



BRUMBY ENGINEERING COLLEGE

Health and Safety Site Specific Policy

Premises:-

**Brumby Engineering College
Cemetery Road
Scunthorpe
North Lincolnshire.
DN16 1DU**

Approved by Governors on.....

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PART 1 INTRODUCTION

- 1.1 This document describes the organization and arrangements for the College and should be read in conjunction with the Council's Health and Safety Policies and Guidelines as contained in the Council's Health and Safety Manual, a copy of which is in the College.
- 1.2 This Policy is designed to benefit teaching and support staff, pupils, Governors, parents, visitors, contractors and all those on site and has been produced in full consultation with the trade unions.
- 1.3 The promotion of safety, health and welfare of staff and pupils is considered to be a mutual objective for the Local Authority, Governors and staff. It is therefore the College's policy so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff, pupils and the public and visitors.
- 1.4 The aim of this document is to ensure that all reasonable practicable steps are taken:-
 - ❖ To establish and maintain a safe and healthy environment throughout the College;
 - ❖ To establish and maintain safe working procedures among staff and pupils;
 - ❖ To make arrangements for ensuring safety and absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances;
 - ❖ To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own and others safety and health at work, and to ensure that they have access to health and safety training when provided;
 - ❖ To formulate effective procedures to be followed in the case of an accident;
 - ❖ To provide and maintain adequate welfare facilities;
 - ❖ To make special arrangements to ensure the health and safety of any disabled person using the College site.
- 1.5 The Principal has overall responsibility for the application of the College's Health and safety policy. However, staff within the College are responsible for implementing and maintaining compliance with the College's safety policy generally and particularly in the areas for which they are responsible.
- 1.6 The practice of self-monitoring has become a vital feature of Health and Safety on College premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times and the practice of monitoring is inherent in the management structure for health and safety.

PART 2 ROLES AND RESPONSIBILITIES

2.1 General

2.1.1 Part 1 of the Health and Safety at work Act 1974 imposes various duties on employers in respect of health, safety and welfare at work. Certain provisions are particularly applicable in Colleges:-

- ❖ General duties of employers to their employees under section 2.
- ❖ General duties of employers to persons other than their employees under section 3, and
- ❖ General duties of persons concerned with premises to persons other than their employees under section 4.

2.1.2 The general duty of employers to their employees is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

2.1.3 The duty in respect of those who are not employees is to ensure, so far as is reasonably practicable, that persons not in employment are not exposed to risks to their health and safety.

2.1.4 The final duty under section 4 is to take such measures as it is reasonable to take to ensure, so far as it is reasonably practicable, that the premises all means of access and egress and all plant and substances are safe and without risk to health.

2.1.5 The Act also imposes duties on employees and other persons. Section 7 requires employees while at work, to take reasonable care for the health and safety of themselves and others.

2.1.6 It is a criminal offence to fail to discharge any of the above duties. Employers, employees and other persons can face unlimited fines.

2.1.7 In order that the law is observed and responsibilities to pupils and other visitors to the College are carried out, **all** employees are expected:

- ❖ To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- ❖ To observe standards of dress consistent with safety and/or hygiene;

- ❖ To exercise good standards of housekeeping and cleanliness;
- ❖ To know and apply the emergency procedures in respect of fire and first aid;
- ❖ To use and not willfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- ❖ To co-operate with other employees in promoting improved safety measures in school;
- ❖ To co-operate with the appointed safety representatives and enforcement officer of the Health and Safety Executive.

2.1.8 All staff have the responsibility to co-operate with the Principal, Vice Principals, Assistant Vice Principals and Heads of Faculty to achieve a healthy and safe workplace and to take reasonable care of themselves and students.

2.1.9 Whenever a member of staff notices a health and safety problem which they are not able to put right, they must straight away tell the appropriate person (see attached).

2.1.10 The provisions of the Occupiers' Liability Acts must also be borne in mind. Under the Occupiers' Liability Act 1957, the occupier of premises must take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. Occupiers must be prepared for children to be less careful than adults, but can expect workers to guard against any special risks ordinarily incidental to their trade or profession (e.g. a decorator should know a safe way to fix his ladder, but should be warned if the wall to be decorated is dangerous).

2.1.11 The Occupiers' Liability Act 1984 deals with the occupiers' duty towards those who are not visitors (e.g. trespassers, those using a right of way etc.). The duty is to take such care as is reasonable to ensure injury is not suffered due to the danger concerned. The duty arises if (1) the danger exists or is suspected, (2) those who are not visitors might go near it and (3) the risk is one against which some protection might reasonably be expected (e.g. a conker tree with a dangerous branch). The duty is discharged by a warning (e.g. a sign) or taking steps to discourage risk taking.

2.1.12 Both the Local Authority and the Governors have responsibilities under the Health and Safety at Work Act 1974 and the Occupiers' Liability Acts of 1957 and 1984, as both could be called "employer", "person concerned with premises" and "occupier". However, given the framework within which Colleges are governed, more detailed roles are set out below.

2.2 **The Local Authority**

- 2.2.1 Under the Health and Safety at Work etc. 1974 Act, the Local Authority have overall responsibility for Health and Safety within a county and controlled schools/colleges. As the employer, the Local Authority must prepare a written health and safety policy.
- 2.2.2 The Policy of the Local Authority is to advise schools/colleges to adopt the local authority health and safety policies, guidelines and procedures and this site specific document, and to keep them in the Health and Safety Manual provided to all schools.

2.3 **The Governors**

- 2.3.1 Governing Bodies are obliged to take all measures within their power to ensure that the College premises are safe and not hazardous to the health of staff, pupils, visitors or trespassers. In effect, the Governing Body and the Principal have total control and responsibility for the day to day health and safety of those persons using and occupying the College.
- 2.3.2 Governing Bodies now have greater responsibility for discipline in the College, which is a major factor in ensuring, the safety of all those on the site. In LMS schools they also have increased powers with regard to finance. This means that Governing Bodies theoretically have both the responsibility for health and safety and the means of discharging it.
- 2.3.3 Governing Bodies should ensure therefore that they have received and understood the Local Authority Policy and have produced their own policy for the College. They should also make periodic inspections and review detailed reports from the Principal or the College's Health and Safety Committee arising from their inspections. They should also ensure that the College's budget contains an element for Health and Safety. A booklet by the Health and Safety Commission "Responsibilities of College Governors for Health and Safety" has been published by HMSO.
- 2.3.4 Although the overall responsibility lies with the Governing Body, individual governors may be liable if they consent to, or connive at any breach of the regulations or if any breach is due to neglect by an individual governor.

2.3.5 In practice, individual responsibility is discharged by ensuring that the governing body knows its duties, listens to advice, carries out inspections, follows up complaints, calls for reports and takes appropriate action, e.g. taking protective and preventative measures, informing the Local Authority or instituting repairs.

2.4. **The Principal**

- 2.4.1 The Principal has day to day responsibility for Health and Safety in the College and in particular he/she should;
- 2.4.2 Be the focal point for day to day references on safety and give advice or indicate sources of advice;
- 2.4.3 Co-ordinate the implementation of safety procedures in the College;
- 2.4.4 Maintain contact with outside agencies able to offer specialist advice;
- 2.4.5 Report all known hazards immediately to the authority and/or Governing Body and to stop any practices or the use of any plant, tool, equipment, machinery etc. which are dangerous or potentially so;
- 2.4.6 As appropriate under FMIS, take decisions about or make recommendations to the Authority or the Governing Body for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so;
- 2.4.7 Make or arrange for investigations of the premises, place of work and working practices on a regular basis and ensure that he/she is kept informed of accident and hazardous situations;
- 2.4.8 Ensure that a risk assessment survey of the premises, methods of work and all College sponsored activities is conducted on a regular basis and reviewed annually, or if a significant change has occurred that might render the assessment obsolete. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body
- 2.4.9 Review from time to time.

2.4.10 Inform Governors from time to time of the safety procedures and update it as new information is supplied by the authority.

2.4.11 Ensure that a teacher is designated with responsibility for Child Protection.
(see part V)

2.5. **Heads of Subject**

2.5.1 Heads of Subject are responsible for inspecting specialist accommodation so as to maintain a suitable level of health and safety. Should they lack the resources to maintain the required standard of health and safety within the department, the matter should be communicated in writing to the Principal.

2.5.2 All booklets and information concerning Health and Safety will be passed to the relevant Heads of Subject who should ensure that they and their colleagues are fully conversant with the health issues and the literature pertaining to their particular situation issued by the authority. It is the Heads of Subject's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.

2.5.3 Health and Safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is a health and safety legislative requirement that this is done.

2.5.4 Heads of Subject are responsible for producing a Safety Statement, including safety procedures and practices, which are a supplement to the main policy. They will be brought to the attention of staff and pupils under their charge and posted in a prominent position.

2.5.5 Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the designated person who will ensure that all identified training needs are met by undertaking recognized training courses.

2.6. **Teaching and Support Staff Holding Posts/Positions of Special Responsibility**

2.6.1 These staff:

- ❖ Have a general responsibility for the application of the Council's and the College's safety policy to their own department/areas of work and are directly responsible to the Principal or other designated members of staff for the application of existing safety measures and procedures within the department/area of work. Advice or instructions given by the Council/Directorate and the Principal, including the relevant parts of this document shall be observed.
- ❖ Shall where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines, cleaning materials etc.);
- ❖ Shall make every effort to resolve any health and safety problems any member of staff may refer to them and refer to the Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- ❖ Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Principal as appropriate;
- ❖ Shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- ❖ Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Council;
- ❖ Shall report to the Principal, Vice Principal, or Heads of Subject where appropriate requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.7 Class Teacher

2.7.1 The safety of pupils is the responsibility of the class teachers, who have traditionally in law carried responsibility for the safety of pupils when in their charge.

2.7.2 If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss this matter with the Principal, Vice Principals or Heads of Subject as appropriate, before allowing any practical work to take place.

2.7.3 **Class teachers are expected:**

- ❖ To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out;
- ❖ To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- ❖ To give clear instruction and warning as often as necessary;
- ❖ To follow safe working procedures
 - To ask for protective clothing, guards, special safe working procedures etc. where necessary;
 - To make recommendations to their Principal, Vice Principal or Heads of Subject as appropriate e.g. on safe equipment and on additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so;
 - To ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors etc.
- ❖ To ensure that no class or primary age children should be left for any reason except in an emergency and, even then, a

Colleague, the Principal or Vice Principal should be made aware of the situation.

2.8 Other Specific Staff

2.8.1 In addition to the overall responsibility of the Principal, the following have delegated responsibility in the areas shown:-

Role	Area	Any Special Responsibility
All teachers	Own classroom/area	Day to day safety
Caretakers	Whole site	Day to day safety
Cook	Kitchen and server	Day to day safety
Midday Supervisors	Playground activities at lunchtime	Day to day safety
Teachers Aides	As appropriate	Day to day safety

2.9 Consultation with Trade Union Representatives

2.9.1 The Health and Safety concern of the College extends to all staff of the College. Each union with members employed at the College is invited to nominate a union representative whose role is to meet with the Principal on matters of Health and Safety.

2.9.2 At such meetings, the Principal is able to explain the management implications of Health and Safety as it affects the working conditions of the staff with the particular aim of gaining acceptance of practices designed to improve the Health and Safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management and can result in the review of Health and Safety procedures currently practiced. At such meetings, information issued by the unions with regard to health and safety can be communicated to the Principal for discussion.

2.10 Supervision of Pupils

2.10.1 The mid session breaks are legally deemed part of the working day. The procedure and rota of supervision will be designated on the staff notice board, as will absence cover.

- 2.10.2 No student should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher qualified in that subject. Cover teachers/supervisors are not expected to cover such activities.
- 2.10.3 The College's arrangements for the supervision of students during inclement weather is shown in Part V.
- 2.10.4 Parents will be requested to ensure that children arrive at College as near to the designated start time as possible. Students who arrive early or leave late may contact any member of staff in an emergency.
- 2.10.5 The College has laid down a programme of supervision of children arriving and leaving by coach.
- 2.10.6 The Principal and Vice Principal will be on duty until such time as shown in Part V to deal with an emergency.
- 2.10.7 No student must be allowed out of College during College hours unless there is a request from a parent or guardian. The Principal, Vice Principal, Attendance Officers, Learning Managers must be notified as appropriate. Any letter making such a request should be kept until after the student's return. The student will report to the school main reception area for a signing out slip, which they can produce if challenged in the street by an EWO or the Police. On their return to the College, they will return the slip to the school.
- 2.10.8 In all but exceptional circumstances, agreed by the Principal and the parents, students of primary school age leaving the premises must be collected. The adult must complete the signing out book in the office and must be over 16 years of age.
- 2.10.9 Parents will be asked to make sure that students do not bring items to College which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to come into College to collect them.
- 2.10.10 If any member of the public refuses to leave the premises or is constituting a nuisance, immediate assistance should be requested from the Police in line with the Directorate's Guidance on Disruptive and Abusive Intruders.

2.11 The Pupil

2.11.1 Pupils are expected:

- ❖ To exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their classmates.
- ❖ To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress and other items considered dangerous).
- ❖ To observe all the safety rules of the College, and, in particular, the instruction of teaching staff given in an emergency.
To use and not willfully misuse, neglect or interfere with things provided for their safety.

NB. All students and parents should be made aware of the contents of this section.

2.12 Visitors

2.12.1 Regular visitors and other users of the premises (e.g. volunteers/delivery drivers from specific companies) are required to observe the safety rules of the College. In particular, parents helping out in College should be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

2.12.2 All visitors should be required to report to and sign in at the College office and be issued with a "Visitor" badge. Similarly, they should sign out prior to departure of the premises.

2.13 Contractors:

All Contractors working at the College will be acquainted with the College's and the Council's health and safety policies before commencing any work.

2.14 Community Use:

Under the 1996 Education Act, the Principal and Governors recognize that community use of premises will be required, e.g. Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this safety policy which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may

be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

3. F2508

3.1 Reporting of injuries and dangerous occurrences to the Health and Safety Executive as specified under council policy

Relevant accident/incidents involving staff are to be reported to the member of staff responsible for Health and Safety who will arrange for the appropriate forms to be completed. Those incidents involving pupils, students and members of the public should only be reported if the accident is work related.

Four copies of the form are required. In addition to the above SUF1 circulation list, the original one must be sent to the Health and Safety Executive, Festival House, Jameson House, Hull within ten days.

- 3.1.1 In the event of a fatality, the Health and Safety Executive (tel. 0844 371 9173) are to be informed by the quickest possible means. The Council's Corporate Safety Unit (tel. 01724 297605) should also be informed as soon as possible. When an F2508 form is completed a copy is to be sent to 92 Oswald Road, Scunthorpe, DN15 7PA, a SUF2 form should also be filled in and submitted to the Insurance Section, Directorate of Corporate Affairs, Pittwood House, Scunthorpe.

3.2 Violence and Challenging Behaviour

- 2.3.1 Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the council's policy and guidelines.

All situations where members of staff are likely to encounter violence or challenging behaviour should be the subject of a properly conducted risk assessment and appropriate control measures.

Records of all incidents of violence and those involving verbal abuse and threats will be kept and reported to the Corporate Safety Unit and, where necessary, the Health and Safety Executive using the appropriate forms (SUF1, F2508, SUF2, SUF4). Details of such incidents will also be passed to trade union representatives. Employees will be required to report incidents promptly and fully.

3.2 First Aid

- 3.2.1 First Aid arrangements will be in accordance with the Local Authority and DfEE Guidelines

- 3.2.2 The location of the medical room and the First Aid Officer are shown in Part v. The number and names of designated First Aiders and Appointed Persons for the College are shown in Part V. The names of these first aid personnel will be displayed on notices in the College.
- 3.2.3 As a general rule, first aid supplies are kept in the First Aid Room, with First Aid Kits kept in all subject areas around the school. All of these are regularly checked and updated by the First Aid Officer. These supplies are stocked in accordance with the Local Authority Guidelines.
- 3.2.4 The College Medical Room should contain a chair.
- 3.2.5 First Aid supplies are kept in this room for use by appropriately qualified staff.
- 3.2.6 A book is kept in the Medical Room and any treatment given to pupils is written in it, noting name, date, injury sustained and treatment given. Each entry has to be signed.
- 3.2.7 In addition to normal first aid supplies, a resuscitator is also provided for use on mouth to mouth resuscitation.
- 3.2.8 First Aid supplies are available to be taken by staff in charge of outside school trips or field courses as deemed appropriate.
- 3.2.9 Disposable gloves and aprons should be used in line with hygiene guidelines.
- 3.2.10 Administration of Medicines in school will be undertaken as per the Local Authority Guidelines.

3.3 **Fire**

- 3.3.1 Fire drills and bomb alerts are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures, special consideration is given for the evacuation of staff/students/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and, equally, the results of the exercise can be assessed more accurately and measures taken to improve future performance.
- 3.3.2 Pupils are instructed in their first week at the school and at regular intervals thereafter as to the exact procedures to follow in the event of a drill or an emergency. This work is done during Pastoral time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the College. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with the pupils.

3.3.3 Responsibility for the administration of the fire drill/bomb alerts rests with the person so named in Part V.

3.3.4 All members of staff participate in fire drills/bomb alerts and report to the College Manager in respect of the support staff of the school. The form tutors once they have registered the students, report to their respective Learning Managers. Learning Managers and the College Manager, once they have registered the staff, report the outcome to the Principal.

3.3.5 **General Fire Safety**

Proper housekeeping arrangements are in place to remove or minimize potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained. Records of fire drills and tests are recorded in Part V.

Ensuring fire safety rests with the:	Principal
Escape routes:	All doors/gates to be unlocked when the College is in use
Fire Doors:	Must never be fastened open. Must never be obstructed by desks etc. which impede exit.
Fire extinguishers to be serviced by:	See Part V
Fire alarms:	The period of drills will be one every term for all zones
Fire alarm:	Break glass where fitted

3.3.6 The alarm can be sounded by breaking the glass of the alarm system.

3.3.7 The source of the fire should be reported to the Caretaker, College Manager and Principal.

3.3.8 The office will be asked to telephone dial 999 and call the Fire Brigade.

3.3.9 Classes in the building will exit by the most convenient exit according to the situation of the fire and proceed to a designated location.

3.3.10 Classes on the yard or field will proceed by the nearest safety route to a designated assembly point.

3.3.11 All doors are to be closed once the room is checked as being empty.

3.3.12 Attendance registers should be brought to the designated location point by the Office staff.

- 3.3.13 A check will be made to ensure that all students are accounted for.
- 3.3.14 Support staff and others on the premises will join the rest of the school at the designated location point.
- 3.3.15 If the fire appears to be a minor one, staff may attempt to deal with it using apparatus available, if trained to do so, but must not put themselves in danger.
- 3.3.16 In case of bomb alert, all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed and no-one should re-enter the building until it is declared safe.
- 3.3.17 Advice and consultancy should be sought from the Local Fire Prevention Officer.

3.4 **COSHH – Control of Substances Hazardous to Health Regulations 1988**

- 3.4.1 Under the above Regulations, all staff have a duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health. (Details of prescribed maximum exposure limits are available from the council's Corporate Safety Unit).
- 3.4.2 These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents.
- 3.4.3 No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.
- 3.4.4 All hazardous materials will be purchased through recognized suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any data hazard sheet so obtained must be passed to the College Manager and Heads of Subject for filing with the COSHH assessments. It is their responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.
- 3.4.5 If there is any change to a scheme of work, the staff involved must inform the College Manager, Heads of Subject and Principal in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets etc.
- 3.4.6 Departments holding stocks of hazardous substances are required to check stock on a regular basis and list for disposal all substances no longer required. Flammables should be stored in a locked flammables cupboard which is suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be appropriately labeled and all lids etc will be kept in place whenever practicable.

- 3.4.7 All staff must make proper use of control measures and report any defects to the College Manager, Heads of Subject and Principal.
- 3.4.8 All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.
- 3.4.9 In all work with their pupils, staff must bring any relevant safety procedures to their notice.
- 3.4.10 Pupils will not be allowed to bring substances from home unless they are categorized as of very low risk.
- 3.4.11 To comply with the COSHH Regulations, a full survey of the school was carried out to assess which products may be harmful, on the date shown in Part V.
- 3.4.12 Relevant assessment records have been circulated to all staff and are available for reference as detailed in Part V.
- 3.4.13 This is an ongoing procedure and all staff have been made aware of assessment record and data sheet.

3.5 **Repair, Maintenance and Upkeep of Buildings**

- 3.5.1 The Chief Estate and Property Services Manager is responsible for ordering building or other similar work in premises used by the Local Authority. The Principal may also order such work under the agreed LMS and Self Help Scheme.
- 3.5.2 Where possible, prior to any commencement of work, designated routes for the movement of vehicles should be planned to reduce risks to other persons.
- 3.5.3 Contractors will be required to report to the person in charge of the premises all accidents and injuries which occur on the premises, whether such accidents involve injury to their own staff or to other persons.
- 3.5.4 Any teacher or child discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact Property Services. He/she should note the date of the contact with Property Services and also inform the Principal.
- 3.5.5 In the event of dangers when work is in progress, the following procedure should be followed:-
- The College Manager should take any steps deemed necessary to exclude persons from danger until such time as it is rectified.
 - The Contractor should be told what the College Manager has identified as dangerous and what has to be done to ensure that persons are not endangered.

- Where work has been ordered by Property Services, the matter should be reported to the Building Surveyor.
 - In cases of less urgent nature, the College Manager should discuss with the Contractor's Representative on site and, if possible, agree a solution.
 - The Building Surveyor should always be consulted or notified of the identified danger and what is being done by the Contractor to avoid it.
- 3.5.6 Any defective equipment should be taken out of use immediately and the College Manager, as designated person, informed. The College Manager, as designated person, should inform the Principal or Heads of Subject about the repair or replacement of the item.
- 3.5.7 Repaired equipment should be checked by the designated person, before being brought back into service.
- 3.5.8 The Local Authority's policy dealing with electricity at work has been implemented within the College to comply with the relevant legislation.
- 3.5.9 The regulations governing the renewal of the College's Public Entertainment License ensures an annual check by the relevant bodies of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc to meet current legislation.
- 3.5.10 Residual Current Devices should be tests regularly and the results recorded.
- 3.5.11 The College Caretaker has been trained to conduct routine inspections of plugs and cables for loose connections and faults. The Commercial Services Department of North Lincolnshire Council or the approved Contractor will be contacted in the case of an emergency.
- 3.5.12 An approved contractor has been appointed for the maintenance of appliances, audio visual equipment etc., that Contractor being as shown in Part V.

3.6 **Manual Handling Operations**

- 3.6.1 Manual handling assessments for the handling of articles, persons and animals will be undertaken by the College Manager or Heads of Department and the assessments are to be retained.

3.7 **Personal Protective Equipment**

- 3.7.1 The provision of personal protective equipment will be determined by the appropriate Heads of Department and agreed with the Principal/College Manager. This will be done in line with the Local Authority's policy and conforming to HSWA (1974)

3.8 **Provision and Use of Work Equipment**

3.8.1 Wherever possible, any equipment provided for use at work, will be purchased to meet an appropriate British Standard or CE mark, in line with Local Authority policy and conforming to HSWA (1974)

3.9 **Display Screen Equipment**

3.9.1 The Local Authority's policy applies to all types of Display Screen Equipment, together with associated furniture and installations. DSE users (employees) are entitled to free eyesight testing and contributor costs towards lenses/spectacles where appropriate. Any costs incurred for eyesight tests/prescriptions will be the school's responsibility under LMS.

3.10 **Educational Visits**

3.10.1 No teacher/member of staff must take children off College premises without specific insurance cover as governed by Local Authority requirements.

3.11 **Sports Activities**

3.11.1 Sports activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

3.11.2 Maintenance of Physical Education equipment should be undertaken on an annual basis by an approved contractor.

3.11.3 The supervision of Physical activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity.

3.12 **Health and Safety in Specific Curriculum Areas**

3.12.1 The Local Education Authority endorses the health and safety guidance issued by various expert bodies covering different aspects of the College curriculum. A list of these is produced by the LEA and the College adopts these for implementation insofar as they relate to curriculum activities at the College.

3.13 **Infectious Diseases**

3.13.1 The College's policy and hygiene guidelines will be adhered to and are available on request from the Principal.

3.14 **Safety Officers**

3.14.1 Officers of the Corporate Health and Safety Unit and other Officers designated by the Directorate shall have the authority to stop any activity on the premises if it is in their opinion giving rise to imminent danger. Where practicable, this must only be after consultation with the Principal and the Director of Education and Personal Development.

3.14.2 If an Improvement or Prohibition Notice is served by an Enforcement Officer (e.g. Health and Safety Executive), the Principal should immediately advise the Director of Education and Personal Development and the Corporate Safety Unit. If a Prohibition Notice is issued with immediate effect, the activities specified should cease forthwith.

3.14.3 The activity will not be allowed to restart until such time that the cause of the danger is removed or rectified.

3.15 **Working Alone/Home Visits**

3.15.1 The school has responsibility for the health, safety and welfare of employees working alone or away from their workbase, including home visiting. The principles of the Council's Guidance on Lone Workers document will be applied in such situations and risk assessments undertaken as appropriate (see paragraph 2.4.1). The College will develop its own arrangements covering approved situations of working alone/home visiting with practical precautions and support of staff.

3.15.2 Employees required to work alone or undertake home visits will receive appropriate training covering issues of particular relevance in such circumstances including, for example, dealing with aggression and violence, security and "reporting in" measures and the school's specific arrangements for managing those situations referred to above.

PART V

5. **ANNUAL UPDATE OF INFORMATION AND REVIEW OF HEALTH AND SAFETY POLICY DOCUMENT**

5.1. The following information provides specific details relating to particular references in the text of the document as indicated below:

The named member of staff for Child Protection is:

Steve Webster – Assistant Vice Principal (Director of Student Services)

Names and position of any staff who are delegated to undertake specific health and safety functions which are the responsibility of the Principal under paragraph 2.4.1:

Mrs. Janet Brown – PA to SMT
Mr. Nigel Potter – Staff Health and Safety Representative

Risk assessment of premises, methods of work and activities are referred to in paragraph 2.4.1. were carried out on:

These are continually ongoing – once completed are reviewed annually.