

Health and Safety Policy

This statement of safety policy is produced in respect of **CROMWELL COMMUNITY COLLEGE** and forms the basis of future planning and implementation of health and safety matters within the College.

1.0 STATEMENT OF GENERAL POLICY

- 1.1 The Governing Body working in conjunction with information, procedures and codes of practice as recommended by the Local Authority (LA) is responsible for setting out the overall policy insofar as **CROMWELL COMMUNITY COLLEGE** is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Principal, who will ensure that staff at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff, including new appointments, supply teachers and all other users of the site.
- 1.3 The Governors recognise the need to consult with staff on health and safety matters and the need to consult with individuals before the allocation of particular health and safety functions. This will be achieved by discussion through the College's safety committee procedure.
- 1.4 It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act, so far as is reasonably practicable, to:
 - provide plant, equipment and systems of work which are safe and without risk to health.
 - make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
 - provide adequate training, information, instruction and supervision, so far as is reasonably practicable to enable all staff employed in the College, and pupils, to perform their work safely and efficiently.
 - to promote the development and maintenance of sound safety, health and welfare practices.

- to maintain the premises in a condition that is safe and without risk to health and the maintenance of access to and egress from the premises.
- to provide and maintain a working environment that is, so far as is reasonably practicable, safe and without risk to health, and adequate as regards welfare facilities for staff and pupils.
- to ensure sufficient funds are available to provide as necessary, protective clothing/equipment to all staff employed in the College and for the safe use of machinery, equipment and substances.
- maintain a close interest in all health and safety matters insofar as they affect activities on the premises that are under the control of the College.

1.6 It is recognised by the Governors that whilst the Local Authority are partly responsible for capital expenditure, central administration and subsequently professional advice and information in health and safety matters, changes in those responsibilities will involve the College seeking outside specialists/consultants.

1.7 The College Governors require the Health & Safety Committee to undertake an annual audit on health and safety matters in order to determine areas of concern and to determine the way forward.

2.0 **ORGANISATION**

2.1 The Governors recognise the need to identify organisational arrangements in the College for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the College budget reflects the finance necessary to implement health and safety matters. A summary of individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2 The Principal

The Principal is responsible and accountable to the Governors for implementing the College safety policy and for all matters relating to health, safety and welfare within the establishment.

The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Site Officer.

The Principal must be aware of all contractors and/or third parties entering the College to undertake maintenance, service or works contracts. Again this duty will be delegated to the Site Officer.

When building or maintenance work is carried out by contractors, it is the College's responsibility to ensure that a competent contractor is employed and

to oversee the planning and safe execution of the work as required under CDM regulations.

The Governors will require the Principal to ensure the College's Health and Safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Principal is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

The Principal must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

The Finance and Administration Manager will deputise for the Principal as a member of the College Health & Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

The Principal will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.

The Principal shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery, etc., which are considered to be unsafe.

The Principal shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools and equipment which are the establishment's responsibility.

The Principal, with the Health & Safety Committee, shall review from time to time the provision of First Aid in the College and fire and evacuation procedures.

The Principal will monitor and inform the Governing Body of appropriate training which has been or will be given to staff to enable them to fulfil their responsibilities. This will include new appointments and staff transferring to other roles/responsibilities within the College.

The Principal will ensure that in all schemes of work that students, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.

The Principal will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.3 Finance and Administration Manager

To be responsible for co-ordinating all contractual work and maintenance carried out on College premises.

To liaise with Head of Faculty/Department and to ensure health and safety procedures and policy agreements are adhered to.

To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

To ensure good communication exists within the College adhering to principles as laid down by the LA.

To liaise with the relevant Vice Principal to ensure that emergency procedures are adequate. (The relevant Vice Principal is responsible for the evacuation of College premises.)

To be responsible for ensuring a competent person or specialist is consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

To be responsible for ensuring that a property survey of the College buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

2.4 Head of Faculty/Department/Head of Progress

Head of Faculty/Department are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their departments. Head of Progress are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "departmental" areas.

In the exercise of this responsibility Head of Faculty/Department must:-

- ensure that all staff under their control receive instruction in their duties, regarding health and safety matters.
- ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- produce their own departmental safety policy, defining safe working arrangements and bring it to the attention of members of staff including new entrants, supply teachers, etc.

- ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

Under Section 6 of the Health and Safety at Work Act, Head of Faculty/Department are responsible for ensuring that everything received from suppliers - machinery, equipment substances, etc, - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers' Data Sheets").

Head of Faculty/Department must report to the Finance and Administration Manager all problems, defects and hazards.

Head of Faculty/Department and Head of Progress must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.

Head of Faculty/Department must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

The EC Directives will require that Head of Faculty/Department carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work.

A Health & Safety Report will be included as an appendix to the Annual Departmental Report.

A copy of all Department/Faculty Health and Safety plans must be made available on the "G" Drive and a hard copy in the Main Office.

2.5 Teachers/Technicians

Teaching staff and technicians are responsible and accountable to their Head of Faculty/Department for the implementation of the College safety policy in the performance of their duties.

They must be familiar with the College's health and safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with 'on the job' training to enable them to operate in a safe and efficient manner.

They must report to their Head of Faculty/Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

Supply teachers must be made aware of the College Health and Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

2.6 Site Staff

The Site Staff are responsible and accountable to the Site Officer for all matters relating to health, safety and welfare within the sphere of their activity.

The Site Staff must ensure they are familiar with the College's Health and Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (eg storage arrangements, materials, equipment, substances, etc).

The Site Staff must report to the Site Officer using the College's procedure when reporting any defects or hazards that are brought to their notice.

Under section 6 of the Health and Safety at Work Act the Site Officer is responsible for ensuring that everything received from suppliers (for direct College use), machinery, equipment, substances, etc, is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets.)

The Site Officer must maintain a register of contractors who enter the College to undertake maintenance, service or works contracts.

The Site Officer is responsible for compiling a College Register identifying known hazardous substances and materials (eg asbestos, lead, flammables, etc.).

2.7 Kitchen

The College Catering Manager must:-

- familiarise themselves with the College's Health & Safety Policy and what it means to their work activities.
- work in conjunction with any Policy Statement, health and safety rules and guidance issued by their employer, in the case of external providers.
- ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- be familiar with the Food Safety Act 1990 and the implications as far as the College is concerned.

- inform the Finance and Administration Manager of any potential hazards or defects.

It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

2.8 Safety Representative(s)

The Safety Representative(s) will be encouraged by the Principal to fulfil his/her duties as well as being released for any appropriate training. The Finance and Administration Manager will also consult regularly with the Safety Representative(s) on health and safety matters.

He/She will be entitled to inspect the College in accordance with the agreed Trade Union procedures/agreement.

The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the College Safety Committee.

The Safety Representative(s) has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.9 College Staff/Employees

All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

All staff/employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards, defects, to the Finance and Administration Manager or Site Officer via email.

All staff/employees will be issued with a Statement of the College's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the College. They should pay particular attention to any health and safety matters which relate to their particular work activities.

Copies of the College's Health and Safety Policy will be available on the "G" drive of the College's network drive and a hard copy in the Main Office.

2.10 Role of Specialist Advisers

The Governors recognise there will be occasions when the College will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at College Health & Safety Committee level.

3.0 **ARRANGEMENTS**

3.1 The Governors recognise that the way forward in achieving effective management of the College Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the College "Health & Safety Committee".

3.2 The Safety Committee will include:

The Principal/The Vice Principals
Governor
Finance and Administration Manager (Chair)
2 x Safety Representatives
Site Officer
Head of Science
Head of Technology
Head of Physical Education
Secretary (Minutes & Administration)

3.3 **General Matters**

3.3.1 Accident Reporting/Investigation

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook under "Accident". These procedures must be brought to the attention of Head of Faculty/Department. A copy should be attached to the departmental safety policy. An Accident Form IRF96 will need to be completed as laid down by County Council guidelines.

3.3.2 First Aid Provision

The arrangement for first aid in College will be in accordance with those laid down in the Staff Handbook under "Accident" with first aid boxes located in high risk areas (eg Science, Technology, PE, etc)

3.3.3 Fire Precautions

The arrangements for general fire safety/emergency evacuation procedures will be in accordance with the procedures in the Staff Handbook under "Fire". The College "Fire Log Book" will be used by the Site Officer to record tests, drills, training, visits by the Fire Brigade, etc.

3.3.4 Housekeeping (Cleaning Arrangements)

Head of Faculty/Department should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

3.3.5 Training Arrangements

Training must always be viewed as a continual process, based on the ability to recognise who requires it and when. New employees and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements as well as a re-training programme for existing staff.

There are various categories of training requirements in College. They can be defined as induction training, informative/awareness training and specific “hands-on” training.

3.3.5.1 Induction Training

This will apply to all new employees and to existing employees where there is a change in their Job Description. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

3.3.5.2 Informative/Awareness Training

This is a more in-depth approach, by way of ‘in-house’ training, showing staff what they must and must not do and provide supervision until they gain an understanding of what is required, making them aware of their tasks and providing written procedures and arrangements.

3.3.5.3 Specific Training

This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- Technology - Employees who have recourse to use, instruct and operate dangerous machinery/equipment, i.e. woodwork, metalwork, heat treatment, will be required to hold the appropriate certification.
- Science, Microbiology - Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988.
- Radiology - Employees will require training to be competent in the use of radioactive sources. This will be in accordance with “Ionising Radiation Regulations 1985” and the DES AM 1/92 and Local Rules. The Head of Science will nominate a Radiation Protection Supervisor for the College who is suitably qualified.

- First Aid - The College will have a minimum of two members of staff certified in first aid.

3.4 Statutory Requirements

3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the College to carry out risk assessment of all areas in accordance with the regulations.

It is almost certain that the Management of Health and Safety at Work Regulations 1992 made under the EC Directive and which came into force in January 1993 will make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. Head of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.

Working in conjunction with the College chemical register and the COSHH package, Head of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc, (eg fume cupboards, woodwork, extraction, heat treatment, soldering, pressure cookers etc).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the respective Head of Department.

3.4.2 Checking of Portable Electrical Equipment

The procedure to be adopted is as specified by the LA.

The College uses an outside contractor to ensure all portable electrical equipment is checked once per annum.

3.4.3 Plant Machinery/Equipment

All plant machinery/equipment must be maintained accordingly to statutory requirements.

The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery

- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

The Head of Faculty/Department will be responsible for carrying out periodical checks within his/her department using appropriate checklists.

It is also recognised that certain items of machinery/equipment require to be checked and certificated.

Head of Faculty/Department will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

3.4.4 Contractors on Site

All contractors entering or working on College premises will be the responsibility of the Site Officer.

It must be conveyed to all known contractors, the point of contact at the College, the safe working arrangements and a copy of the College safety policy.

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Principal.

3.4.5 Arrangements for Safety Representatives

The Principal and Head of Faculty/Department will liaise and communicate to Safety Representatives any problems, hazards or defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Health & Safety Committee Meeting.

Any specific requirements which require immediate action will be taken after consultation with the Principal.

3.4.6 Field Trips

Procedures for field trips and extra-curricular activities are as outlined in the Visits Policy.

Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

3.4.7 Emergency Procedures

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the College. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

In the event of accidents, fires, explosions and spillages, the Principal must be informed immediately.

Dependent on the type of incident, the appropriate authorities or outside contractor will be contacted.

3.4.8 Work Experience

The member of staff responsible for co-ordinating Work Experience will follow the guidance as provided on placement and inspection procedures.

3.4.9 Use of College Premises Outside Hours

The Governors policy arrangements for this practice are as set out in the Lettings Policy.

3.4.10 Security to Prevent Unauthorised Access

If the member of staff is satisfied that there is no lawful reason for the intruder to be there, then, if the members of staff feels confident to do so, the intruder should be instructed, in clear unambiguous terms, to leave and then be escorted from the premises. However, if the staff member feels unable to do this then a message should be sent to the college Office.

Do **not** attempt to forcibly evict or detain an intruder.

If the member of staff suspects the intruder is on the premises for a criminal purpose, or should the intruder refuse to Leave after being instructed to do so, police assistance should be sought immediately.

3.4.11 Noise and Vibration

The Governors recognise there may be problems experienced with noise and vibration. Head of Department will report all such cases and, if required, specialist advice will be sought to monitor the hazard.

3.4.12 Communication of Information to Employees

The Finance and Administration Manager will be responsible for ensuring that any regulations, information, guidance notes, etc, received are passed immediately to staff who have a direct interest.

As this will normally relate to a department's activities, the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

3.4.13 Reference Material

Head of Faculty/Department are reminded that it is their responsibility to read reference materials in order to keep abreast of health and safety legislation appropriate to their department.

The requirements for safety signs, notices, placards, etc, should be understood by the Site Officer and Head of Faculty/Department.

3.4.14 Smoking

The Governors have agreed that no smoking is allowed on the College site.

4.0 **MONITORING THE COLLEGE'S HEALTH AND SAFETY PERFORMANCE**

The Governors will require, once a term, in the Principal's report, a commitment by the Principal that departmental self-inspections have been carried out and that the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons.

The Governors, with the Principal, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

5.0 **AUDITING**

The Governors will also require in the annual report, an audit of health and safety matters, providing an objective assessment.

5.1 The audit should provide an examination of records, eg:

- Accidents are being recorded and investigated
- Accident statistics are being compiled

5.2 Other areas of concern for auditing will be:

- The policy - is it working, how effective and at what levels?

- The organisation - does it function properly, does it plan and implement and does it monitor and control?
- Inspection procedures - by whom, what standards, what training and so on.

5.3 In conclusion the Governors may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.