



Shebbear College

HEALTH AND SAFETY POLICY

Reviewed - November 2019

Ratified by Governing Body – 22nd November 2019

Next Review by Health and Safety Committee - September 2020

Policy Review at Shebbear College

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

All staff working at Shebbear College have access to this policy and are to abide by its terms.

The Governing Body is committed to:

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with all relevant Health and Safety legislation.

It is impossible to list every hazard likely to be present at any one time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks. Specialist advice should be obtained where necessary.

This policy will be reviewed annually and amended as necessary.

Copies of all documents referred to in this report will be kept with the master copy, held in Reception by the Health and Safety Coordinator.

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Appendices are not attached and are available from the Health & Safety Coordinator

Health and Safety General Policy Statement

The Governors of Shebbear College attach the utmost importance to the safety, health and welfare of its employees, pupils and all users of the college site. The college will comply with the provisions of the Health & Safety at Work Act 1974 and all subsequent regulations. The Governors of Shebbear College bear ultimate responsibility for Health and Safety and have delegated the day to day responsibilities to the Executive Committee, with the Bursar leading on the subject.

The Executive Committee (Exec Committee) will take steps as reasonable practicable to ensure that the college is a safe and healthy environment in which its employees, pupils, service users, contractors and other persons affected by the operations of the college can work.

The Exec Committee will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Focus

The College's work programmes will, so far as is reasonable practicable, adopt good safety practices. Including:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment which has been regularly maintained. This includes the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- Consideration of the safety of children, parents, contractors and any others accessing
- the premises including those who hire the site or undertake leisure activities within the college grounds.

Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the college owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. All college employees must therefore:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the college risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or all hazards, potential hazards, defects in equipment and any shortcomings in the college's work systems or procedures.

Employees should not be in any doubt that the college will apply disciplinary procedures to any employee who is in breach of the college's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the college's

operations, and for those who may become involved in them.

Policy Review. This policy will be regularly revised by the Bursar as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the college will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the college buildings, water quality, and the use of radioactive material;
- Contractors;
- Vehicle movements within the college grounds;
- Workplace arrangements, including housekeeping;
- College trips;
- Centre's licensed by the Adventure Activity Licensing Authority;
- Work experience arrangements;
- Violence to all staff;
- Security;
- Stress management;
- Letting of College premises to outside bodies;
- People with special needs, i.e. manual handling;
- Any other site specific issue, e.g. Sports Hall, Sewage Plant etc.

Organisation - A review of the college's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the college by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each term via the Health & Safety Committee. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management

The College Governors have overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is allocated to support the policy. To achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the college management team during management and board meetings. A copy of the policy will be given to all employees when they join the college. Any changes to the policy will be communicated.

This general policy statement is supported by subsidiary policies on a range of Health and Safety issues such as Risk Assessments, Fire and Emergency, control of contractors, use of mini buses etc.

Signed

Signed

Governor

Date

Bursar

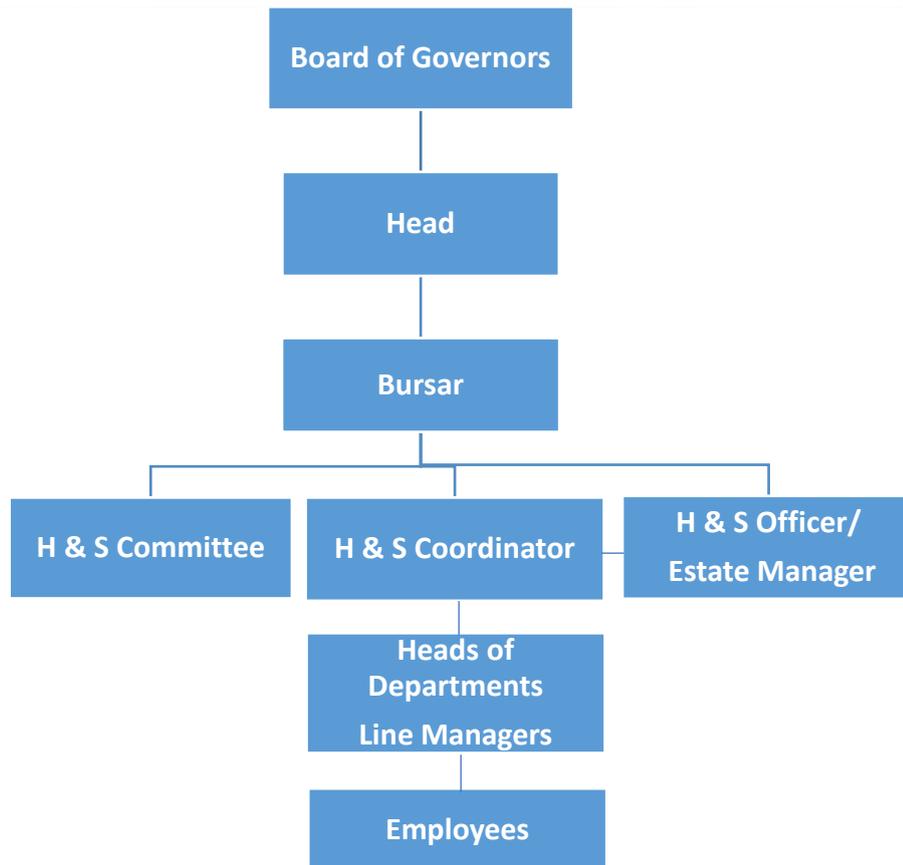
Date

2 ORGANISATION FOR CARRYING OUT THE POLICY

The purpose of the Shebbear College Health and Safety Policy is to ensure that risks to people and property are eradicated or minimised, and where the risk remains it is managed appropriately. This policy applies to all users of the College and its facilities, including governors, teaching staff, support staff, volunteers, pupils and their parents/guardians/relatives, contractors, temporary and peripatetic staff, visitors and all other persons having legitimate presence on the site. The college site is defined as the entire campus including grounds, sports fields, buildings (permanent and temporary) and facilities owned by or in the control of the College.

This policy is to be observed and implemented by all College teaching and support staff at all times.

2.1 HEALTH AND SAFETY FUNCTION DIAGRAM



2.2 RESPONSIBILITY OF THE GOVERNORS

The Governors have overall responsibility for Health and Safety (H&S) and must monitor that the College is meeting its obligations by checking that policies and procedures are implemented in accordance with requirements. They are responsible for ensuring that all arrangements outlined in this policy are adhered to and updated as necessary.

In addition, the Governors are responsible for ensuring:

- The Health and Safety Policy is prepared, implemented and regularly reviewed to ensure it remains valid;
- Identify and evaluate all risks relating to; the premises, school activities, educational visits, school-sponsored events;
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of H&S;
- Health and Safety is an agenda item at Governor's meetings (Property Committee);
- An individual governor is given specific responsibility for Health and Safety;
- The Governor with specific Health and Safety responsibilities and the Head will receive Health and Safety management training where required and are deemed to be competent;
- Assistance is obtained from specialists as required;
- In particular, the Governing Body undertakes to provide:
 - A safe place for staff and pupils to work including safe means of entry and exit;
 - Plant equipment and systems of work which are safe;
 - Safe arrangements for handling, storage and transport of articles and substances;

- Safe and healthy working conditions which take into account all appropriate statutory requirements, codes of practice and guidance;
- Supervision, training and instruction is given so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure, that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be updated as required;
- The required safety and protective equipment and clothing together with information on its use is provided;
- Adequate welfare facilities.

2.3 RESPONSIBILITY OF THE HEAD

The Head is responsible for ensuring that the College complies with this Health and Safety policy in every respect, to keep the Executive Committee and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to Governors regularly.

It is the Heads duty directly or through delegation as detailed below and in accordance with the law to:

- Have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate;
- The Head is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. In particular, the Head will, on a day-to-day basis, be responsible for:
 - Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
 - Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body are made aware of the findings;
 - Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs received adequate and appropriate training and instruction in health and safety matters;

- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- Monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues;
- Encourage staff and others to promote health and safety.

2.4 RESPONSIBILITY OF THE BURSAR

The Bursar is responsible for the day-to-day arrangements outlined in this policy and will lead Health and Safety at the College.

The Bursar's responsibility shall include:

- Advising the Governors on the implementation of this policy and on any revisions required;
- Prioritise actions where resources are required;
- Ensure that the Health and Safety Committee Meeting takes place, chair the meetings and ensure minutes are recorded and recommendations are acted on;
- Be familiar with the Health and Safety Regulations and company policy applicable to their area of responsibility and insist that the prescribed standards are observed;
- Ensure, so far as is reasonably practicable, that safe systems of work are in place and that a safe working environment is maintained;
- Support those with Health and Safety responsibilities and regularly review that the work that is being undertaken to ensure it is to a high standard;
- Ensuring that all employees are provided with a copy of the Health and Safety Policy Statement with their employment induction pack and that the Health and Safety Coordinator is made aware of any new members of staff so that induction training can be carried out;
- Set a personal example and encourage a safe attitude towards work amongst all employees.

Employees, pupils and visitors are actively encouraged to make contact with the Bursar regarding health and safety matters.

2.5 RESPONSIBILITY OF THE HEALTH AND SAFETY COMMITTEE

The Shebbear College Health and Safety Organisation is based upon the structure of the Health and Safety Committee. The College Health and Safety Committee meet termly to review issues and concerns, the rolling programme of health and safety audits, and to consider policy. Minutes of meetings are circulated to Committee members, the Head and the board of Governors. Copies will normally be available to any interested person from the Health and Safety Coordinator on request.

It is intended that most health and safety matters should be dealt with promptly within each department of the College. Only in exceptional circumstances should it be necessary to refer matters to the Health and Safety Committee. Having said that – this is a useful forum to discuss issues and agree an appropriate direction/approach.

The Committee is a standing commitment and is to be attended by the following:

Bursar (Chair)
Health and Safety Coordinator (Secretary)
Deputy Head/Head of Boarding
Prep School Head
Estate Manager/H&S Officer
Director of Teaching
Catering Manager
Director of Sport
Head of Science
Lead School Nurse

The duties of the Committee include:

- To assist in the development of school safety rules and safe systems;
- To monitor the effectiveness of the safety content of staff training;
- The study of accidents, notifiable diseases, statistics and trends;
- The examination of safety audit reports and consideration of other submitted reports;
- To monitor the adequacy of health and safety communication and publicity in the school;
- To assist in dealing with problems involving health and safety in accordance with agreed college procedures;
- To make recommendations to the Governors.
- Implementing the Health and Safety Policy and monitoring the Health and Safety standards of the School on a day to day basis, reporting any problems that cannot be rectified to the Bursar;
- Advise the Head of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- Advise on Health and Safety Laws, Regulations and Directives;
- Carry out any improvements or changes identified by the Health and Safety Committee or advised by specialised Health and Safety firms contracted by

the College;

- Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE;
- Support and monitor line managers in their preparation and review of health and safety arrangements; including planning, preparation and review of risk assessments and completion of thorough examinations, tests and inspections;
- Ensure that there are safe systems of work and that members of staff and students use the protective equipment provided;
- Advise on and monitor statutory inspections on plant and equipment;
- Recommend procedures to be documented to the Health and Safety Coordinator and provide information where required;
- Document all Health and Safety work carried out and provide the Health and Safety Coordinator with all records in relation to Health and Safety, including training, risk assessments and fire drills.

2.6 RESPONSIBILITY OF ESTATE MANAGER/H&S OFFICER

In addition to the responsibilities of employees (section 2.10) the Estate manager has the following day to day responsibilities with regards to Health and Safety:

- Matters relating to buildings and premises and their fitness for purpose;
- Health and Safety practices of site and grounds maintenance;
- Liaison with outside contractors and anyone visiting or using the premises, overseeing the premises, overseeing the planning and safe execution of the work or any other activity;
- Health and Safety briefing of all external contractors;
- Overall responsibility for Legionella safety including carrying out an annual risk assessment;
- Complete fire risk assessments, PAT testing and non-departmental risk assessments annually and fire inspections termly. Regularly carry out audits, site surveys and accident investigation. Report the findings to the Governors and Health and Safety Committee;
- Advise the Health and Safety Coordinator of any health and safety training needs identified for staff under his management;
- Identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- Ensure that adequate access and egress is maintained at all times;

- Provide safety equipment/clothing and ensure its proper use by all personnel;
- Make certain that operators who use equipment have been fully trained to use such equipment;
- Ensure that all equipment, including power and hand tools are maintained in good condition;
- Ensure that adequate firefighting equipment is available and replace used or defective equipment;
- Ensure that all contractors comply with company safety procedures;
- Recommend procedures to be documented to the Health and Safety Coordinator and provide information where required;
- Implementing the Health and Safety Policy and monitoring the Health and Safety standards of the School on a day to day basis, reporting any problems that cannot be rectified to the Bursar;
- Advise the Bursar or Health & Safety Coordinator of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- Carry out any improvements or changes identified by the Health and Safety Committee or advised by specialised Health and Safety firms contracted by the College;
- Ensure that there are safe systems of work and that members of staff use the protective equipment provided;
- Advise on and monitor statutory inspections on plant and equipment, including play equipment.

2.7 RESPONSIBILITY OF THE HEALTH AND SAFETY COORDINATOR

In addition to the responsibilities of employees (section 2.10) the Health and Safety Coordinator has responsibility for the following:

- Review the Health and Safety Policy annually;
- Take and circulate minutes for the Health and Safety Committee meetings;
- Provide members of staff with Health and Safety documents where required. Maintain an electronic Health and Safety folder that will give members of staff access to Health and Safety forms and documents;
- Review all risk assessments that are provided by a range of staff. Copy risk assessments to the appropriate folder when content has been reviewed and approved;
- Action any training needs as identified by the Health and Safety Committee, Estate Manager or any other senior member of staff once approved by the Bursar;
- Carry out fire safety and health and safety induction training for all new members

of staff;

- Hold all Health and Safety paperwork and training records;
- Monitor the Health and Safety training needs; advise the Bursar when training needs to be renewed and book necessary training once approved;
- Hold relevant information on health and safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices.
- Implementing the Health and Safety Policy and monitoring the Health and Safety standards of the School on a day to day basis, reporting any problems that cannot be rectified to the Bursar;
- Advise on Health and Safety Laws, Regulations and Directives;
- Ensure that fire risk assessments, PAT testing and non-departmental risk assessments are conducted annually or as required;
- Identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- Carry out fire safety and health and safety induction training for all new members of staff;
- Monitor jointly with the Lead School Nurse that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE;
- Support and monitor line managers in their preparation and review of health and safety arrangements; including planning, preparation and review of risk assessments and completion of thorough examinations, tests and inspections;

2.8 RESPONSIBILITY OF LEAD SCHOOL NURSE

In addition to the responsibilities of employees (section 2.10) the College School Nurse has responsibility for the following:

- Carry out annual risk assessments and regular safety inspections for their area of responsibility and take corrective action where necessary. (See Section 3.0);
- Prepare and keep accident reports where an injury is sustained;
- Report injuries, diseases and dangerous occurrences under the 1995 RIDDOR regulations and provide the Health and Safety Coordinator with the information necessary to enable investigation and implementation of measures to prevent recurrence;
- Provide information to the Health and Safety Committee on any issues that have arisen, what actions were taken and what actions are recommended to prevent recurrence.

2.9 RESPONSIBILITY OF THE HEAD OF MAINTENANCE, CATERING MANAGER & HOUSEKEEPING MANAGER

In addition to the responsibilities of employees (section 2.10) the Head of Maintenance, Catering Manager and Housekeeping Manager have responsibility under the COSHH regulations for the following:

- Carry out annual risk assessments and regular safety inspections for their area of responsibility and take corrective action where necessary. (See Section 3.0);
- That maintenance, grounds, cleaning and catering staff are informed of the hazards and the necessary precautions as described in the risk assessment;
- That the precautions are taken;
- That the specified personal protective equipment is kept available, maintained in good condition and is used. To this end the Head of Maintenance, Catering Manager and Housekeeping Manager must carry out necessary checks of equipment as appropriate.

All maintenance, grounds, catering and housekeeping staff are legally required to make full and proper use of the personal protective equipment provided to protect their healthy. They are also required to report immediately any defect in that equipment to their Line Manager.

2.10 RESPONSIBILITY OF ALL EMPLOYEES

It is the responsibility of all employees, including temporary and volunteers, to cooperate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (e.g. colleagues, visitors, contractors, pupils) under the Health and Safety at Work etc. Act 1974. Employees must therefore ensure that:

- An annual risk assessment for their area has been taken;
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- Observe all instructions on health and safety issued by the College or any other person delegated to be responsible for a relevant aspect of health and safety;
- Act in accordance with any specific health and safety training received;
- Report all accidents and near misses in accordance with current procedure;

- Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;

- Inform their line manager of any shortcomings they consider being in the schools health and safety arrangements;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply the procedures in respect of fire, first aid and other emergencies;
- Cooperate with the appointed Health and Safety Representatives;
- Carry out an appropriate risk assessment when an activity poses a potential risk;
- Familiarise themselves with procedures for emergency evacuation;
- Set a personal example through safe behavior and compliance with this policy;
- Implement safe methods of working throughout their area of responsibility;
- Effectively apply health and safety regulations, rules, procedures and codes of practice;
- Instruct staff, pupils and others under their jurisdiction in safe working practices;
- Instruct new employees working within their area of responsibility in safe working practices;
- Take positive, corrective action where necessary to ensure the health and safety of all staff, pupils and others;
- Ensure that all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- Ensure that appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Following CoSHH guidelines, correctly store and label any hazardous and highly flammable substances in the department in which they work, and minimise exposure;
- Monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- Ensure that all health and safety information is communicated to the relevant persons;
- Report any health and safety concerns to the Health and Safety Coordinator.

Employees, pupils and visitors are actively encouraged to make contact with the Health and

Safety Coordinator regarding health and safety matters.

2.11 RESPONSIBILITY OF CLASS TEACHERS

In addition to the responsibilities of employees (section 2.10) class teachers are expected to:

- Carry out annual risk assessments and regular safety inspections for their area of responsibility and take corrective action where necessary. (See Section 3.0);
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied;
- Give clear oral and written instructions and warnings to pupils where necessary;
- Follow safe working procedures personally;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to the Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization and tested by the H&S Officer;
- Report all accidents, near misses, defects and dangerous occurrences to their Head of Department and the Health and Safety Coordinator;
- Set a personal example and encourage a safe attitude towards work amongst all employees;
- Teachers are required to ensure that Pupils adhere to the Pupils responsibilities..

2.12 RESPONSIBILITY OF PUPILS

Pupils are expected to:

- Exercise personal responsibility for their own Health and Safety and that of their classmates;
- Observe standards of dress and behavior consistent with the safety of themselves and others;

- Observe the rules of the College and, in particular, the instruction from teachers;
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.13 RESPONSIBILITY OF VISITORS, MEMBERS OF THE PUBLIC AND VOLUNTEERS

- Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.
- Where volunteers are employed to undertake work on behalf of the School they will be regarded as employees (see 2.10). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

3 ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

This section provides guidance for those responsible for health and safety on how to minimise health and safety risks.

3.0 RISK ASSESSMENT

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the Colleges obligations are met under the Management of Health and Safety at Work Regulations 1999.

The Principle of Risk Assessment

- Identify the hazards
- Assess the risk
- Identify the individuals
- Eliminate the hazards
- Identify and Implement
- Effectively monitor and review

The definitions are

- Hazard is a condition or situation with the potential to cause harm (injury or damage);
- Hazardous event can be someone/something that interacts with hazard and harms the results.
- Likelihood is the chance realisation that the hazardous event will occur.

- Consequence is the significance of absence of absence or injury from the hazardous event.
- Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event. (Risk = likelihood x consequence)
- Control measures are measures tailored to a particular set of risks intended to restrict and/or control the risk within tolerable limits proportionate to cost;
- The assessment represents the potential severity of a hazard, combined with the likelihood of the hazard achieving its potential to do harm, after taking any control measures into consideration.

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level so far as is reasonably practical.

If a problem or hazard either occurs or appears likely to occur, it should whenever possible be dealt with by the member of staff who identifies the hazard or risk, without endangering themselves or others. If it is not possible to deal with the hazard or risk in this manner, the Health and Safety Coordinator is to be notified. If the Health and Safety Coordinator cannot resolve the problem, he/she will refer it to the H&S Officer and/or Bursar. Serious or repeated problems are to be notified to the Health and Safety Committee.

Please refer to the Written Risk Assessment Policy for guidance on how to complete a risk assessment. This can be found on the school website, on the 'T' drive or from the H&S Coordinator.

Refer to Appendix N – Sample Risk Assessment

3.1 ACCIDENT/INCIDENT REPORTING, AND INVESTIGATION

All accidents and incidents (including near-miss and violent incidents) must be reported to the appropriate line manager so that the cause can be ascertained, the control measures re-evaluated and action taken to prevent recurrence. Should an accident occur:

- First aid should be administered by suitably qualified staff;
- If necessary, a request for an ambulance should be made by telephoning 999. The person should be made as comfortable as possible until the ambulance arrives. A member of staff should accompany the person in the ambulance;
- In the case of serious accidents, the site should be isolated and nothing should be disturbed until the investigation has taken place. A member of the Exec Committee should be contacted as a matter of priority. The manager may also need to involve the Police and initiate arrangements to contact the injured person's family.

All accidents and incidents, no matter how minor, must be recorded in the Accident Book by the School Nurse and the details reported to the Health and Safety Executive if classified under RIDDOR. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the College must notify the Health and Safety Executive (HSE) of:

- Any accidents (including acts of violence to people at work) to employees causing either death or major injury;
- Certain industry related diseases and dangerous occurrences;
- Any injury resulting in employee absence from work of more than 3 days excluding the day of the injury;
- Any accidents on campus to members of the college community or members of the public which result in death or them being taken to a hospital for treatment.

Accidents to pupils, which are attributable in some way to work organised by the school or to school plant or use of a hazardous substance, or to the condition of school premises, and which cause an injured pupil to be taken to hospital for treatment must be reported. Non curriculum sports injuries, unless caused by defective equipment or premises, are not reportable. Serious gas incidents are also reportable. All violent incidents should be reported to the Head.

Injuries to employees which are reportable:

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipework;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning as a result;
- When a dangerous substance being conveyed by road is involved in a fire or released;
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrollable release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

Reportable Diseases Include:

- Poisonings;
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

There are different and complementary requirements for reporting certain accidents to EYFS and childcare 'pupils'.

The Accident Book is kept in Medical Centre.

It is the responsibility of all employees to provide complete and accurate information to enable management to find out what went wrong, learn lessons and take action to prevent and reduce such accidents/incidents in the future.

Refer to:

- **Accident Book, kept in the Medical Centre**
- **Appendix B – Accident/Incident reporting and investigation form**
- **Shebbear College – First Aid & Health Care Policy – held on the Staff (T) Drive / Policies**

3.2 ALCOHOL AND DRUGS

You must not drink alcohol on the College's premises, other than at an organized social function. Any employee who is found consuming alcohol on the College's premises or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the College's disciplinary procedure.

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem. A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees.

The possession, use or distribution of drugs for non-medical purposes on the College's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with the Assistant Head or HR Manager.

The College reserves the right to require you to undergo a medical examination or alcohol or drug test at its discretion at any time in order to check for compliance with this policy. If you refuse to undergo a medical examination or test your refusal will normally be treated as gross misconduct.

The College reserves the right to search you or any of your property held on College premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The College reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the College premises.

3.3 CONTROL OF ASBESTOS Lead: Estate Manager

We will maintain a register containing the location and condition of all instances of asbestos containing materials (ACM's) on site, located in the Estate Managers and Health & Safety Coordinators offices'. The Estate Manager will lead the control of asbestos and will arrange/carry out periodic inspections of all identified ACM's to ensure it continues to remain in a safe condition. The College will:

- Comply with all regulations concerning the control of asbestos;
- Remove asbestos containing materials where the risk to building users is unacceptable.

The Estate Manager is responsible for:

- Ensuring that all staff members are aware of the content of the asbestos report, especially the maintenance staff, outside contractors and other staff involved in building maintenance;
- Ensuring that a copy of the report is kept in an accessible place within the establishment for reference;
- When necessary, warning other users of the building, and contractors, of the presence of asbestos material;
- Preventing any unlicensed contractor from carrying out work which may disturb asbestos in buildings;
- Ensuring that access to any area in the building which presents an unacceptable risk due to the presence of asbestos is prevented;
- Monitoring works in connection with sealing, repairing and removing asbestos material, as required by current legislation;
- Maintaining an ongoing program for monitoring the condition of the asbestos materials within the College buildings;
- Carrying out suitable risk assessments for work in buildings which may contain asbestos;
- Arranging for appropriate emergency action when required to remove or encapsulate asbestos material found to be in a potentially hazardous condition;
- Arranging for the safe removal or encapsulation by licensed contractors of any asbestos material that may be disturbed or damaged by scheduled or non-scheduled works;
- Recording any exchange of information in relation to asbestos in the College, in the asbestos correspondence file, this will be held in the Health & Safety Coordinators Office;

- Appointing an independent consultant hygienist, when necessary, to monitor works and carry out air tests;
- Ensuring that any release of fibres in excess of control limits is properly dealt with and, when necessary, reported to the Health and Safety Executive;
- Ensuring that four stage clearance test results are satisfactory before the area of works is reoccupied;
- Recording all orders placed and test results obtained and updating survey records as required to maintain an accurate record.

Users of the school are responsible for:

- Reporting any suspect material which is disturbed or found to be damaged or in a friable condition immediately to the Estate Manager.

In some cases, it will be appropriate to involve the Bursar who will notify the Health and Safety Executive of any dangerous occurrence under the requirements of the RIDDOR 1995 and liaise with all interested parties.

Refer to:

- ***Shebbear College – Asbestos Policy***
- ***The Asbestos Register***
- ***The Asbestos Management Plan***

3.4 HEALTH AND SAFETY COMPLIANCE AUDIT

The Health and Safety Audit process is used to assess and improve upon health and safety management within the College.

Having made the necessary arrangements for implementing the College Health and Safety Policy and established acceptable standards, it is necessary to provide assurance that those arrangements and standards are being effectively applied.

An independent competent person (external company) nominated by the Bursar will carry out a comprehensive audit of the Health and Safety Management System and its effectiveness on the College's premises and working practices as necessary. The audit will comprise a review of the existing Health and Safety Policy and Procedures and an examination of the activities and records against the standards described in the appropriate policies and procedures.

At the conclusion of the audit, a verbal report of the findings will be given, which will be followed up by a written report, identifying any deficiencies together with recommendations for risk improvement.

3.5 COMPETENCY FOR TASKS

The management recognises its responsibility to ensure that persons employed by the College are competent to carry out their duties in such a manner so as not to put at risk their own health and safety or the health and safety of others who may be affected by what they do.

Only those persons who are able to demonstrate to management that they have the necessary skills, experience and training will be allowed to work without direct supervision.

In order to be satisfied that health and safety standards are being maintained, line managers will carry out inspections of work in progress, without notice, and record their findings.

Where standards fall below those required, recommendations will be made to improve performance and, if considered necessary, the person's work activities will be restricted until the required improvement has been made.

Employees will be observed by their line manager carrying out their full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own health and safety, the health and safety of their colleagues or of anyone else who may be affected by what they do. Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence.

Refer to Training Records, held in individual Personnel Files/ or by H&S Coordinator

3.6 WORK IN CONFINED SPACES

Lead: Estate Manager

Confined spaces are recognised as any place which is substantially enclosed, for example: tanks, silos, pits, trenches, wells of similar places.

The College recognises the need to take all reasonable steps to secure the health and safety of employees who are required to make entry into a confined space (any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions e.g. lack of oxygen) and of others who may be called upon to rescue them in the event of an emergency.

The College will endeavour to avoid the need for entry to a confined space but where this is unavoidable a suitable and sufficient assessment of the risks will be carried out and a safe system of work established, with adequate emergency arrangements in place, before the work begins.

Information, instruction and training will be provided to ensure that those employees involved, and any others affected by their work activities, are aware of the hazards and that the control measures are in place to reduce the risks to the lowest level so far as is reasonably practical.

A formal permit-to-work will be issued before any person is allowed to enter or work in the confined space.

Refer to Appendix C - Confined Space Emergency Arrangements Form

3.7 CONSULTATION WITH EMPLOYEES

The College recognises that consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment.

Consultation not only involves employers giving information to employees but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their line manager or through their safety representative. (Health & Safety Committee members).

These views will be taken into consideration and discussed at management meetings before any health and safety decisions are reached.

3.8 SELECTION OF CONTRACTORS Lead: Estate Manager

The College employ, from time to time, the services of other companies (contractors) to carry out work on its behalf at the premises.

Prior to awarding work to new contractors, management will require documentary evidence that the contractor is aware of its legal obligations towards health and safety. The Estate Manager will manage the selection and use of contractors.

In cases of work of a critical nature, the contractor will be required to complete a Health and Safety Questionnaire and, where appropriate, prepare a formal Method Statement and Risk Assessment(s) for approval by the College prior to the commencement of any work.

Guidelines for selecting contractors include:

- Checking the competence of contractors and visiting workers;
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc.;
- Having clearly identified personnel who are points of contact for contractors and visiting workers;
- Having all significant and unusual hazards and risk on site clearly identified;
- Exchanging information on hazards and risks.

Refer to Appendix D – Rules for and Approval of New Contractors Health and Safety Questionnaire

3.9 USE OF CONTRACTORS Lead: Estate Manager

Anyone entering any site premises for the purpose of carrying out specialised work must be regarded as a “contractor”. Because of this, the same kinds of control measures must be applied to all who work on College premises.

The College will inform the contractor, in writing, of any hazards, which could put the contractor’s personnel or the College’s employees at risk, together with the measures necessary to reduce the risk(s) to an acceptable level. Prior to the commencement of work, contractors will be required to provide an assessment of the risk(s) they may create, together with the measures to be taken to reduce the risk(s) to an acceptable level.

In addition, contractors must:

- Have their own health and safety policy and Public Liability Insurance;
- Comply with the requirements of this health and safety policy and co-operate with the management of Shebbear College in providing a safe place of work and a safe system of operation and must provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work;
- Only use competent and suitable persons and gain the consent of the management of Shebbear College to engage persons other than their direct employees;
- Ensure that their managers and employees are aware of the obligations placed upon them with regards to health and safety.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- Segregation of traffic and pedestrians;
- Segregation of contractors and occupants of the school (where possible);
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
- Implications on fire precautions due to possible increased risk and interference with fire alarm;
- System and routes of evacuation;
- Safeguarding the welfare of students, staff and visitors.

3.10 CURRICULUM SAFETY

Lead: Director of Teaching

The College recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety. Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required;
- Suitable group size;
- Suitability for whole class participation;
- Where particular skills need to be taught;
- Personal protective equipment (PPE);
- Levels of hygiene required.

3.11 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES (DSEAR)

DSEAR was introduced in order to provide protection against certain risks, such as fire or explosion. These risks may arise from the use of, creation of, or storage of dangerous substances in the workplace.

The regulations apply to any substance or preparation (mixture of substances) which because of its properties or the way it is used could expose employees to harm from fires and explosions. Such substances or preparations include:

- Radiation
- Petrol
- Liquefied petroleum gas (LPG)
- Paints
- Varnishes
- Solvents
- Dusts

DSEAR details the minimum standards required for the protection of employees whilst using, handling and storing dangerous substances. They also require employers to provide protection where explosive atmospheres are present, or have the potential to be present, in the work place.

Dangerous Substances

A 'dangerous substance' means: A substance or preparation which is explosive, oxidizing, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under CHIP;

- A substance or preparation that due to its physico-chemical or chemical properties and its use or presence in the workplace creates a risk;
- Any dust whether in the form of solid particles, fibrous material or otherwise which can form an explosive mixture with air or an explosive atmosphere.

In general terms, to determine whether dangerous substances are present in the workplace, employers will need to carry out the three following steps:

- Step 1: check whether the substance or preparation has been classified under CHIP, as detailed above.
- Step 2: assess the physical and chemical properties of the substance and the work process involved to see whether the work activity creates a potential for fire, explosion or similar event.
- Step 3: check to see if the work activity involves the creation or handling of potentially combustible or explosive dusts.

Risk Assessments – Dangerous Substances

Where a dangerous substance is present or is liable to be present in a workplace, the employer must ensure a suitable and sufficient risk assessment is carried out. This will identify any employees, contractors, and any other persons who may be affected by the work process or task, and should be carried out before any activities involving dangerous substances commence.

Explosive Atmospheres

DSEAR defines an explosive atmosphere as a mixture, under atmospheric conditions, of air and one or more dangerous substances in the form of gases, vapours mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.

DSEAR requires that areas where explosive atmospheres may occur are classified into non-hazardous and hazardous workplaces:

- A non-hazardous workplace is one where an explosive atmosphere is not expected to occur in such quantities as to require special precautions, for example, a small spillage from a bottle of solvent.
- A hazardous workplace is one where an explosive atmosphere may occur in such quantities that it requires special precautions to protect the health and safety of the workforce. Once an area has been identified as hazardous it should be classified into zones, based on the frequency and persistence of the potential explosive

atmosphere. These workplaces and zones should be identified as part of the overall risk assessment.

Employers are required to assess the likelihood and scale of effects arising from any foreseeable accident, incident or emergency and put in place adequate arrangements for dealing with those events.

Refer to Appendix E - DSEAR Additional Information Sheet for more information.

3.12 DISABLED PERSONS

The College will give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Managers are required to include disabled people in training programmes and make reasonable adjustment to maintain the services of an employee who becomes disabled by, for example, provision of special equipment, reduce working hours and the like.

People who have any form of disability which they feel might have particular relevance to their health and safety whilst working the College should contact their line manager in order that systems of work and precautionary measures may be discussed and implemented as required. Fire marshalls will be instructed as to any additional duties they may have where their area of responsibility includes accommodation which is or may be occupied by a disabled person.

Reasonable adjustments will be made to the premises and/or the employment arrangements to ensure that disabled people have access to goods, provisions and services provided by the College.

3.13 DISPLAY SCREEN EQUIPMENT

Lead: Department Heads and Line Managers

The regulations require the employer to consider the following:

- Whether their members of staff regularly use DSE (previously VDU) as a significant part of their normal work (daily, for continuous periods of an hour or more);
- Whether they use a keyboard, mouse or other input device;
- Whether they complain of discomfort, aches and pains.

The regulations require that a formal assessment of DSE workstations be made in order to identify any risks to health as a result of use of the workstation itself. It is also a requirement that subsequent action to reduce risks is identified. The risks to be considered include upper limb pains and discomfort, adverse effects on the eye and eyesight, together with general fatigue and stress. Departmental heads and line managers will be responsible for assessing display screen equipment in their areas.

The regulations give display screen equipment 'users' an entitlement to eye and eyesight tests by a competent person:

- When they first become a user;
- At subsequent intervals recommended by the competent person, usually every two years;
- On experiencing visual difficulties which may reasonably be considered as relating to display screen work.

Designated users of display screen equipment are entitled to reimbursement of costs relating to an eyesight test. The full cost of an eyesight test is to be refunded.

The regulations do not apply to members of staff who use DSE infrequently or for short periods of time.

Training

DSE 'Users' should be provided with health and safety training in the use of workstations before they become 'users' and whenever the organisation of the workstation is substantially changed. Such training will cover:

- Desirability of postural change;
- Use of adjustment mechanisms or equipment;
- Use and arrangement of workstation components to facilitate good posture and prevent overreaching and glare.

The minimum training required for a competent assessor is a half day training course.

Refer to:

- ***Appendix F - DSE Workstation Checklist***

3.14 DRIVER TRAINING

Lead: Estate Manager

The Head is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. We note that driving is both necessary for working at the College for many and that it also represents a hazardous activity and will take the necessary steps to reduce the identifiable risks as far as possible. All drivers must hold a current and valid driver's license. Drivers must complete a minibus familiarisation with a member of the Maintenance team.

College vehicles will be maintained by the Head of Maintenance in accordance with the manufacturers recommended service schedule and any faults or defects should be reported to the school receptionist or H&S Coordinator immediately using the vehicle defect/damage form that can be found in the folder of each minibus.

If there is an “emergency” staff members may take a child in their privately owned vehicle, i.e.; a child misses their bus home, requires being taken to hospital unexpectedly etc. Several hours’ notice is likely to negate an event being termed as an “emergency”. The vehicle, staff member & pupil will be insured under College insurance. Privately owned vehicles are only covered under this usage, the insurance will also be invalidated if this happens on what could be deemed as a regular basis. If Staff members wish to routinely travel with pupils using their own vehicles they must have their own business use insurance, a copy of must be kept with the Health & Safety Coordinator.

Driving for long periods without a rest break increases the risk of accidents; breaks should be taken at least every two hours or whenever tiredness becomes evident. Staff are also reminded that, despite its familiarity, driving on the roads is by far the most hazardous activity most of them ever undertake.

All users of College vehicles will drive within the rules of the Highway Code and will also observe specific rules (e.g. speed limits) of third party companies whilst making site visits.

3.15 THE SAFE USE OF ELECTRICITY

Misuse and abuse of electricity is one of the most significant causes of fires in workshops, on construction sites and in offices. Remember that faulty electrical equipment can kill. Report faults immediately to Head of Maintenance or the H&S Coordinator.

All personnel should observe the following arrangements:

- Visually check electrical equipment before use. All electrical faults are to be reported to the Head of Maintenance or the H&S Coordinator. The Estates Manager or Head of Maintenance will arrange for the appropriate repairs to be carried out;
- Do not attempt to repair faulty electrical equipment. Only authorised and competent electricians may repair electrically powered equipment;
- **No** employee, pupil, contractor or visitor are allowed to bring any item of electrical equipment onto the premises until it has been PAT tested and a record of such test is included in the electrical equipment records file;
- Machines should be switched off from the mains when left unattended for long periods;
- Flexible cables should be so positioned that they do not constitute a tripping hazard or are subject to mechanical damage; The fixed electrical wiring installation and the portable/transportable electrical appliances at the premises will be inspected and tested by a Competent Person at regular intervals.

Refer to the Portable Electrical Equipment Inspection and Test Register, held by the H&S Coordinator

3.16 ENVIRONMENT/VENTILATION/TEMPERATURE/LIGHTING/WASTE DISPOSAL

Effective and suitable provision is made for ventilation, temperature and lighting, so far as is reasonably practicable.

Shebbear College is committed to ensuring the health, safety and welfare of its employees and others who may be affected by the waste materials, which result from our work. It is in everyone's (and the environments) interest to familiarize themselves with the College's waste disposal procedures for the disposal of any waste products generated as part of our normal work activities. This should, in all cases, be in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed by the Estates Manager. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

3.17 FIRE PREVENTION AND FIRE EMERGENCIES

Lead: Fire Officer

The College Fire Safety Officer ensures that a Fire Action notice giving detailing instructions on the action to be taken in the event of a fire or other emergency, the points of assembly and the facilities available, is displayed in every classroom, work room and office.

In general, employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your line manager, who will take the appropriate action.

Legislation requires schools to carry out a risk assessment of fire precautions and to provide and maintain, where necessary, appropriately protected emergency routes and exits, firefighting equipment, fire alarms, automatic fire detectors, emergency lighting, alarm activated door closing devices, firefighting measures and training and practice in procedures including calling the emergency services and in emergency drills. It should be noted that it is not always a requirement of the regulations to upgrade aged premises to the standards required for new building works. Further assessments are needed when there is change of use of premises e.g. for open days, school plays and concerts and for sports days.

Firefighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate, following the fire Risk Assessment. The Fire Officer must ensure that firefighting equipment is regularly tested and inspected to meet legal requirements. He must also ensure that the fire alarm is tested at weekly intervals by activating an alarm point in rotation, such as to test every alarm point over a set period of time. There should be regular

liaison with local fire officers (Holsworthy, Hatherleigh and Bideford).

All staff must familiarize themselves with, and must ensure that they fully understand, the instructions of the emergency procedure.

Fire marshalling areas will be identified and located in areas beyond any danger from fire. Employees will be made aware of where they have to report in case of fire. Fire alarms will be activated periodically, without prior notice to employees, to test the efficiency of the fire evacuation procedure.

Under no circumstances must employees put themselves or others at risk in a fire situation.

The Fire Officer has responsibility for the implementation of the Fire Prevention and Safety Policy:

- Detailing any significant findings from the fire risk assessments and any action taken;
- Testing and checking of escape routes, including final escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- Testing of fire-warning systems, including weekly alarm test and periodic maintenance by a competent person;
- Recording of false alarms;
- Testing and maintenance of emergency lighting systems;
- Testing and maintenance of fire extinguishers and fire blankets etc.;
- Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- Recording and training of relevant people and fire evacuation drills;
- Planning, organising, policy and implementation, monitoring, audit and review;
- Maintenance and audit of any systems that are provided to help the fire and rescue service;
- The arrangements in a large multi-occupied building for a coordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
- All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

If you discover a fire: General instructions to be observed by all staff

- In the event of a fire, it is the primary duty of all concerned to prevent injury or loss of life;

- If you discover a fire, no matter how small, immediately

SOUND THE ALARM

- Attack the fire, if possible and within your capability, using the appliances provided but without taking personal risk;
- If it is not possible to attack the fire or if you are not sure which fire extinguisher to use, assist in the evacuation of the area or building, ensuring that all doors are closed behind you;
- Evacuate to your designated assembly point;
- Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so.

Summary

In the event of fire, the 3 most important actions are, in chronological order, to: -

- Raise the alarm;
- Evacuate the building – attempts to extinguish the fire should only be made if it is safe to do so – **IF IN ANY DOUBT, GET OUT!!**
- Summon the fire brigade;

Refer to the Fire Risk Assessment/Inspection Records, held by Health & Safety Co-ordinator

3.18 FIRST AID

The management recognise its responsibilities towards its employees to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to preserve life and to minimize the consequences of illness or injury, until medical or nursing help is available.

Suitable stocked first aid boxes will be provided and, as a minimum, a responsible person will be appointed to take charge of first aid arrangements (take charge when someone is injured or falls ill and maintain the contents of the first aid boxes). One or more trained First Aider employees may be required, following on-going first aid assessment at the premises.

In the event of a major accident all employees have access to the office telephone and must dial **999** to obtain assistance from the ambulance service.

All employees will be informed in their induction training of the arrangements made for the provision of first aid, including facilities available, the location of the first aid boxes and the

names of the qualified first aiders. Details of the qualified first aiders will be kept in reception by the Health and Safety Coordinator.

Refer to the List of Qualified First Aiders, on numerous notice boards across the campus. Reception, kitchen, Staff Rooms, Medical Centre, Maint Office etc.

3.19 HARRASSMENT

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and it will normally be treated as gross misconduct.

What is harassment?

Harassment is either:

- Unwanted conduct (whether verbal or not) which is of a sexual or racial nature or other conduct based on someone's race, gender, marital status, disability, sexual orientation, religious or other philosophical belief which affects the dignity of men or women at work;
- Bullying of colleagues by intimidatory behavior;
- Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her race or gender or marital status or disability or sexual orientation or religious or other philosophical belief which could affect his/her dignity at work.

A single incident can amount to harassment if sufficiently grave.

Anyone who believes that he or she may have been the victim of harassment should raise the matter through the College's grievance procedure.

3.20 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.o.S.H.H)

Full compliance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 will be adopted:

- By implementing and maintaining risk assessments and the records of all hazardous substances/activities;
- By providing and maintaining control measures as appropriate;
- By holding, and making available to operators in their area of use, a list of the relevant hazardous substances and copies of risk assessments and material safety data sheets;

- All hazardous substances held within the College should be reported to the Health and Safety Coordinator by the Head of Department to ensure that the list of hazardous substances is kept up to date;
- By ensuring that employees are properly informed, trained and supervised.

The list of hazardous substances will be kept in reception by the Health and Safety Coordinator.

Refer to:

- **Appendix H – Guide to CoSHH Assessment**
- **Appendix I - Hazardous Substances Assessment and Inventory Forms**
- **COSHH Risk Assessment Records, held by the Health & Safety Coordinator**

Pesticides Lead: Estates Manager

The College is responsible to take all reasonable precautions to ensure that any pesticides are stored and transported so as to protect people and animals, and to safeguard the environment. Special care is needed to avoid water pollution.

The pesticide store is to be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. Stores should be suitable sited, designed to hold spillage, ventilated, resistant against fire and if possible frost and kept locked unless in use. Relevant clothing and equipment must be stored appropriately. Everyone who uses a pesticide must be trained and competent to do so and the College must provide its workers with sufficient training, instruction and guidance to ensure that products are used safely, efficiently and humanely.

A COSHH assessment must be undertaken on pesticides that present a significant risk. Product must only be used in accordance with the information on the label and there must be no unauthorized mixing of chemicals.

Personal protective equipment needs to be identified as part of the assessment. As a minimum this should include gloves, coveralls and a face shield to the appropriate European Standard. A limited number of products may require the operator to wear a respirator with a filter designed for organic vapours.

Storage arrangements must be recorded on the COSHH assessment. It is particularly important that unauthorized access to pesticides is prevented. Products can be stored in a fire resistant place, such as a 'chemsafe'. Measures should also be taken to contain spillages, for example by using bunds.

Concentrated unused pesticides can only be disposed of via a competent contractor. The College will adhere to all legislative requirements concerning the disposal of waste.

Refer to the Pesticides Records, held in the Estate Manager's Office

3.21 HEARING CONSERVATION

The Control of Noise at Work Regulations identify the following exposure limit values

and action values:

- The lower exposure action values are-
A daily or weekly personal noise exposure of 80dB (A-weighted); and a peak sound pressure of 135dB (C-weighted).

- The upper exposure action values are-
A daily or weekly personal noise exposure of 85dB (A-weighted); and a peak sound pressure of 137dB (C-weighted).

- The exposure limit values are-
A daily or weekly personal noise exposure of 87dB (A-weighted); and a peak sound pressure of 140dB (C-Weighted).

The management will ensure that adequate measures are taken to control the risk of hearing damage.

If considered necessary, a noise level survey will be carried out in all departments to establish the exposure levels and determine adequate control measures. Appropriate action will be taken to reduce the noise levels of all work equipment at source.

Hearing protection requirements will be clearly communicated to employees and appropriate PPE will be provided.

A guide to Noise Levels

Activity	Probable Noise Level
Quiet office	40-50 dB
Normal conversation	50-60 dB
Loud radio	65-70 dB
Tractor cab	75-85 dB
Power drill	90-100 dB
Heavy lorry (7m away)	95-100 dB
Road breaker	100-110 dB
Chain saw	115-120 dB
Jet aircraft taking off (25m away)	140 dB

Exposure Action Values

A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

Test	Probable Noise Level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2m away	85 dB	2 hours

You have to shout to talk to someone 1m away

90 dB

45 minutes

A risk assessment must be carried out if any employee/pupil is likely to be exposed to noise at or above the lower exposure action values. A risk assessment must be carried out for teaching staff who work in the music department and users of woodworking machinery and users of grounds equipment. Hearing protection for pupils may be necessary if exposed to excessive noise when making music.

Refer to Appendix J - 'Controlling noise at work' Guidance on Regulations

3.22 WORK AT HEIGHT

The College recognises that falls from height at work continue to be the biggest single cause of fatal and serious injury and will, therefore, be avoided where possible. Many accidents involve falls from roofs, through fragile materials, from ladders and from leading edges.

Work at height will relate to all heights where a person could fall a distance liable to cause personal injury if appropriate measures are not taken. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

The law lays down the detailed requirements for:

- Existing places of work and means of access for work at height;
- Collective fall prevention (for example, guard rails and toe boards);
- Working platforms;
- Collective fall arrest (such as nets and airbags); Personal fall protection (such as work restraints, work positioning, fall arrest and rope access);
- Ladders and step ladders;
- Inspection reports (for working platforms in construction).

Duties of the Employer:

As an overriding principle the employer must do all that is reasonably practicable to prevent anyone falling. This can best be done by following the three stage hierarchy of control to manage and select equipment for work at height as set out below:

- AVOID – Try to avoid work at height where possible;
- PREVENT – Use work equipment or other measures to prevent falls where working at height cannot be avoided;
- MINIMISE – Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Duty Holder is the person who has responsibility for controlling the risks. Depending on

the circumstances this could be the Head, a manager, a teacher, a caretaker, a contractor or a sub-contractor. Duty Holders are required to ensure that:

- All work at height is properly planned, organised and risk assessed with the appropriate control measures are put in place to mitigate the risks;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

Duties of Employees:

Employees must:

- Report any safety hazard to their manager; Use the equipment supplied (including safety devices) properly, following receipt of appropriate training and instruction.

3.23 HOUSEKEEPING STANDARDS

The management recognises that hazards can be created by poor housekeeping standards. It is essential that:

- Passageways, exits and access to all firefighting equipment must be kept clear.
- Fire doors should be kept closed at all times and should not be propped open.
- All spillages, however minor, should be cleaned up immediately.
- Employees should note that a lack of care when stacking materials and objects might create hazards for their fellow employees from falling objects and lifting injuries in the long term.
- Individual line managers will be responsible for achieving and maintaining, high standards of housekeeping in the areas over which they have control.

Formal housekeeping inspections will be undertaken at regular intervals to ensure that the above standards are being maintained.

3.24 SAFETY INFORMATION

Safety information is provided in the form of induction and ongoing training, as appropriate and by safety signs and notices posted around the premises.

3.25 LEGIONELLA

Lead: Estate Manager

Legionnaires disease is a potentially fatal form of pneumonia caused by the inhalation of legionella bacteria via contaminated water droplets known as aerosols. Legionella bacteria are common in natural water course, such as a rivers and ponds and may contaminate and grow in other water systems such as hot and cold water services. They survive low temperatures and thrive at temperatures between 20°C - 45°C if conditions are right, for example a supply of nutrients from rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

It is the responsibility of the Estate Manager to:

- Identify and assess sources of risk;
- Prepare a scheme (or course of action) for preventing or controlling the risk; Implement and manage the scheme – appointing a person to be managerially responsible;
- Keep records and check that what has been done is effective;

The risk assessment is the responsibility of the Estate Manager, who should ask the following:

- Are conditions present which will encourage bacteria to multiply? For example – is the water temperature between 20-45°C?
- Is it possible that water droplets will be produced and, if so, could they be dispersed over a wide area? For example, consider showers.
- Is it likely that anyone particularly susceptible will come into contact with the contaminated water droplets?

High Risk Systems

Cooling towers, evaporative condensers and hot and cold water systems have been associated with outbreaks. Other potential sources where precautions might be needed include humidifiers and spa baths.

Preventing or Controlling the Risk

If a risk is identified which cannot be prevented, a regime of precautionary measures should be established to control and where possible prevent the Legionella Bacterium from

proliferating into sufficient numbers to cause harm. The following measures are all essential:

- Careful planning;
- Implementation of a successful management policy;
- Employment of competent staff;
- Attention to proper control strategies.

The College should consider whether the risk of legionella can be prevented in the first place by looking at the type of water system that is needed. However, it is essential that a written scheme which sets out how the employer intends to control the risk of legionella is prepared.

Refer to the Shebbear College Legionella Policy.

3.26 LONE WORKING

Lone working will ordinarily only be permitted when all appropriate control measures are in place and have been validated as wholly effective. Working alone can create risks which heighten the dangers of any job so the key precaution is to be aware of this and take sensible personal measures. Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Controls might include mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

In addition, staff are required to take some formal steps to protect themselves and these are listed below:

- When working alone, in an isolated area of the building, for example, with all doors closed, make certain that someone is aware of your presence;
- Check that the work being done has been subject to a risk assessment and check the assessment yourself – some work may have already been identified as requiring the assistance of a second person;
- If possible, and if it has been arranged beforehand, keep in regular contact with someone else, for example, by using a mobile telephone to call in to their office indicating your movements every couple of hours;
- Do not put yourself at risk – if you do not feel safe, discuss the situation with your immediate manager.

3.27 MANAGEMENT MEETINGS

The health and safety of our employees and of others affected by our activities, is of paramount importance and the subject ought to be on the agenda for discussion at appropriate Management meetings.

3.30 MANUAL HANDLING

As part of the College's risk assessment process, all operations involving manual handling will be identified and the significant risks assessed.

Where reasonably practical, manual handling operations will be eliminated but, where this is not reasonably practicable, people whose duties include the manual handling of loads will receive such training as is appropriate to protect their health and safety. Training needs will be identified and resolved by the Estate Manager.

It is the responsibility of Shebbear College to ensure the safety of employees during manual handling operations. Managers are responsible for organising work routines and ensuring that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided. Back strains can be avoided if lifting is carried out in the correct manner, e.g. with leg and arm muscles rather than back muscles. Employees should also be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Always seek assistance.

As part of the College's risk assessment process, the hazards arising from all manual handling operations will be identified and the significant risks assessed. Four key criteria will be taken into consideration:

- The task
- The load
- The working environment
- The individuals capacity

What are the Hazards?

When lifting, pulling, pushing or in any other way moving or holding still any material or object, the physical effort can cause injury to the person concerned. More than 25% of the lost time accidents reported to the HSE is the result of injuries sustained during manual handling operations. The most common injuries arising from manual handling are basically musculo-skeletal problems, "strained back", meaning any strain to muscles, ligaments and tendons. The same then applies to shoulder, neck, arms, wrists, etc.

Reducing the Risk of Injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. The task, the load, the working environment, individual capability and the inter-relationship between these factors are all important elements in deciding optimum controls designed to fit the operation to the individual rather than the other way round.

Techniques of risk reduction include:

- Mechanical assistance
- Improvements in the task
- Reducing the risk of injury from the load
- Improvements in the working environment
- Individual selection.

Manual handling is one of the most common causes of injury in the workplace. Listed below are some important tips on avoiding injury. Remember **if in doubt, don't lift**.

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of material should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement, consider obtaining and using a mechanical aid such as a trolley. Use the lift not the stairs. Use a trolley not brute strength. If something has to be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach.

No specific weights which people can safely lift are laid down in general regulations as much depends on specific circumstances and the capability of the person. The following are suggested guidelines:

Individual lifting 25 kilograms maximum (reduced by one third for females)

Team handling The safe capacity of a 2-person team is two thirds of the sum of their individual capacities. The safe capacity of a 3-person team is one half of their individual capacities.

Only each individual can judge how much they should move. If the individual is overweight, underweight or has other special medical problems extra care must be taken.

A number of fundamental principles should be followed:

- Think before acting;
- Examine the load for awkward shapes or moving parts;
- Plan the route;
- Is there enough space to handle the object safely?
- Ask for assistance if necessary;
- Assess the load/environment – determine if it is too heavy, unstable or naturally hazardous. Will there be a secure and even footing? Is there a mechanical aid available, etc.?
- Correct grip – an object is less likely to be dropped if it is held firmly in the palms of

the hands rather than with the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body;

- Arms close to body – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress;
- Chin in – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing and facilitates correct posture;
- Straight back – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained;
- Foot position – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting;
- Use of legs – the leg muscles are the strongest in the body and should be used as much as possible when lifting heavy objects. Bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely.

Lifting, carrying and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury – if in doubt, don't lift.

Staff trained in manual handling techniques should make on the spot assessments before carrying out any manual handling tasks. A written risk assessment needs to be completed for activities which carry a significant risk of manual handling injury. This assessment will require updating whenever any relevant factors change and should be kept on file for reference purposes.

Training

Training is an important aspect in the control of manual handling activities. This enables employees to identify for themselves good and bad movement and to apply the principles of safe handling to all manual handling activities. It promotes good back care by encouraging employees to adopt a lifestyle aimed at preventing postural stress and back care injury.

Record Keeping

Managers should retain information about members of staff who have received training.

Accurate records are required showing:

- Signed attendance for morning/afternoon sessions
- Course content, supported by literature and materials issued to course participants
- Records of training with specific equipment and when it is to be used
- Records of training updates/refresher training.

Manual Handling is specifically covered in the College proforma Risk Assessment.

3.29 MONITORING AND REVIEW

The effectiveness of the College health and safety policy is monitored by actively inspecting and auditing the control measures in place and reacting to accidents/incidents involving college personnel or at workplaces controlled by the College as they occur. Any amendments to the safety policy considered necessary as a result, should be advised to the Health and Safety Coordinator for their consideration and, if approved, included in the next periodic review/revision, or sooner, if considered necessary.

3.30 NEW AND EXPECTANT MOTHERS

Any female staff employed or to be employed shall be advised on recruitment that they are required to advise their manager, in writing as soon as possible, should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast-feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the manager shall review the risk assessments relevant to that persons work in accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999. For any risks to which the pregnant or new mother is potentially exposed and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women's medical advisors (GP or antenatal/post-natal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid health and safety leave until either she ceases to be pregnant or new mother or suitable alternative work may be found.

Shebbear College will provide and maintain a suitable, room or area where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

3.31 OFF-SITE AND NON-CURRICULUM TIME AND ACTIVITIES

Non curriculum time and activities can be inherently hazardous where the risks of injury resulting from an interface with motor vehicles or inadequate facilities, equipment, procedures or supervision are proportionately large. Risk assessments will be carried out and any significant findings will be committed to writing. All Off-site trips should refer to the Educational Visits Policy.

Refer to Off-Site Activities Risk Assessment Records, held by the Health & Safety

Coordinator

3.32 PERMIT TO WORK

The management recognises their legal obligations to provide safe systems of work and where foreseeable, highly dangerous, work activities are to be undertaken, a Permit to Work System will apply. The Permit to Work system is a formal written document used to control certain types of work that are potentially hazardous e.g. entry into vessels, hot work, pipeline breaking. It specifies the work to be done and the precautions to be taken and work will not begin until safe procedures have been defined which provide a clear record that all foreseeable hazards have been considered.

A permit is needed where, for example, maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work.

Under no circumstances will the Permit to Work system be used to sanction unsafe practices.

Refer to

- ***Appendix L - Permit to Work Form***
- ***Appendix M - Hot Work Permit Form***

3.33 PERSONAL PROTECTIVE EQUIPMENT

The management recognises their responsibility to protect the health and safety of their employees by providing safe systems of work, suitable and safe work equipment and engineering controls.

The provision of PPE is therefore viewed as a last resort and is the by-product of the College's risk assessment programme. Any PPE purchased by the College will comply with the appropriate British/European/International Standard.

Prior to the issue of PPE, users will be given instruction on its correct use, where and when required to use the PPE, how to look after it properly and the arrangements for replacing work or damaged equipment.

Employees issued with PPE are to receive information and training as to its correct use. Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times necessary. Staff issued with PPE for a particular activity are statutorily obliged to wear it and employers are statutorily obliged to enforce its use when appropriate.

3.34 THE SAFE USE OF PLANT AND MACHINERY

Employees of Shebbear College have the responsibility to use any plant or work equipment provided in the correct manner. In order to fulfil this responsibility, employees should observe the following procedures:

- Employees must not operate machinery that they are not trained and authorised to

use;

- Employees should switch off machinery before carrying out any adjustments; Report all defects and damage to plant and machinery, including safety equipment should be reported to the line manager.

3.35 PLAY EQUIPMENT (OUTDOOR)

This section is concerned primarily with outdoor play equipment where items of equipment are permanently installed and where there is formal full-time supervision of play activities.

Safety should permeate every stage in the provision of play equipment from planning, designing, choosing and installing equipment to monitoring and maintaining the facilities. When purchasing new or replacing existing outdoor play equipment it is important that the Estate Manager is satisfied to the level of safety afforded by the design, construction and installation of particular items of equipment.

Under health and safety legislation the establishment should carry out a risk assessment of play equipment to determine what precautions are needed. Part of this assessment will involve deciding whether the equipment complies with the relevant British standards. It may be necessary to make some modifications or replace certain items if the equipment predates recent standards.

From research and studies into accidents which occur in play areas, it has been possible to identify the following factors which appear to contribute to accidents:

- Poorly designed equipment
- Poor location and layout
- Inadequate maintenance procedures
- Incorrect installation of equipment
- Lack of facilities appropriate for the age of the child
- Inappropriate use of equipment

It is essential that the College considers such factors in developing their arrangements for use of outdoor play equipment.

Equipment and its components should be inspected as per the relevant British Standards and should include:

- School days: Visual checks to identify any hazards that can result from vandalism, use or weather conditions;
- Every term: Operational inspection to check the operation and stability of the equipment, and to look for wear. A written record should be kept;
- Annually: Main inspection of the overall condition of the equipment, foundations and surfaces. The annual main inspection should be carried out by a competent person in strict accordance with the manufacturer's instructions.

3.36 PREMISES The College premises will be kept safe, tidy and well maintained by

the Head of Housekeeping and Estate Manager. Formal inspections will take place on a regular basis. Any trees which could affect the safety of pupils, employees or others should be regularly inspected and maintained by the Estate Manager.

Accessible and signed gas stop cocks and electric isolation switches should be provided in dedicated practical work areas such as in the laboratories, science preparation rooms, workshops, boiler houses, kitchens and similar areas.

All glazing should be of the correct standard or should be filmed and any elevated opening windows from which a person might fall must be safeguarded. Windows which open onto areas where people walk can create risk to the passers-by, which should be prevented by restricting the window openings.

3.37 SHARED WORKPLACE

Shebbear College will, in accordance with Regulation 11(1) of the Management of Health and Safety at Work Regulations 1999, co-operate with other employers within a shared workplace occupancy so far as is necessary to enable them to comply with their legal duties and any prohibitions imposed upon them by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

The College will also co-ordinate any measures taken to comply with other health and safety laws and take “all reasonable steps” to inform other employers about risks from our work activities.

3.38 SMOKING (this includes E-cigarettes and Vaping)

Shebbear College is committed to providing a safe and comfortable working environment within its premises and this applies to tobacco smoking, E-cigarettes and Vaping. Due to the evidence of health risks associated with passive smoking, the discomfort suffered by non-smokers exposed to tobacco smoke and existing legislative requirements, tobacco smoking, E-cigarettes and Vaping on the premises is prohibited.

Any infringement of the smoking policy by staff, in the first instance, will be dealt with under College disciplinary procedures. Visitors, contractors and temporary staff will be expected to abide by the terms of the smoking policy. Every line manager is responsible for ensuring that this policy is implemented.

3.39 STRESS AT WORK

We accept that some work activities have the potential to cause stress, particularly at busy times. Care is taken in the recruitment policy to ensure each employee’s workload is reasonable. Managers, when performing risk assessments on the activities of their department, will pay special attention to potential risks from stress and signs of stress at work will be noted.

The College (if deemed appropriate) will offer an employee assistance scheme which will offer confidential and individual counselling to employees who may need it.

Any employee with clear stress-related problems shall receive (if requested) appropriate counselling and help from the College (employee) assistance scheme but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

If it is not possible to reassign the worker to work which the employee concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with both the College's policy on such matters and employment law.

3.40 TEMPORARY EMPLOYEES

Shebbear College is committed to the protection of all employees whether temporary or full-time and will, therefore, apply identical standards towards protecting the health and safety of temporary employees as it does to those employed on a permanent basis.

Temporary workers should comply with all health and safety precautions/rules and, if in any doubt as to what these are, should clarify the position with their line manager.

3.41 TERRORISM, BOMB THREATS AND SUSPICIOUS PACKAGES

Any threat received should be treated with the utmost seriousness, the Fire Brigade and the Head should be informed immediately. Unless the call is clearly a hoax, the establishment must be cleared at once using the normal fire drill and a check made to ensure that all staff, students and visitors are out of the buildings.

The police need to be given whatever details may be available, for example time of call, description of voice of caller, alleged time of explosion etc. See **Appendix O**.

The Head or Exec Committee members may only allow people to re-enter the buildings after consultation with the emergency services in charge at the scene.

Information on dealing with suspect packages is as follows:

Biological or Chemical Threats by Post:

This advice takes full account of documentation published by the HSE. The government does not believe that the overall level of threat to the UK has increased beyond the heightened levels following the events of 11 September 2001. However, colleagues should be aware of the practical steps that they should take immediately if they receive a suspect package or come into contact with a chemical substance or biological agent, such as anthrax.

Terrorist or criminal incidents of this nature are extremely rare. However, if there is a concern that a suspect biological/chemical package has been received, sensible steps can be taken to minimize the risk of exposure and the possibility of harm.

If Colleagues are in any doubt about a package, do not touch it, move it or open it; instead call the police on 999. Some items that can trigger suspicion include:

- Discolouration, crystals on surface, strange odours or oily stains
- Envelope with powder or powder-like residue
- Excessive tape or string
- Unusual size or weight, given the size
- Lopsided or oddly-shaped envelope
- Postmark that does not match return address
- Restrictive endorsements such as 'Personal' or 'Confidential'
- Excessive postage
- Handwritten, block printed or poorly-typed addresses
- Incorrect titles
- Title but no name
- Misspellings of common words
- No return address
- Items addressed to individuals that are no longer with organization

What to do if colleagues believe they have received a contaminated package:

- Do not touch the package further or move it to another location;
- Shut windows and doors in the room and leave the room, but keep themselves separate from others and available for medical examination;
- Switch off any room air conditioning system;
- Notify the Head who should notify the police, close all fire doors and windows and ensure that everyone is evacuated.

3.42 TRAINING & INSTRUCTION

There is a substantial commitment by the College to identify safety training needs, to carry out that training and to measure the competence of trainees. Strong emphasis will be placed on safety and health aspects of training.

The Deputy Head and Estate Manager will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered. The training needs analysis will be reviewed on an annual basis or on the introduction of new legislation. All training needs should be reported to the Health and Safety Coordinator who will also hold all training records.

Shebbear College expects that all employees will co-operate in the training provided. Certain tasks in the College operations require strict safety procedures be followed. Where this arises the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training. Training records will be maintained and kept by the Health and Safety Coordinator.

Induction training:

All new employees receive general health and safety induction training by the Health and Safety Coordinator and by their manager for individual job content.

Induction training will include, but not be restricted to, emergency procedures, the correct use of PPE, first aid procedures, risk assessment, accident reporting and the measures to be taken to reduce risks from known hazards in their work area.

All new employees/trainees will work under the direct supervision of an appointed person until such time as their line manager is satisfied that the individual has achieved the required level of knowledge and experience.

Employee Duties:

Every employee has a duty to:

- Use any equipment or process in accordance with the training and instructions received from the employer;
- Inform the employer (i.e. line manager) of any:
 - Work situation which a person with their training and instruction would reasonably consider to be a serious and immediate danger to health and safety;
 - Matter which a person with their training and instruction would reasonably consider to be a shortcoming in the employer's protection arrangements for health and safety.

Refer to:

- ***Induction Training Record, held in Individual Personnel files***
- ***Appendix P – Employee Induction Check List***

3.43 VEHICLES ON SITE

The Estate Manager will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians and cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
- Wherever possible avoid same-access for all.

3.44 VIBRATING EQUIPMENT

We will identify all employees who may be exposed to the risks from vibrating equipment.

This may be in the form of hand-arm vibration arising from the use of tools such as chipping hammers, angle grinders and abrasive wheel saws, or it may be in the form of whole body vibration from driving off-road vehicles, HGV's or buses, or being stood on vibrating machinery.

Exposure Limit Values and Action Values

For hand-arm vibration:

- The daily exposure limit value (ELV) is $5 \text{ m/s}^2 \text{ A (8)}$
- The daily exposure action value (EAV) is $2.5 \text{ m/s}^2 \text{ (8)}$

For whole-body vibration:

- The daily exposure limit value (ELV) is $1.15 \text{ m/s}^2 \text{ A (8)}$
- The daily exposure action value (EAV) is $0.5 \text{ m/s}^2 \text{ A (8)}$

Risk Assessment

A suitable and sufficient risk assessment must be carried out to enable Managers to make a valid decision regarding the measures necessary to prevent or adequately control the exposure of their employee's. Where it is not reasonably practicable to eliminate risk at source and an exposure action value is likely to be reached or exceeded, Managers must reduce exposure to as low a level as is reasonably practicable. Management should note that exposures below the exposure action value are not risk free, so action should not stop at this level of exposure if further reductions can be achieved at a reasonable cost.

If it is discovered through risk assessment, monitoring or vibration measurements that the exposure limit value is exceeded then Managers must:

- Immediately reduce the employee's exposure to vibration to below the limit value;
- Identify the reason for that limit being exceeded;
- Modify the measures taken to prevent it being exceeded again.

The above will not apply where an employee's exposure to vibration is usually below the exposure action value but varies markedly from time to time and may occasionally exceed the exposure limit value, provided that:

- Any exposure to vibration averaged over one week is less than the exposure limit value;
- There is evidence to show that the risk from the actual pattern of exposure is less than the corresponding risk from constant exposure at the exposure limit value;
- Risk is reduced to as low a level as is reasonably practicable, taking into account the special circumstances;

- The employees concerned are subject to increased health surveillance, which is a programme of systematic health checks to identify early signs and symptoms of disease and to allow action to be taken to prevent its progression.

3.45 VIOLENCE AND AGGRESSION TO STAFF

Shebbear College is committed to providing a safe and healthy workplace including the protection of all staff from aggression and violence as far as it is able.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Head and the Governing Body. Managers are responsible for assessing the risk of violence to staff and where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.

Staff should report incidents of violence and aggression in the same manner as accidents. The College take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Records should be taken of the actions taken to minimise and control the risk violence and aggression by line managers and submitted to the Health and Safety Coordinator, who will hold the records in reception.

3.46 VISITORS ON COMPANY PREMISES

All persons not directly employed by the College who visit the premises will report to reception to sign in and be issued a visitors badge.

The receptionist will inform the visitors host who will come to the reception area to meet the visitor. No unaccompanied visitor(s) will be allowed to enter beyond the reception area.

Visitors are the responsibility of the known member of staff with whom they have an appointment and in the case of an emergency it is the responsibility of that person to lead the visitor out of the building to the Assembly Point.

Visitors will be provided with, and expected to wear, any necessary PPE. When in a designated workshop area, they must keep within any marked areas and must obey the College's health and safety rules at all times.

On leaving the premises, the visitor(s) will be escorted back to the reception area where they will sign out.

Refer to:

- ***The Visitors Book, held in Reception.***

3.47 WELFARE ACTIVITIES

Adequate welfare facilities will be provided and maintained by the College.

Suitable and sufficient sanitary conveniences and washing facilities will be maintained in a serviceable condition, cleaned at regular intervals and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

3.48 WORK EQUIPMENT AND THE GUARDING OF DANGEROUS MACHINERY

We will give full consideration to the Provision and Use of Work Equipment Regulations 1998 in making all employees aware of the relevant health and safety risk with regards to work equipment in their working environment.

All work equipment will be suitable and safe, maintained in efficient working order and in a good state of repair. Appropriate measures will be taken to prevent access to dangerous parts of machinery or to stop the movement of dangerous machinery before any part of a person enters a danger zone.

In addition, the College, acting on conclusions of risk assessments carried out, will implement an inspection regime in order that the work equipment can be monitored and continue to be fit for its service duty. A competent person will carry out all such inspections of the work equipment and records of these inspections will be kept for a minimum period of 5 years.

All users and managers of work equipment must be provided with adequate health and safety information and, where appropriate, specified written instructions relating to the use of such equipment. Adequate training covering particular work methods, any risks likely to arise and precautions to take must be provided.

Refer to:

- ***Appendix Q - Work Equipment Risk Assessment Check List***
- ***Work Equipment Maintenance Record***

3.49 YOUNG PERSONS AT WORK

In accordance with our obligation under the Management of Health and Safety at Work Regulations 1999, where the College employs a young person (i.e. on who is below the age of 18), an individual risk assessment will be carried out in accordance with Regulation 19 to ensure that the young person is protected at work from any risks to their health and safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

The direct line manager will be responsible for ensuring that this risk assessment is carried out.

The results of the risk assessment will be communicated to the young person and his/her immediate line manager.

Young workers will be trained in the tasks they are to undertake and informed of existing hazards. They will work under the close supervision of a competent person until such time as they are deemed safe in the workplace.

Signed
Governor

Signed
Bursar

Date:

Date: