/lone working, college transport, display screen equipment • Section 3- reporting of accidents/ hazards/ near misses, fire safety and emergency evacuation • Section 5 – staff health and safety training/competence • Assisting with the review and development of risk assessments.
<p>Deputy Headteacher</p> <p>The Deputy Headteacher is responsible for the co-ordination of H&S management within the College. They will Chair the H&S Committee, take responsibility for the H&S development plan and oversee the H&S budget. They will have a general oversight of health, safety and welfare matters and monitor the general H&S programme. They will liaise with outside bodies concerned with H&S.</p>	<p><i>The Deputy Headteacher will take responsibility for the following section within Part Three;</i></p> <ul style="list-style-type: none"> • Communication and Consultation with Employees • Section 4 – monitoring, inspections, review and auditing. <p><i>He will also:</i></p> <ul style="list-style-type: none"> • Report any urgent H&S matters to the Principal • Present H&S Policies for review by FGB
<p>First Aid Co-ordinator</p> <p>The First Aid Co-ordinator will oversee the provision of first aid within the college. They will be responsible for monitoring and reporting medical and first aid information. They will ensure first aid posters are up-to-date. They will assist in the review of procedures and Administration of Medicines. They will also assist with health promotion activities within the College.</p>	<p><i>The First Aid Co-ordinator will take responsibility for the following sections in Part Three:</i></p> <ul style="list-style-type: none"> • Section 3 - infectious diseases, medical conditions, admin of medicines and first aid
<p>Work Experience Co-ordinator</p> <p>The Work Experience Co-ordinator is responsible for developing procedures to ensure that pupils placed with employers for work experience are not subject to unacceptable risks and that all work placement providers are assessed prior to use for the first time. They will comply with ESCC work</p>	<p><i>The Work Experience Co-ordinator will:</i></p> <ul style="list-style-type: none"> • Be responsible for work experience placements in Part Three, Section 1. • Assist in the assessment of placements where there are particular causes of concern • Ensure risk assessments are carried out for young people employed by or on work experience placements with the College and communicated to parents • Ensure work placement employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by pupils,

placement guidance and ensure these are implemented and monitored.

unless proof of training/competence is available.

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the college to minimise health and safety risks to an acceptable level.	Responsibility of:	Action/Arrangements
Communication The college recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Deputy Headteacher	The College communicates H&S information through: <ul style="list-style-type: none"> • New policy distributed to all staff (including new staff on induction) • H&S Noticeboard in staffroom • H&S information - First Aid and Fire notices in every room • H&S Committee Agenda and Minutes made available to all • H&S Audit findings made available to all • Pupil Diary • Contractors Information Pack
Consultation with Employees The college recognises the importance of consulting with employees on health and safety matters.	Deputy Headteacher	The H&S Committee comprise of: <ul style="list-style-type: none"> • Deputy Headteacher • Safeguarding Officer • Teacher Rep • Health & Safety Officer • Head of Site • H & S link Governor The following are Trade Union representatives: <ul style="list-style-type: none"> • Unison • NUT • NASUWT
Section 1 - RISK ASSESSMENT		

<p>Risk Assessment</p> <p>The college uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Colleges Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p>	<p>Head of Departments</p>	<p><i>The following staff are responsible for completion of risk assessments within the following areas:</i></p> <ul style="list-style-type: none"> • <i>Head of Site</i> Premises & Cleaning • <i>ICT Manager</i> Minibuses • <i>Head of Technology</i> Technology • <i>Head of Food Tech</i> Food Technology • <i>Head of Drama</i> Drama • <i>Head of Dance</i> Dance • <i>Head of Science</i> Science • <i>Head of PE boys</i> PE boys • <i>Head of PR girls</i> PE Girls • <i>Work Experience Co-ordinator</i> Vocational Experience • <i>Business Manager</i> Off site visits & Administration • <i>Head of Art</i> Art & Photography • <i>Catering Manager</i> Catering • <i>Head of PE boys</i> Off site Education Courses • <i>ICT Manager</i> IT Dept • <i>Motor Vehicle Instructor</i> Motor Vehicle • <i>SLS</i> Grounds
<p>College Trips/Offsite Visits</p> <p>The college complies with DFE Guidance on offsite visits and college journeys. A separate college trips procedure has been produced.</p>	<p>Business Manager</p>	<p><i>The Off Site Activities Policy can be found on O:Staff General Information\School Policies\Policies</i></p> <p><i>The College uses Exeant Software which manages risk assessment process for off site visits. The authorization process requires; the trip leader to complete risk assessment – the EVC to authorize – the Deputy Headteacher to authorize – (if hazardous) ESCC Off sites activities adviser to authorize.</i></p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The college discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to</p>	<p>HoD Manager/Supervisors All Staff</p>	<p><i>The two or three step ladders are located in:</i></p> <ol style="list-style-type: none"> 1. <i>Science Prep Room</i> 2. <i>Art Office</i> 3. <i>TE5</i> 4. <i>Premises Office</i> 5. <i>The Library</i> 6. <i>Premises</i> <p><i>Ladder checks are carried out by a competent member of the Premises Team.</i></p> <p><i>Premises Staff complete working at height and/or tower training if appropriate</i></p>

use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.



<p>Noise</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>Head of Dept:</p> <p>Music PE Technology Motor Vehicle</p>	<p><i>The following departments have been identified to be at risk from high levels of noise, the Head of Department is responsible for noise control and protection in their area:</i></p> <p><i>Music – ear plugs issued to all music department users</i></p> <p><i>PE</i></p> <p><i>Technology</i></p> <p><i>Motor Vehicle</i></p>
<p>Violence to Staff</p> <p>The college are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the college ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Health & Safety Officer</p>	<p><i>Any acts of violence to staff must be recorded and reported via the Incident and Assault forms available on SCC Portal/Health and Safety/Documents</i></p> <p><i>There is a Violence and Aggression at Work Policy available on SCC Portal/School Policies.</i></p> <p><i>The key departments at risk are:</i></p> <ul style="list-style-type: none"> • <i>Premises Team</i> • <i>Student Services & Isolation</i> • <i>Visitor Reception</i> • <i>Safeguarding Team</i> • <i>Pastoral Team</i> • <i>Finance Team</i>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Premises Team</p>	<p><i>All staff must sign in and out electronically. College is security locked during College hours. Access to College only via visitor reception or Student Services which have security access. All visitors must sign in electronically and display a visitors badge when on the premises. Visitors must be accompanied whilst on site.</i></p> <p><i>The College has a Bodet system which will alert staff in the event of an internal intruder by a bell sound or of an external threat by message. Pupils receive instructions on what to do in a Lockdown situation</i></p>
<p>Personal Security/Lone Working</p> <p>The college ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Health & Safety Officer</p>	<p><i>A lone working risk assessment has been completed. The following people are identified at risk:</i></p> <ul style="list-style-type: none"> • <i>Premises Staff</i> • <i>52 week per year staff</i> • <i>Isolation and Student Services</i> • <i>Cleaning Team</i> • <i>Safeguarding team</i> • <i>Visitor Reception</i> <p><i>The control measures are:</i></p>

		<ul style="list-style-type: none">• <i>the provision of mobile phones and radios</i>• <i>Signing in and out electronically</i>• <i>Call out second member of staff present</i>• <i>CCTV</i>• <i>Personal safety training</i>• <i>During holidays all visitors must report to Visitor Reception and contact a member of staff to be allowed access to the building</i> <p><i>Lone working procedures have been developed – see Appendix A.</i></p>
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<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>HoD Manager/Supervisors All Staff</p>	<p><i>CoSHH applies to all departments where there are chemicals, assessments and data sheets can be found as specified:</i></p> <ul style="list-style-type: none"> • <i>Art – Art Office</i> • <i>Cleaning – Cleaning cupboards</i> • <i>Catering – Catering Manager’s Office</i> • <i>Design & Technology – DT Technicians Office</i> • <i>Motor Vehicle (MV) – Head of MV Office</i> • <i>Premises and Grounds – Facilities Office</i> • <i>Science – Science Technicians Prep Room /Office</i> • <i>Student Services</i> • <i>Head of Year offices</i> <p><i>Fume cupboards found in SC4 and the Prep Room, the Senior Technician ensures these are regularly inspected and maintained.</i></p> <p><i>The Local Exhaust Ventilation is found in the DT Technicians Prep Room, the Technician ensures this is regularly inspected and maintained.</i></p>
<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>HoD Manager/Supervisors All Staff</p>	<p><i>PPE is provided for the following staff / departments:</i></p> <ul style="list-style-type: none"> • <i>Catering – non slip/steel toe capped shoe, uniform, aprons</i> • <i>DT -steel toe capped boots, dust masks, ear defenders, gloves and safety goggles</i> • <i>Premises – steel toe capped boots, high vis jackets, water proof jackets, goggles, ear defenders, gloves, dust masks, hard hat, all weather equipment</i> • <i>Science – lab coats, goggles, PPE, gloves</i> • <i>Cleaners - shoes</i>
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>Health & Safety Officer</p>	<p><i>All minibus drivers must annually provide the H&S Officer with a copy of their license in September and a valid DVLA license check code. All drivers must complete the driver’s checks and sign the minibus log sheet kept in the minibus. All minibus defects must be immediately reported to the H&S Officer.</i></p>

<p>Manual Handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Principals are responsible for assessing the appropriate approach to handling tasks.</p>	<p>HOD Manager/Supervisor</p>	<p><i>The following staff have received manual handling training:</i></p> <ul style="list-style-type: none"> • <i>The Premises Team</i> • <i>Reprographics Technician</i> • <i>Science Technicians</i> • <i>IT Team</i> • <i>INAs</i> • <i>Catering</i> • <i>Art Technician</i> <p><i>There are trollies, barrows and lifts to assist with manual handling of equipment.</i></p>
<p>Curriculum Safety (including Motor Vehicle/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>HoD</p>	<p><i>The following staff are responsible for the risks related to their curriculum area, guidelines, policies and risk assessments are held on the O drive O:\Healthand safety\Departments\...:</i></p> <ul style="list-style-type: none"> • <i>Head of Technology</i> <i>Technology</i> • <i>Head of Food Tech</i> <i>Food Technology</i> • <i>Head of Drama</i> <i>Drama</i> • <i>Head of Dance</i> <i>Dance</i> • <i>Head of Science</i> <i>Science</i> • <i>Head of PE boys</i> <i>PE boys</i> • <i>Head of PE girls</i> <i>PE Girls</i> • <i>Head of Careers</i> <i>Vocational Experience</i> • <i>Head of Art</i> <i>Art & Photography</i> • <i>Head of Pe boys</i> <i>Off site Education Courses</i> • <i>Motor Vehicle Instructor</i> <i>Motor Vehicle</i> <p><i>Lessons plans cover all H&S risks related to their area of study.</i></p>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	<p>Head of Careers</p>	<p><i>There is a Careers and Work Experience Policy which can be found on SCC Portal/School Policies</i></p> <p><i>The College purchases a service from ESCC to assess work experience providers prior to the work experience taking place.</i></p>

<p>Display Screen Equipment</p> <p>The majority of staff within the college are not considered to be DSE users. Health and Safety Officer ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Health & Safety Officer</p>	<p><i>The Health & Safety Officer sends out a DSE questionnaire for completion by DSE users annually. These questionnaires are checked and action taken to address any issues followed up.</i></p>
<p>Lunchtime Supervision</p> <p>A risk assessment of the potential hazards at lunchtime has been undertaken and control measures identified.</p>	<p>PA to SLT Head of PE</p>	<p><i>The location of duty and lunchtime staff are directed to ensure supervision of all key areas. Staff are asked to roam and stay alert to problems. Staff located outside have high visibility jackets. Six members of the Senior Team are on duty at lunchtime every day.</i></p> <p><i>First aider locations are displayed around the college on doors and walls and first aid staff wear a red lanyard. There is a behavior policy with clear sanctions. Walkie talkies provide a means to report emergencies and communicate concerns, request support.</i></p>

Section 2 - Site

<p>Mechanical and Electrical (fixed and portable)</p> <p>The College takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in:</p>	<p>Head of Site</p>	<p><i>Hard copies of all mechanical and electrical servicing are kept in the Site Office, where provided electronic copies are held in</i> <i>o:\Healthandsafety\Departmental Folders\Premises\shortcuts</i></p> <p><i>Such items include fixed wiring tests, additional electrical installations, gas safety certificates.</i></p> <p><i>At the moment all Pat testing results are kept</i> <i>o:\Healthandsafety\Departmental folders\premises\shortcuts</i></p> <p><i>It is intended to move all these assets together with details of the Pat testing to School Asset Manager as soon as possible.</i></p>
<p>Maintenance of Machinery and Equipment</p> <p>The college inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>Head of Site</p>	<p><i>The Maintenance Schedule for Machinery & Equipment can be found in</i> <i>O:\HealthandSafety\DepartmentalFolders\Premises\shortcuts</i></p> <p><i>All key assets are logged on School Asset Manager which also enables maintenance Schedules to be recorded and reminders given.</i></p>
<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the college site, the college maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control 	<p>Head of Site</p>	<p><i>The asbestos log is kept in the Site Office and shown to and signed by relevant contractors when necessary before they undertake any work on site.</i></p> <p><i>Details of any asbestos surveys undertaken at the college can be found at:</i> <i>O:\Healthandsafety\Departmental Folders\Premises\Asbestos. The</i></p>

<p>of asbestos;</p> <ul style="list-style-type: none">• removing asbestos containing materials where the risk to building users is unacceptable;• having a named officer who has responsibility for implementing the Asbestos Management Plan.• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.		<p><i>Asbestos Management Plan can be found in the same location.</i></p> <p><i>Asbestos inspections are undertaken and a record kept of these together with photographic evidence of the condition, the records of these are kept at: O:\Healthandsafety\Departmental Folders\Premises\Asbestos\Asbestos surveys and policy\Asbestos inspections</i></p>
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<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The college provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>Head of Site</p>	<p><i>Contractors are only accepted on site by prior appointment and are advised to report to Visitor Reception to sign in, obtain a visitors badge and Visitor Reception will then contact a member of the Site team who will escort the contractors to the relevant part of the site.</i></p> <p><i>Contractors are advised of our safety procedures when they arrive on site and shown the relevant assembly points.</i></p> <p><i>A list of our regular contractors and the items or locations they service are to be found at: O:\Healthandsafety\Departmental Folders\Premises\shortcuts</i></p> <p><i>Hard copies of all service reports are to be found at the Site Office and wherever possible electronic copies can be found at: O:\Healthandsafety\Departmental Folders\Premises\shortcuts</i></p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the college site.</p>	<p>Head of Site</p>	<p><i>Contractors are only accepted on site by prior appointment and are advised to report to Visitor Reception to sign in, obtain a visitors badge and Visitor Reception will then contact a member of the Site team who will escort the contractors to the relevant part of the site.</i></p> <p><i>Contractors are advised of our safety procedures when they arrive on site, they must sign the asbestos register and are shown the relevant assembly points.</i></p> <p><i>Pre-contract meetings are held for any large scale projects. A contractors pack is given to contractors a copy of this can be found in O:\Healthandsafety\Departmental Folders\Premises\Building contractors.</i></p>
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Head of Site</p>	<p><i>Contractors are only accepted on site by prior appointment and are advised to report to Visitor Reception to sign in, obtain a visitors badge and Visitor Reception will then contact a member of the Site team who will escort the contractors to the relevant part of the site.</i></p> <p><i>Contractors are advised of our safety procedures when they arrive on site, they must sign the asbestos register and are shown the relevant assembly</i></p>

		<i>points.</i>
<p>Lettings (shared working – playgroups etc)</p> <p>The external agency ensures that the hirer/tenant has public liability insurance in place in order to indemnify the college from all such hirer's/tenant's claims arising from negligence. If any part of the college is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. The external agency ensure a signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Lettings Coordinator</p> <p>External Agency</p>	<p><i>All lettings are arranged through an external agency</i></p>
<p>Slips/Trips/Falls</p> <p>The college recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Team via the receptionists or via their direct line. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Head of Site</p>	<p><i>The Site Team will address any issues relating to slips/trips or falls. Bollards to identify potential hazards are available from the Site Team. Any incidents or accidents involving slips, trips or falls will be reported to the H&S Officer</i></p>

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Deputy Site Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Head of Site Cleaning Supervisor</p>	<p><i>The college has its own in house cleaning team who clean the college on a daily basis during term time, the cleaning of the college is supervised by the Cleaning supervisor. The Cleaning Supervisor undertakes the inspection of the cleaning on a daily basis to ensure that high standards are maintained at all times.</i></p> <p><i>Deep cleaning of the whole college is undertaken during college holiday periods by the cleaning team with aid of other members of the Site Staff where needed. The deep cleaning of the kitchen filters etc. is undertaken by an outside contractor and is arranged by the Catering Manager.</i></p> <p><i>The cleaners are in an ideal situation to notice any defects and report these to the Cleaning supervisor both verbally and by way of the cleaners fault report book. Urgent matters should be dealt immediately wherever possible or by other members of the Site Team or contractors where necessary as soon as possible the following day.</i></p> <p><i>Training is given from induction is continuous and is reviewed and updated for individuals whenever the need arises.</i></p>
<p>Transport Arrangements (on-site)</p> <p>The college segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The college wherever possible avoid same access for all.</p>	<p>Head of Site</p>	<p><i>The College security gates are locked during College times. Deliveries are not allowed on site during college breaks and lunchtimes.</i></p> <p><i>Pedestrian gates are allocated and pupils are reminded to only use these gates.</i></p> <p><i>As this is a split site, pupils are not allowed to cross the road unaccompanied and must use the pedestrian crossing when crossing for PE.</i></p>
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The college identifies risks associated with caretaking and</p>	<p>Head of Site Health & Safety Officer</p>	<p><i>The following records are kept in the Site Office by the Head of Site:</i></p> <p><i>The legionella risk assessment carried out December 2014, subsequently</i></p>

grounds maintenance and identifies the risks through the risk assessment process.

reviewed December 2016. All water sampling, shower descaling, temperature checks and legionella risk assessments are undertaken by Interserve and all records kept in the Site Office.

Gas servicing and gas tightness safety checks are carried out and records kept in the Site Office and at O:\Healthandsafety\Departmental Folders\Premises\shortcuts

The emergency lighting maintenance is carried by an outside Contractor. The fire alarm system is maintained by an outside Contractor

The alarm system is tested every week, checks are also performed on a weekly, monthly, 6 monthly and annual basis and records kept in the Site Office. An electronic record is also kept at: O:\Healthandsafety\ Medical Fire & Emergency Arrangements\Fire Safety & Emergency Evacuation

Site Inspections are carried out on a bi-termly basis by the Head of Site and can be found at: O:\Healthandsafety\ Monitoring & Review\Inspections. A copy of the Site Inspections are sent to the Business Manager and any major issues are brought to their attention.

Asbestos inspections are carried out by the Head of site on a six monthly basis and records kept at: O:\Healthandsafety\Departmental Folders\Premises\Asbestos\Asbestos surveys and policy\Asbestos inspections.

The alarm system preventative maintenance is carried out on a six monthly basis by an outside Contractor and records kept in the Site Office.

All defects are notified and allocated to staff to action using School Asset Manager, previously this done using the premises fault book.

Copies of all maintenance contracts can be found in the Site Office.

<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Head of Site</p>	<p><i>All our Gas and Electrical installations are serviced by our chosen contractors. Contracts and works are arranged by the Deputy Site Manager, copies of contracts and works orders are held in the Site Office. Details of frequency of servicing can be found at: O:\Healthandsafety\Departmental Folders\Premises\shortcuts</i></p> <p><i>All staff are taught to check any electrical appliance that they wish to use before use and not to use it if it is considered unsafe. Any unsafe item should be marked with a “do not use” and brought of the Deputy Site Manager. If the item is beyond repair the plug would be cut off and the item disposed of via a licensed contractor. The appropriate waste transfer note would be kept on file in the Site Office.</i></p> <p><i>Small portable electrical appliances are tested annually and the results and details are kept at:</i> <i>O:\Healthandsafety\DepartmentalFolders\Premises\shortcuts</i></p>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Head of Site</p>	<p><i>Site inspections are carried out formally once a week however due vigilance is maintained at all times and any damaged glazing is dealt with as matter of urgency. Broken windows or glass will be reported to a member of the Site Team, the broken glass will be secured and made safe and a glazing contractor called to effect the repair.</i></p> <p><i>A glass and glazing risk assessment was carried out in June 2017. However, the risk expected to be low as the majority of our glazing is either laminated or double glazed units to BS6206 or BS6262.</i></p>

<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Head of Site</p>	<p><i>The legionella risk assessment was carried out December 2014 and subsequently reviewed December 2016. All water sampling, shower descaling, temperature checks and legionella risk assessments are undertaken by Interserve and all records kept in the Site Office.</i></p>
<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Head of Site</p>	<p><i>The Premises Officer unlocks the building, he will undertake a risk assessment in the event of adverse weather. He is supported by the Site Team who will use where possible mechanical means to grit the area and make safe key routes into the College. A stock of grit is held in college, trolleys are available to move grit and the site team have all had manual handling training.</i></p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The college follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>First Aid Co-ordinator</p>	<p><i>A copy of the Guidance on Infection Control in Schools and Other Child Care settings is available in O:\Healthandsafety\Medical, Fire and Emergency Arrangements\ Infectious Diseases.</i></p>

<p>Dealing with Medical Conditions</p> <p>The college accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>First Aid Co-ordinator</p> <p>Student Services</p>	<p><i>Health Care Plans are the responsibility of the Safeguarding Officer, Kerry Guppy, she works closely with The H&S Officer, health care professionals and parents to complete the plans. Pupil health care plans, where needed, will be attached the pupil's SIMS record.</i></p> <p><i>The School Nurse is based in the Chapel once a week (contact Kerry Guppy)</i></p>
<p>Administration of Medicines</p> <p>The college accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the college with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>First Aid Co-ordinator</p> <p>Trained First Aiders</p>	<p><i>A trained First Aider dispenses administration of medicines forms and keeps the log of all returned forms in the Student Services. Medication is only dispensed with the written authorisation of a parent/guardian and where clear information is provided. All medication taken is logged in the medical log. All medications must be in original packaging with clear instructions. No member of staff can administer medicines to pupils without the relevant training and with written parental consent. No pupil may self medicate without written parental consent. The College will not provide any medication except emergency Salbutamol inhaler in the event of an asthma attack but this too should have written parental consent forms found in the Asthma folder in Student Services/Science Preroom.</i></p> <p><i>A copy of our Administration of Medicines Guidelines can be found on SCC Portal/School Policies</i></p>
<p>First Aid</p> <p>The college follows the statutory requirements for first aid and</p>	<p>First Aid Co-ordinator</p>	<p><i>The medical room is situated in Student Services. The first aid coordinator is supported in this role by a number of fully qualified first aiders as identified by the First Aid posters:</i></p> <p><i>All first aid staff are identified by a first aid sign on the office door. First aid</i></p>

<p>provides suitably trained first aid staff.</p>		<p><i>boxes are also located in these areas.</i></p> <p><i>All first aid staff have received a copy of the First Aid Protocol</i></p> <p><i>These staff are supported by emergency trained first aiders</i></p> <p><i>This is further supported by those teachers who have received first aid training to enable trips to take place or for subject specific purposes.</i></p>
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<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and the Health & Safety Officer investigates such incidents and identify and implement means to prevent a recurrence.</p>	<p>Health & Safety Officer</p>	<p><i>Any Health & Safety Accidents/incidents, violent incidents or near misses must be reported using the appropriate form. These forms are available in the staffroom and also can be found on the SCC Portal/Health and Safety/Documents. Any RIDDOR reportable accidents will be reported by the Health & Safety Officer.</i></p>
<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Health & Safety Officer</p>	<p><i>The College has a fire risk assessment. This can be found in O:\HealthandSafety\Medical Fire and Emergency arrangements\Fire Safety and Emergency Evacuation\Fire risk assessment. Planned fire evacuations will take place three times per year, the first evacuation in the academic year should take place within the first term. The fire alarm is tested weekly and firefighting equipment is in place throughout the College.</i></p> <p><i>The assembly point is in the car park/ basketball areas adjacent to the café, if this is unsafe a secondary assembly point is the College field.</i></p>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Headteacher</p>	<p><i>The members of the Core Crisis Management Team are defined in the Crisis Management Policy</i></p> <p><i>The team test the plan at least annually using different scenarios.</i></p> <p><i>A copy of the Crisis Management Plan is kept by all team members. A Crisis Management Kit can be found on site in visitor reception and student services. A kit is also kept off site.</i></p>

Section 4 - MONITORING AND REVIEW

<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	Deputy Headteacher	<i>Premises Inspections are carried out by the Head of Site. This is supported by inspections carried out by the H&S Committee and the Governing Body.</i>
<p>Review</p> <p>The College has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	Deputy Headteacher	<p><i>An annual Health and Safety Report is presented to Governors each year which includes a statistical breakdown of accidents and a review of risk assessments.</i></p> <p><i>The Health and Safety Policy Document will be reviewed annually and approved by the Governors.</i></p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the college ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	Health & Safety Officer	<i>In-House Safety complete a Health & Safety Audit every two years. An action plan is completed to address any weaknesses identified. This is reported to the Health & Safety Committee</i>

Section 5 -TRAINING

Staff Health and Safety Training/Competence

The college is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

Health & Safety Officer

There is a separate budget for H&S/Statutory Training. Health and safety training records are kept by the Personnel Office. The Health & Safety Officer is responsible for keeping these records up to date.

It is the responsibility of the member of staff to ensure their certification does not lapse. For training renewal please see the H&S Officer

Supply and Student Teachers

The college's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the college to cover for staff absence at short notice the Cover Manager person gives guidance on the work to be covered.

Head of Personnel

Professional Tutor

The Head of Personnel is responsible for the training of supply teachers. All supply teachers receive an induction pack on their first day, this covers safeguarding, behaviour and basic health & safety.

The Professional Tutor takes responsibility for student teachers, these teachers receive an initial induction and then weekly training for their role. The Safeguarding Office and the H&S officer meet with all student teachers.

<p>Regular Volunteers</p> <p>Regular volunteers are subject to the colleges safeguarding arrangements. Volunteers receive an induction from the designated safeguarding lead for child protection and general health and safety from the Health and Safety Officer and are expected to wear a visitors badge at all times and follow the college procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Head of Personnel</p>	<p><i>Regular volunteers receive safeguarding training and an induction, this is overseen by the Head of Personnel.</i></p>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>Members of staff who are pregnant are required to inform the college in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Head of Personnel</p>	<p><i>Head of Personnel will ensure a maternity risk assessment is carried out by the member of staff's line manager and a copy kept on the pregnant member of staff's file.</i></p>
<p>Health and Well Being Including Absence Management</p> <p>The college will carry out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The college endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Head of Personnel</p>	<p><i>Staff Welfare information is also available on the H&S, Safeguarding and Welfare noticeboard in the Staffroom. To support employees the College buys into the ESCC occupational health and counseling services, the Head of Personnel has information relating to this.</i></p> <p><i>The College has a suite of managing changing policies which have been based on the ESCC model policies.</i></p>
<p>Smoking on Site</p>	<p>Head of Personnel</p>	<p><i>In accordance with the law there is a no smoking policy on the college site.</i></p>

Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance The college seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Premises Officer	<i>The College buys into an ESCC contract for waste removal. Waste disposal certificates are completed annually.</i>
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Premises Officer	<i>The School buys into an ESCC contract for waste removal. Waste disposal certificates are completed annually.</i>

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene The College has in place a food hygiene management system and competent health and safety advice. The College is registered with the Borough Council.	Catering Manager	<i>The College manages its catering provision in-house. It is registered with the Borough Council and receives regular visits by the local Environmental Health Officer to check on Health & Hygiene practices and procedures.</i>
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Section 9 – HEALTH AND SAFETY ADVICE

Information	In-House Safety CLEAPPS	<i>In-House Safety contact and competent advisor information:</i> <ul style="list-style-type: none">• Justin Smith justin@inhousesafety.co.uk• Elizabeth Smith elizabeth@inhousesafety.co.uk• Tel: 0845 873 2390 <i>CLEAPPS contact Information:</i> <ul style="list-style-type: none">• science@cleapps.org.uk• 01895 251496
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**ST. CATHERINE'S
COLLEGE**
A CHURCH OF ENGLAND ACADEMY

Lone Working Procedures

Definition of lone working – Lone working is defined as someone who works by themselves without close or direct supervision.

Lone working can occur during normal working hours at an isolated location or within the normal workplace OR outside normal working hours such as late night, weekends or holidays

- All staff are responsible for taking care of themselves and others affected by their actions
- All staff are responsible for reporting all incidents that may affect the Health & Safety of themselves or others
- The Health & Safety Officer is responsible for ensuring that all staff are aware of these procedures
- The Health & Safety Officer is responsible for ensuring that all risk assessments are carried out and reviewed regularly
- All staff must follow the emergency evacuation procedures in the event of the alarm sounding
- During out of hours/college holidays there will be at least one member of staff who is a trained First Aider
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstance
- All staff should report any dangers or potential dangers they identify or any concerns they might have in respect of working alone

respect of working alone

- Staff must ensure that they sign in and out electronically
- Where applicable staff will be provided with a radio and/or mobile phone
- Before working alone an assessment of the risks involved should be made in conjunction with the Line Manager
- Home visits should always be carried out by two members of staff and they must provide their Line Manager with a list of homes being visited including name, address, phone number of the home/individual and an estimated time of leaving and returning. Staff should ensure that they have a fully operational mobile phone with them for the visit.
- Staff should have the appropriate insurance cover as such visits are regarded as 'business' by insurance companies
- Home visits should only be conducted when there is clear evidence that an adult is present. If this is not the case then staff should not enter the property until there is an adult present.
- If staff are anxious on arriving at a location and feel their safety could be jeopardized, they should not take the risk of proceeding further. They should telephone and advise they are unable to attend and make alternative arrangements
- All home visits should be recorded with the reason for the visit, points discussed, agreements reached and any concerns the member of staff may have had however trivial. Clear and detailed record keeping may well prevent problems in the future
- Confrontation should always be avoided. At the first sign of potential danger the staff member should make a speedy exit from the home. Personal safety is paramount. Any incident should be reported to the Line Manager immediately
- Contractors must report to Main reception and sign in electronically and obtain a visitor's pass. If contractors are visiting during school holidays or out of hours they must sign in and out electronically at main reception and call for a member of staff
- Contractors must be informed of the college's emergency procedures and be provided with any relevant statutory documentation to ensure they can carry out their duties safely eg. Asbestos register

- Contractors must ensure the risk assessment and method statement of work to be undertaken addresses the risk of lone working and inform the person managing the contract of the lone working risk controls in place for the task

