

## Managing Health and Safety

### Document Control Information

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Responsibility	Iain Thomas
Committee	Resources
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Signed	Management Committee

Version	DATE	DESCRIPTION
9	26/02/2016	Minor changes and inclusion of e-cigarettes in Smoking section
10	11/05/2018	Various amendments and clarifications
11	07/03/2019	Various amendments and clarifications
12	11/06/2020	Minor amendments, inclusion of Covid-19
13	16/06/2021	Change of responsibility to Business Manager, updated information for food storage, updated information for manual handling
14	19/05/2022	Minor amendments (tracked throughout)

## STATEMENT OF INTENT

It is the policy of the College to conduct all activities in such a way as to ensure in so far as is reasonably practicable the health, safety and welfare of our employees, pupils and all persons likely to be affected by them including the general public. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Wokingham Borough Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

In addition we will endeavour to provide as far as is possible, a safe environment for the emotionally vulnerable pupils at the College.

### Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff, pupils and visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment, ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances arise may introduce a requirement to amend or improve arrangements

## ORGANISATION

**Overall responsibility for Health & Safety remains with the Headteacher, who delegates day to day responsibility to the Business Manager who will:**

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements
- Develop a safety culture throughout the College
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the College
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure annual and monthly safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities including the importance of reporting any health and safety concerns
- Ensure contractors, including cleaning staff, adhere to all health and safety regulations
- Ensure that fire safety procedures are met; weekly bell testing, regular planned evacuations with feedback with recording of all evacuations including unplanned.

- Update senior leadership and the management committee on matters of health and safety
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required
- Meet with the member of Management Committee with responsibility for Health and Safety for termly routine inspections
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**All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:**

- Supporting the College's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Wear appropriate PPE at all times
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations following accidents, dangerous occurrences or near-misses.

**Specific health & safety responsibilities of individuals are as follows:**

- **Health & Safety Representative**

The Health and Safety Representative is the Business Manager. They are advisor to the Headteacher on health, safety and welfare. The Health & Safety representative will also advise all staff in meeting their individual responsibilities with regards to health and safety at work and offer or advise on appropriate training to all staff and stakeholders as required.

- **All Staff at the College**

The responsibility of applying safety procedures on a day-to-day basis rests with all staff at the College. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Health & Safety Representative or Line Manager, as appropriate, so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary

- **Employees/Visitors/Pupils**

All have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the college, visitors, contractors, pupils and

members of the public. They are required to co-operate with College policy and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the College.

- **Safety Committee**

Whilst the College has no specific Safety Committee, the Resources Committee will monitor health and safety performance and recommend any action necessary on a termly basis. Any issues will also be discussed at the relevant staff meetings.

**Other individuals with specific responsibility identified are:**

- First Aid trained staff & Appointed Persons (see First Aid Policy)
- Fire Safety Wardens (see Fire Safety and Evacuation Procedures)
- Designated Safeguarding Leads (see Child Protection and Safeguarding Policy)

## **ARRANGEMENTS**

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Foundry College and are to be used with the College's procedures and policies.

In carrying out their normal functions, it is the duty of all line managers and employees to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

**General arrangements can be summarised as follows:**

- Providing and maintaining safe equipment, appropriate storage and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all staff are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated

All staff have a statutory duty to co-operate in fulfilling the objectives of the college as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

. There will be no lone working and therefore always be a minimum of two employees on site, one being a member of SLT who will secure and alarm the building..

## Accident Reporting & Investigation

All accidents or incidents and near-misses are to be reported to the Business Manager in the first instance (Health and Safety Manager) and to be entered in the Accident Report Book & a copy of the relevant entry to be forwarded to WBC if it is of a serious nature.. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

Staff to follow WBC guidance found in the link below:

<https://wsh.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=505733>

## Safe Working Procedures

All staff and line managers must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all staff working within the College from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that staff under their line management are fully aware of these procedures. Any new procedures will be identified on the Health & Safety notice board in the staffroom and staff may well be required to sign that they have read the updated information.

## Defective Equipment

- Defects in equipment must be reported to the Health and Safety Representative
- Must be removed from use immediately and clearly marked as faulty until its repair or replacement

## Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised by the Business and Finance Manager and in his absence a trained member of .SLT.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following are to be adhered to at all times:

- Keep corridors and passageways free from obstruction
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be removed at the end of each working day

## **Electrical Equipment**

- Only authorised and fully qualified Staff are to install, repair or attempt to repair electrical equipment
- The use of adaptor sockets & multi-socket adaptors, should be kept to a minimum
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be PAT tested by a qualified person every 18 months
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by a member of SLT and it has been tested

## **Control & Use of Hazardous Substances**

- When using a hazardous substance, whether it is a material, cleaning fluid or chemical substance, Staff must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out.
- Staff must not attempt to use a hazardous substance unless suitably trained to do so
- Hazardous substances are to be stored in the secure storage when not in use

## **Smoking**

- Smoking, including e-cigarettes is not permitted in the College building or on the Brambles site.

## **Food Preparation Area**

- All practical food lessons will be supported by a staff member who holds a current Basic Food Hygiene Certificate.
- When not in use, knives and other potentially dangerous equipment are stored securely in the pantry.

**Controls in place include:**

- Ongoing cleaning regime in all work and storage areas;
- Temperature controlled food storage;
- Monthly, recorded temperature checks;
- Segregated food storage;
- Food is marked with "use by" dates;
- Use of colour coded cutting boards;
- Use of separate knives for different types of food (meat, vegetables, etc.);
- Regular cleaning of all work equipment and surfaces.

### **Emergency Provision**

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required
- The names & locations of the First Aiders are clearly signposted around the College
- The administrative team can locate the nearest first aider in an emergency
- Unless in an extreme emergency First Aid is not to be administered by anyone except first aid trained staff
- First Aid trained staff are to receive training according to their certification date
- Emergency evacuation is to be carried out in accordance with the College's emergency evacuation plan.
- Lock down is to be carried out in accordance with the College's lock down procedure.
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency
- In the event of a person presenting with Covid-19 symptoms, the agreed isolation, testing and cleaning routine will be performed

### **Fire Safety**

- Fire procedures are available for all Staff to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter
- Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point
- All staff are responsible for knowing the location of fire alarm and extinguisher points as well as fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all staff should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the College's Fire Safety and Evacuation Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified.

### **Visitors**

- It is the duty of all staff within the College to ensure the health and safety of all visitors
- All visitors must sign into the College at reception and sign out again when leaving
- Visitors are to be given a visitors photo badge



- For health and safety reasons (such as communicable diseases or where safeguarding issues have been identified) and to safeguard our pupils, visitors without an appointment may be refused access
- No visitors are allowed through the security door without gaining permission from the reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate staff are to be made aware of visitors to the College by the administrative staff.

### **Security**

- Care should be taken to identify visitors to the building using the gated / intercom system. Access to the site is controlled by electronic gates for vehicles and pedestrian access.
- All visitors are required to register at Reception and to wear a Visitors' badge.
- All visitors and staff members are to sign in and out using the electronic system.
- Visitors are not permitted unaccompanied access to the School.
- Procedures are in place for dealing with suspected intruders and many areas of the site are covered by CCTV.

### **Contractors**

- Contractors are to report to the reception upon arrival and departure
- Contractors are required to sign in the contractor's book and the asbestos register which is available in reception and to be made aware of the Health & Safety leaflet. Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work.
- Contractors must comply with the College's safety policies and safe working procedures. If there are any breaches of safety, then these must be reported to the Headteacher at the earliest opportunity
- All contractors are to be appropriately supervised at all times, if deemed necessary.
- For planned maintenance, contractors' risk assessments & safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete
- Arrangements are made for contractors to work outside of the college's hours of 09:30 - 14:45 pm wherever possible.

### **Legionella Safety**

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella Risk Assessment/Legionella Log Book and will be followed at all times.

### **Moving & Handling**

- Staff are not to lift, or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing

- If the elimination of manual handling is not possible, the following guidelines should be followed:
  - Do not attempt physical effort if you are not confident of your capacity to do it safely;
  - Avoid unnecessary handling by the use of any appropriate mechanical aids provided;
  - Place materials as close as practicable to workplace to limit distance, time and effort;
  - Avoid lifting any loads in excess of 25kg for men and 16kg for women - see guidelines;
  - Do not overload shelves;
  - Ask for help or guidance if necessary;
  - Ensure sufficient staff are available to undertake the lift considering the size, weight and shape of the load and the area in which the lift is planned
  - Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible
  - Protect any sharp edges, leaks, etc.;
  - Wear uniform, gloves, apron, etc. as appropriate;
  - During any repetitive work, allow sufficient time between lifts for resting
  - Ensure good communication between all staff involved in any shared lifts
  - Avoid sudden movements (e.g. by catching a falling object);
  - Do not put any other person at risk

### **Risk Assessments**

- Local responsibility for identifying, assessing and controlling risks rests with the staff within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only. All risk assessments & control measures are to be approved by the College prior to implementation
- Any individual undertaking a risk assessment can seek guidance from the Inclusion Manager. Completed contractor risk assessments are to be stored in the Health & Safety Folder. Pupil risk assessments are stored on their pupil file. Pupils' child protection risk assessments are kept in the CP folder on the Q drive.
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date or in the case of pupils, after a significant incident and at every education review meeting (every half term)..

### **Emergency evacuation procedures**

- See emergency evacuation procedure in Fire Safety and Evacuation Policy
- See notices exhibited around the College
- Electronic and paper records are retained of all evacuations. Evacuation is practiced termly.

### **Off-site activities**

Regulations are followed according to Wokingham Borough Council off site activities and educational visits guidance and College Policy, using the EVOLVE software.

- Party leaders are to complete an off-site activity risk assessment for approval by the Evolve Co-ordinator and Headteacher prior to the trip taking place.
- All venues require at least one risk assessment per activity/venue per academic year.
- Party leaders must ensure a list of all pupils is given to Reception before departure.
- Risk assessments of the individual pupils participating in the offsite activity must be included in the EVOLVE submission
- Party leaders must take with them pupils' emergency contact details, medical details and any necessary medications.
- Party leaders must ensure that contact with the Emergency contact can be maintained at any point via mobile phone.
- Pupils may not be transported in staff cars unless accompanied by a second staff member and college has evidence of valid business use insurance.

### **WEX & AP**

- All AP & WEX placements are subject to rigorous checks before placement which include:
- Site Visit, Risk Assessment, Health & Safety Policy, Safeguarding procedures, Insurance documentation, DBS check
- All placements are checked throughout their use on a half termly basis

### **Supervision, before and after school, breaks and lunchtimes and at other times**

- Overall responsibility belongs to the Headteacher. Staff are on duty between the core hours of 0815-1530 and as such are required to supervise pupils at all times.

### **Welfare provision**

- Water is available for anyone in the building
- Lunches for Free School Meal pupils are procured from St Crispin's School.
- Lunches are also provided for staff who support pupils

### **Administration of medicines**

- A parental consent form to administer medication must be retained by the College
- College Admin staff, and First Aiders must be informed. All relevant staff must be aware of pupils' medical needs.
- Medication is to be kept at the correct temperature in a secure location and to be administered and logged by First Aiders.

More details can be found in the Administration of Prescribed Drugs Policy.

### **Drugs & alcohol**

- Illegal drugs and alcohol are not allowed on site, see Illegal Drugs and Drugs Education Policy for more details.

### **ICT safe use of computers & other display screen equipment**

- All staff are required to complete online e.learning training on Display equipment and DSE assessment every year.
- All equipment will be PAT tested every 18 months via WBC Property Services. Any electrical equipment not PAT tested should not be used if it is not under warranty.

### **Maintenance and use of equipment**

- Staff must be qualified to use technical equipment (Eg: D&T tools, scientific apparatus). It is their responsibility to check equipment regularly and report wear and defects. Dangerous equipment must be taken out of use. Staff and pupils using equipment must wear appropriate PPE when using equipment, be instructed in its safe use and supervised at all times. All tools must be securely locked away when not in use.

### **Safe use & storage of science equipment, pressurised cylinders and organic solvents**

- Science chemicals are stored in line with WBC and COSHH guidance and regulations: <https://wsh.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=505803>
- The Health and Safety Representative is responsible for the maintenance and safe use of the fire extinguishers
- Aerosols (spray paints) and any materials containing organic solvents are stored securely and only used in a well-ventilated area

### **Aggressive behaviour & violent incidents**

- Low level behaviour incidents are logged on SIMS
- Incidents of a safeguarding nature are logged on MyConcern
- Positive handling incidents are recorded in the Bound and Numbered book.

### **Pedestrian safety**

- All visitors to the site are responsible for their own safety in the car parking area
- All should take appropriate care and precautions around the entrance to the College and in areas used by vehicles
- All should be aware of the danger of mini-buses, taxis and other vehicles going to and leaving the vicinity
- All should always show courtesy and consideration to other pedestrians.

### **Vehicles & traffic on site**

- Parents and staff are asked to drive slowly, carefully and to follow the 5mph speed limit
- All staff and visitors' vehicles are left on the premises at their own risk
- All taxi companies are organised via Wokingham Borough Council Corporate Transport Department, therefore the drivers are all vetted
- Business use insurance is required for all staff who drive for work.

### **Open days and community events**

- All visitors are requested to sign their details in the visitors book along with reading The Health & Safety leaflets which are displayed in reception

### **Arrangements for staff training**

- These are considered according to needs e.g. higher risk activities.
- H & S briefing to all staff is completed on the first Inset day of the academic year by the Business Manager.
- Fire Safety, Manual Handling and DSE courses are to be completed within the induction period.

### **Arrangements for monitoring and reviewing of policies**

- Reviewed as required by the Headteacher and Management Committee