



HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

HEALTH AND SAFETY POLICY

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1. GENERAL POLICY STATEMENT

At Harrow Independent College, we believe that the health and safety of persons within the college is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In special circumstances it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the senior leaders to ensure that a safe and healthy workplace is provided and maintained for all our employees. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The senior leaders will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include staff, pupil, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the college. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the senior leaders are the responsibilities of each person to reflect on good practice (eg risk assessments) and contribute to the development of safe routines and the senior leaders will also undertake to ensure compliance with legislative and other relevant guidance. In order to achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Senior leaders will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupil and visitors to the college. We require all staff to comply fully with this policy. In addition we will ensure that all pupil, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Senior leaders that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

2. SAFETY RESPONSIBILITIES OF GROUPS AND INDIVIDUAL MEMBERS OF STAFF ARE AS FOLLOWS:

2.1 The Governing Body

The Governing Body in its role as an advisor will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupil, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974. In order to discharge this responsibility, the Governing Body will:

1. ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Governors will also ensure that the College 's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents;
2. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the college as outlined within policy and guidance;
3. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the college to meet both its legal and moral obligations with respect to health, safety and welfare;
4. nominate a Health and Safety lead;
5. to consider information, statistics and reports relating to health and safety matters;
6. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

2.2 The Principal

The Headteacher has overall responsibility for safety, policy, organisation and arrangements throughout the college and will:

1. provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects;
2. budget for safety and health matters;
3. review the Health and Safety Policy and when significant changes occur within the organisation of the College;
4. develop, introduce, maintain and review safety management procedures to ensure the College complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
5. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator;
6. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, etc are undertaken;
7. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
8. ensure health and safety issues associated with major building projects are complied with;
9. ensure that incidents, near misses and dangerous occurrences are reported using the College 's reporting system, minor injuries form or hazard reporting system, as appropriate;
10. to monitor incident trends to identify methods of reducing accidents;

11. to ensure the necessary records are maintained relating to accidents associated with the work of the College;
12. report on health and safety matters including buildings and safety management to the Governing Body;
13. Safety procedures are developed and adhered to for operations carried out within the College by staff and by outside contractors.
14. ensure, in conjunction with staff members, that health and safety is considered as an integral part of the curriculum and lesson planning;
15. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
16. ensure that health and safety is considered as an integral part of teaching;
17. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, College Policies or health and safety legislation;
18. ensure that premises inspections are carried out;
19. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation;
20. ensure that emergency procedures and fire evacuation practices are in place within the College;
21. investigate and advise on hazards and precautions;
22. have a general oversight of health and first aid matters;
23. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
24. to monitor pupil health records prior to entry and to report/advise Pupil Attendance and Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
25. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid;
 - Fire and emergency evacuation;
 - Risk assessments, including fire, display screen equipment, manual handling, substances, and general risk assessments.

The Year Head will assume these duties in the absence of the Headteacher and have the authority to make and implement decisions throughout the college at any level if there is:

- immediate danger, or,
- dangerous practice, or

- breach of the law.

2.3 Health & Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the college and in particular, will

1. report safety matters to the Principal (assisted by the year head) and support the Principal in producing any reports for the Governing Body ;
2. assist with inspections and safety audits;
3. investigate and advise on hazards and precautions;
4. develop and establish emergency procedures, and organise fire evacuation practices within the college;
5. have a general oversight of health and first aid matters;
6. make recommendations to the Principal or the Governing Body for matters requiring immediate attention, e.g. safety reports;
7. make recommendations to the Principal or the Governing Body on matters of safety policy in compliance with new and modified legislation;
8. publicise safety matters;
9. liaise with outside bodies concerned with safety and health;
10. monitor accidents to identify trends and introduce methods of reducing accidents.
11. ensure adequate numbers of staff are trained in first aid procedures and administering medicines.

2.4 Subject Heads

The Subject Heads are responsible for the provision of safe working conditions for staff and pupils and in particular will:

1. prepare reports on safety matters for the Principal or Health and Safety Co-ordinator.
2. nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
3. notify The Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
4. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
5. 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 e.g. Science, Design Technology, PE, etc.;
6. 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;
7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;

8. 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;
9. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place;
10. identify staff training and development requirements with reference to health and safety;
11. attend to defect reports and recommendations from the Principal and the Health and Safety Co-ordinator;
12. circulate publicity relating to safety matters to staff within their control.

2.5 Teachers

Teachers are responsible to their Subject Heads for the immediate safety of the pupils in their classroom, laboratory or workshop. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
5. establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
6. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested ;
8. report defects and make recommendations to their line manager where necessary;
9. ensure all accidents, incidents and near misses within the area of responsibility are recorded.

2.6 Technicians/Teaching Assistants

The technicians/teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.

Additionally, the technicians/ teaching assistants will:

1. follow safe working procedures personally;

2. be familiar with the general and particular safety rules that apply to his/her area of work;
3. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to his/her line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

2.7 Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the College by the proper observation of College rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the college).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'.

2.8 Pupils

Each pupil is responsible for his/her personal safety and that of their fellow pupils for proper observation of college rules and procedures. In particular, each pupil will:

1. observe standards of dress and behaviour appropriate to the working situation.
2. heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
3. not willfully misuse, neglect or damage equipment provided for safety.

3. H&S Crisis management team (if required)

If a Crisis management team is required within the college (for supporting an emergency situation) this will be comprised of:

1. The principal
2. 1 Member of the Governing Body
3. Subject Heads
4. Health and Safety Co-ordinator

5. One responsible pupil who is willing to be a part of the committee

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the college and is summarised below.

3.1 Function of the Crisis Management Team:

1. To act as the decision-making authority for the management of an incident.
2. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the College.
3. To establish and maintain a crisis management plan. The plan will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
4. To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
5. To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

4. General Emergency Procedures

The summoning of emergency services is via the office reception and the principal.

Out of college hours, please contact emergency services by dialing 999 and the on-duty member of the college team.

In the event of a major disaster the Crisis Management Team must be alerted.

5. Fire Procedures (also see Emergency Evacuation Procedures)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the college if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding and only after the fire officer has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers are accounted for.

The Receptionist (or in their absence the Administration Assistant) will take the registers. The Receptionist will take the visitors book.

Staff must report to the senior member of staff whether all of their pupils /visitors /volunteers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal, or his delegated officer, to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

The principal will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the principal.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported for immediate remedial action. Emergency evacuation notices are displayed in all classrooms.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

6. Bomb Incident and Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, by an appropriate means.

6.1 Bomb Incident - Any member of staff who receives information regarding a bomb on-site must immediately inform the principal or a member of the Senior Leadership Team in their absence.

6.2 Lockdown Incident - Any member of staff who receives information or sees any person/s that may require the college to go into potential lockdown must immediately inform the principal or a member of the Senior Leadership Team in their absence.

7. First Aid Procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes are kept around the college and with the main medical room.

Parents will be expected to inform the college if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate .

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant form.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the principal or a member of senior leadership team.

In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

8. Accident Recording

In the event of an accident the following procedure must be followed:

1. render inoperative any equipment involved in the accident.
2. summon assistance.
3. if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
4. if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
5. if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Principal or a member of the College Leadership Team is responsible for arranging for a member of staff to transport the pupil/staff to hospital.

No pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

1. stay with the injured person and return with them; or
2. stay with the injured person until the parent/guardian arrives at the hospital and return to college.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded to the on-line incident reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or the on-line incident reporting system.

Specified categories of incidents are reportable to the HSE.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends.

9. Accident, Hazard and Faulty Equipment Reporting

If you identify a hazard or an unsafe piece of equipment/system of work you should report it in the first instance to your line manager, or a member of senior leadership.

The following hazards are examples. These are not an exhaustive list;

- If the hazard is an unsafe piece of equipment/system then you MUST inform your line manager immediately. The equipment/system should be isolated and a note clearly put on the equipment to say that it must not be used under any circumstances.

- If the hazard is a spillage then you should contact the receptionist or site team IMMEDIATELY informing them of what the spillage is and where, so that they can contact the cleaners and ensure this is cleaned up straight away.
- If the hazard is blocking corridors then you must contact the receptionist or site team IMMEDIATELY informing them where the blockage is, so that this can be cleared.
- If the hazard is electrical cabling then you MUST ensure that all staff and pupils are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe.

If in any doubt you should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.

10. Health Issues

10.1 Alcohol and Drug Abuse

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

1. If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact The Staff Counselling Service, for confidential help and support.
2. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

10.2 Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Principal will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis.

10.3 Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

1. Staff (full and part-time) are required to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed.
2. The principal will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
3. The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

10.4 Communicable Diseases

From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst college -aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Refer to DfE guidance

<https://www.gov.uk/government/publications/health-protection-in-college-s-and-other-childcare-facilities>

11. Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the college will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by The Health and Safety Co-ordinator

The following staff will complete risk assessments for the areas highlighted below:

Premises: The Principal

Curriculum: Subject Heads /Teaching staff/Support staff where appropriate Teaching Assistant for a pupil

Off-site Visits: Subject Heads

Individual/specific: Line Manager such as SENCo for SEN pupils fire evacuation

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in college or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The College has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

12. Specific Hazards

Colleges are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the college are detailed below along with the safe procedures put in place to manage the risk.

12.1 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them.

If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to The Principal immediately.

The principal must be made aware of and approve the use of any item being brought into college by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for some specific purposes.

12.2 Moving and Handling

All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. The member from senior leadership will be responsible for undertaking risk assessments for moving and handling tasks. Moving and Handling activities carried out by pupils will be the responsibility of the teacher or member of staff supervising the task. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment, or furniture, please either ask for help or do not undertake the activity. If equipment or files are overhead height then stepladders or a step up should be used.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

12.3 Work at Height

All work at height must be properly planned and organised to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it.

Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or stepladders more than four rungs high will require training. Staff should contact the H&S coordinator if any work at height is necessary over four rungs high.

12.4 Housekeeping

The risk of injury within the workplace is most likely to be caused by more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The college will be cleaned as per the cleaning schedule and will be monitored by the Principal or a member of senior leadership. All waste will be disposed of according to appropriate health and safety guidelines.

12.5 Violence at Work

All staff must report to their line manager/the principal, any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the College's on-line incident reporting system.

12.6 Off-site Visits

The college has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, they are aware of the college's procedures on Off-site Visits.

12.7 Work Experience Placements

The college has guidance on the arranging of work experience placements. As specific legislation applies to young workers including pupils on work experience, it is essential that the college's work experience guidance is followed.

12.8 Hazardous Substances

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Departments. The main departments that use these types of substances are Design Technology, Art, & Science,

Any substance used in the college must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

12.9 Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the College. Common sense and courtesy by all members of staff, pupils and visitors to the college will prevent problems arising.

Any member of staff detecting a potential problem will report immediately to The Health and Safety Co-ordinator or Site Manager.

12.10 Lettings

If the college is let, the principal must be satisfied that the hiring organisation must use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

13. Training and Information

A training needs analysis will be undertaken by the Principal, in conjunction with the Subject Leads to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The principal will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the college and the induction will include specific elements of this policy being brought to their attention.

The Principal will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the college development plan to inform governors;
- assess the training needs of new members of staff.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

14. Visitors

The Senior leaders accept responsibility for health and safety of visitors to the college, including contractors.

All visitors to the college will be asked to sign in at the college office and sign out when they leave. All staff accepting visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

15. Health and Safety Policy Review

The college acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The college will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.