



KING EDWARD VI COMMUNITY COLLEGE

HEALTH & SAFETY POLICY

**Adapted from an academy model policy and agreed via consultation
with Devon Health and Safety Service**

Approved and adopted by Governing Body: December 2015

Review date: December 2016

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

1. GENERAL

The Governing Body recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the college premises or participating in college sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim to “provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall, in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974, the Workplace(Health, Safety and Welfare) Regulations 1992, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR) and all statutory provisions associated with them and support staff in meeting our obligations under the Act.

High standards can only be achieved with the full involvement of all college staff. The Principal should be supported with a high degree of commitment from managers, teachers and supervisors at every level. The Principal will work with the Health and Safety Coordinator and the Governing Body to ensure the Health and Safety Policy is implemented appropriately.

The Governing Body believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities this will form part of the good education of our students and will effectively control and manage risks.

The purpose of this policy is to:

- Provide the necessary authority and support for staff as they make their respective contributions to college health and safety
- To set out duties and responsibilities
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks
- To recognise the partnership with the Local Authority to ensure that all statutory duties in respect of health and safety are met

The Governing Body will review this health and safety policy on a regular basis and bring any revisions to the attention of all students and staff.

A copy of this statement and policy document will be made available to every member of staff. The policy will be published on the College website.

ORGANISATION

2. RESPONSIBILITIES

The Duties of the Governing Body:

In the discharge of its legal duty, the Governing Body, in consultation with the Principal, will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the college.
- Appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out on behalf of the college by the Devon Health and Safety Service which advises consults, supports and liaises with the Principal, the Health and Safety Co-ordinator, the Site Manager and other relevant employees as needed.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the college to provide:
 - a safe place for students and staff to learn and work including safe means of entry and exit
 - plant, equipment and systems of work which are safe
 - safe arrangements for the handling, storage and transport of articles and substancessafe and healthy working and welfare conditions
 - supervision, training and instruction so that all students and staff can perform their college-related activities in a healthy and safe manner
 - necessary safety and protective equipment and clothing where appropriate
- The Governing Body will also:
 - periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
 - provide adequate resources, in so far as is reasonably practicable, to meet the college’s legal responsibilities
 - take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times

The Duties of the Principal

The Principal has day-to-day responsibility for health and safety performance and will take all reasonable, practicable steps to secure the health and safety of students, staff and others using the college premises or participating in college sponsored activities. The Principal will take all reasonably practicable steps to achieve this through the College Health and Safety Co-ordinator, Site Manager, members of the leadership team, heads of the departments and faculties, other senior members of staff, teachers and others as appropriate. The Health and Safety Co-ordinator at the college is the Business Director.

In particular, the Principal will:

- lead by example to ensure, at all times, the health, safety and welfare of students, staff and

others using the college premises or facilities or services or attending or taking part in college-sponsored activities

- establish a robust management structure for managing health and safety and, together with college governors, monitor its effectiveness
- ensure safe working conditions for the health, safety and welfare of students, staff and others using the college's premises and facilities
- ensure safe working practices and procedures throughout the college including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- consult with members of staff, including safety representatives, on health and safety issues
- identify the training needs of students and staff and ensure, within the financial resources available, that all students and members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- monitor the standard of health and safety throughout the college, including all college-based activities, encourage students, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.
- encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks

The Principal may delegate tasks to others and authorise others to undertake duties on their behalf but will retain overall responsibility for the implementation and management of proper health and safety controls within the college on behalf of the Governing Body.

The Duties of the Health and Safety Co-ordinator

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the Health and Safety Co-ordinator, working closely with the college Site Manager, has responsibility for the development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the college.

The Health and Safety Co-ordinator is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the college. To do this the Health and Safety Co-ordinator will:

- co-ordinate and manage the risk assessment process for the college to allow the prompt identification of potential hazards
- co-ordinate a system of general workplace monitoring inspections and performance monitoring processes
- ensure that records are kept of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the College generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are closely monitored by the Site Manager and made safe without delay
- ensure that accident and incident information is collated through the college first aider and, when necessary, carry out accident and incident investigations
- arrange periodic reviews and safety audits on the findings of the health and safety management system

- advise the Principal of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the Principal or Governing Body

The Duties of the Site Manager

It is the responsibility of the Site Manager to ensure that arrangements are in place to manage all aspects of the college's sites, buildings and premises in compliance with the health and safety policy and associated guidance.

The college Site Manager is responsible for the day to day maintenance of safe working practices and conditions for staff, students and others using the college premises.

The Site Manager plays a key role in ensuring health and safety throughout the college.

To do this the Site Manager will:

- Prepare and keep up to date a series of risk assessments in respect of all of the college buildings and outdoor facilities
- Act as a first point of contact for other managers in respect of concerns relating to college health and safety issues
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay and where this is not possible ensure that the hazard is effectively managed until the defect can be remedied
- Ensure that hirers and contractors and others using the college premises are made aware of the need to and follow safe working practises whilst on college premises
- Maintain an Asbestos Register for the college
- Maintain an Asbestos Management Plan for the college
- Ensure periodic inspections of the college water supplies and associated infrastructure and keep accurate and appropriate records in accordance with statutory guidance on the control of legionella

The Site manager will also need to comply with the duties set out in the next section in respect of his own team of caretaking and cleaning staff.

The Duties of Heads of Departments/Faculties and Supervisory Staff

Every Department or Faculty Head and Supervisor is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant college health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the college's health and safety policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are

responsible and submit written reports to the College's Health and Safety Adviser within the specified time frame, as part of the annual inspection process.

- ensure that all staff under their management are familiar with the health and safety procedures for their area of work, have received suitable training and act accordingly
- resolve health, safety and welfare problems that members of staff refer to them and to liaise further with the college's Site Manager initially and Health and Safety Co-ordinator as necessary on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are properly recorded and investigated appropriately

Department or Faculty Heads and Supervisors manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the College's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

The Duties of all Members of Staff

All persons employed by the college, including official volunteers, have a duty to themselves, their colleagues, the college, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the college in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with supervisors or managers
- reporting all health and safety incidents, however minor, to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing necessary health and safety arrangements and procedures as required

Setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the College.

Students

Students are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the college and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others health and safety.

Hirers, Contractors and Others

When premises are used for purposes not under the direction of the Principal then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The college's Health and Safety Co-ordinator will seek to ensure that clear information is available to all hirers and contractors in respect of the college expectations and the college Site Manager and Lettings Officer will ensure that hirers, contractors and others who use the college premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. The Site Manager will ensure that information including the college Asbestos Register is provided to all contractors. Contractors will be responsible for ensuring that information provided by the college through the Site Manager is provided to any sub-contractors.

When the college premises or facilities are being used out of normal college hours for a college-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Governing Body, it will be a condition for all hirers, contractors and others using the college premises or facilities to familiarise themselves with this policy, to comply with all safety directives and to agree that they will not, without the prior consent of the Governing Body:

- introduce equipment for use on the college premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the college

All contractors who work on the college premises are required to ensure safe working practices are followed by both their own employees and any sub-contractors they bring onto site according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor or his sub-contractors create hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such action as is necessary to prevent persons in their care being put at risk from injury.

ARRANGEMENTS

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

The underlying process which informs this policy is risk assessment. Assessments of significant risks will be made by those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Principal, Heads of Departments or Faculties and Line Managers to ensure that relevant risk assessments are maintained and kept up to date. This process will be coordinated by the Health and Safety Co-ordinator.

The college will follow the guidance provided by the Devon Health, Safety and Wellbeing service. In addition, the following College specific arrangements are in place:

Partnerships

The college will exchange health and safety policies and procedures when entering any formal partnership arrangements and ensure that the health and safety of all college staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that provided by the college. In particular, partners will be required to provide college staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the college's routine activities.

Accident/Incident Reporting

Every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity where the incident occurred.

Asbestos

The college will take all necessary steps to avoid the possibility of uncontrolled asbestos release and exposure by carefully controlling building and refurbishment projects on its estate and maintaining the Asbestos Management Plan. The College will maintain an Asbestos Register through the Site Manager and site team and make details available to any contractors operating on the site, as needed, before any work is commenced. The arrangements in place will be in accordance with statutory guidance and advice.

Buildings/Premises

The college will be kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

Consultation

Members of staff with concerns should normally raise them with their department or faculty head. Staff should feel free to contact the appropriate trade union appointed safety representative. The Governing Body welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.

Contractors

Contractors carrying out work for the college will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the college's specified local

arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Principal to ensure that the college's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

COSHH

The college recognises its fundamental duty to provide safe systems of work and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. The aim is to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

Curriculum Safety

All programmes of study require that students should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for students to use.

Fire Safety

The arrangements for fire prevention and dealing with an emergency are contained within the College's Fire Safety Policy and Emergency and Critical Incident Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

First Aid

The college is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries, including currently a dedicated, full time First Aid post. The college will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the college are met. First aid provision is currently managed through the College Pastoral/Inclusion Team but staff from across the college (both teaching and non teaching) are trained as emergency first aiders. The first point of contact for students needing first aid is at present Student Services, which is now co-located with the first aid rooms.

Inspection and Monitoring

The Health and Safety Co-ordinator will put in place the necessary arrangements for procedures to be examined and check that workplaces are inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s). All Department and Faculty Heads will provide robust and comprehensive risk assessments of their areas of responsibility and feedback from this process will be referred periodically to the Governing Body, linked to the annual (external) inspection by the College's Health and Safety Adviser. This includes a full Facilities Management Review within the cycle.

Legionella

The College will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice and will be managed through the college Site Manager.

Lettings/shared use of premises

The Governing Body will ensure that any hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant college health and safety information. The hirer/tenant will be

required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Medication Arrangements

There is no legal duty requiring the college to administer medicines. However, the college recognises that students with medical needs have the same rights of admission to the college and therefore the college has produced detailed arrangements for managing this, as set out in the College Medical Conditions Policy, which is also published on the College website.

Moving and Handling

Any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

Offsite Visits

Suitable and sufficient arrangements are in place in respect to any visits off the college premises. The activity is managed through the college Educational Visits Co-ordinator, currently a Deputy Principal role.

Personal Safety

Certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. The college will ensure that such issues are appropriately risk assessed, controlled, supervised and managed through line managers and Heads of Department or Faculty.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided as needed. Once this has been completed the training needs identified through the evaluation exercise will be added as an appendix to the policy and moving forward updated annually alongside records of all training undertaken (including that predating this policy document). Health and safety training will be available to employees and records maintained by the College Personnel Officer. The Devon Health and Safety Service's information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Principal will normally incorporate such codes into this health and safety policy and College procedures.

If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, the college will demonstrate that the current codes of practice and methods of working achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual within the college that everyone's personal health and safety can be ensured. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on college premises or while taking part in college-sponsored activities.