



HEALTH AND SAFETY POLICY

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CARMEL COLLEGE HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

The governing body and staff of Carmel College accept their responsibility for providing a safe and healthy workplace for themselves, the students in their care and anyone involved in College sponsored activities.

Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her acts or omissions at work.

The policy will be kept up-to-date, to ensure it is relevant to the needs of the College. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The MAIN aim is to reduce as far as is reasonably practicable, accidents and damage to persons, plant and property and to implement the policy of the safe learner.

This policy sets out the responsibilities of all members of the College for health and safety and includes arrangements for particular matters including:-

Fire Regulations, Risk Assessments and COSHH regulations.

It is important to remember that good health and safety practices are the responsibility of every member of the College. Hence everyone must comply with the Policy. All employees should read this document carefully since failure to comply with the provisions of this policy may result in disciplinary action being taken, but more importantly could lead to the injury of yourself or others.

A copy of the Health & Safety Policy is held with the Estates Manager and one copy is held at Reception.

It is also available via the College intranet.

GENERAL

- 1.1 The Governing Body notes the provisions of the Health and Safety at Work Act 1974 which states that it is the duty of every employer to conduct business in such a way as to ensure, so far as reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the College premises or participating in College-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the College and is part of the good education of its students.
- 1.2 The Governing Body aims to provide a safe healthy working and learning environment for staff, students and visitors.
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the College premises or while taking part in College-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of this duty the governing body, in consultation with the Principal, will:
 - (a) Make itself familiar with the requirements of the Health and Safety at Work 1974 and other health and safety legislation and codes of practices which are relevant to the work of the College. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the College.
 - (b) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
 - (c) Identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) all other College-sponsored activities
 - (d) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
 - (e) Create and monitor the management structure.

- 2.2 In particular the governing body undertakes to provide, through the Principal:
- (a) A safe place for staff and students to work including safe means of entry and exit.
 - (b) Plant, equipment and systems of work which are safe.
 - (c) Safe arrangements for the handling, storage and transport of articles and substances.
 - (d) Safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
 - (e) Supervision, training and instruction so that all staff and students can perform their College-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the governing body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the College-related activities which they are carrying out. All training will be regularly updated.
 - (f) Necessary safety and protective equipment and clothing together with any necessary guidance instruction and supervision.
 - (g) Adequate welfare facilities.
- 2.3 So far as reasonably practicable the governing body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed-term contracts, to receive comprehensive information on:
- (a) This policy
 - (b) All other relevant health and safety matters
 - (c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE PRINCIPAL

- 3.1 The Principal accepts responsibility for his/her duty of care for all staff and students. As well as the general duties which all members of staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the College and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all the relevant legislation, codes of practice and guidelines are met in full at all time.

3.3 In particular, the Principal will:

- (a) Be aware of the basic requirements of the Health and Safety at Work 1974 and any other health and safety legislation and codes of practice relevant to the work of the College.
- (b) Ensure, at all times, the health, safety and welfare of staff, students and others using the College premises or facilities or services or attending or taking part in College-sponsored activities.
- (c) Ensure safe working conditions for the health, safety and welfare of staff, students and others using the College premises and facilities.
- (d) Ensure safe working practices and procedures throughout the College including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) Consult with members of staff, including safety representatives, on health and safety issues.
- (f) Arrange systems of risk assessments to allow the prompt identification of potential hazards.
- (g) Carry out periodic reviews and safety audits on the findings of the risk assessments.
- (h) Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) Encourage staff, students and others to promote health and safety.
- (j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- (k) Encourage all employees to suggest ways and means of reducing risks.
- (l) Collate accident and incident information and, when necessary, carry out accident/incident investigations and make reports to the Health and Safety Executive.
- (m) Monitor the standard of health and safety throughout the College, including all College-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) Monitor first aid, welfare and disability access provision.
- (o) Monitor the management structure, along with governors.

4.0 THE DUTIES OF SUPERVISORY STAFF

- 4.1 All staff holding managerial roles will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Principal (or the member of staff nominated by the Principal) for the implementation and operation of the College's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the College's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities, they will ensure that:
 - (a) Safe methods of working exist and are implemented throughout their department.
 - (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (c) Staff, students and others under their jurisdiction are instructed in safe working practices.
 - (d) New employees working within their department are given instruction in safe working practices.
 - (e) Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
 - (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
 - (g) All plant, machinery and equipment in their department is adequately guarded.
 - (h) All plant, machinery and equipment in their department is in good and safe working order.
 - (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
 - (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
 - (k) Toxins, hazardous and highly flammable substances in the department are correctly used, stored and labelled.
 - (l) They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
 - (m) All the signs used meet statutory requirements.
 - (n) All health and safety information is communicated to the relevant persons.
 - (o) They report, as appropriate, any health and safety concerns to the

- appropriate individual.
- (p) Ensure that appropriate risk assessments are carried out and recorded.

5.0 SPECIFIC RESPONSIBILITIES

5.1 Overall and final responsibility for health and safety in the College is that of the College Principal and governing body.

The Vice Principal (Strategy and Resources) is the senior manager with responsibility for health and safety.

The following officers are responsible for safety in particular areas:

Head of Department	All Areas	Risk Assessment/COSHH
Estates Manager		Advises on COSHH and Risk Assessment
Estates Manager (acting as Health and Safety Advisor)		Advises on all aspects of health and safety
Head of Physics		Radiation Protection Supervisor

6.0 THE DUTIES OF ALL MEMBERS OF STAFF

6.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) Take reasonable care of their own health and safety and other persons who may be affected by their acts or omissions at work.
- (b) Carry out any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions and co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

6.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

6.3 In particular all members of staff will:

- (a) Be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- (b) Ensure health and safety regulations, rules, routines and

procedures are being applied effectively by both staff and students.

- (c) See that all plant, machinery and equipment is adequately guarded.
- (d) See that all plant, machinery and equipment is in good and safe working order.
- (e) Not make unauthorised or improper use of plant, machinery and equipment.
- (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) Report any defects in the premises, plant, equipment and facilities which they observe.
- (i) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- (j) Undertake training in health and safety as directed by the Principal.

7.0 THE DUTIES OF STUDENTS

7.1 Students should take reasonable care of their own health and safety and other persons who may be affected by their acts or omissions.

7.2 All students are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

7.3 In particular all students will:

- (a) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (b) Not make unauthorised or improper use of plant, machinery and equipment.
- (c) Ensure that toxic, hazardous and highly inflammable substances are correctly used.
- (d) Report any defects in the premises, plant, equipment and facilities which they observe.

8.0 CONTRACTORS AND VISITORS

8.1 Contractors and visitors must sign in and out of Reception. Reception will then contact the Estates Manager or member of staff the visitor has arranged to see.

Visitors' safety will be the responsibility of the member of staff who invited them or whom they have specifically come to see.

Contractors must be made aware of the possible congestion and

crowding around Carmel at certain times of the day (e.g. change of lesson).

All contractors, plant and machinery will be vetted before use on College site.

- 8.2 All contractors who work on the College premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with s.3.4 of the Health and Safety at Work Act 1974. Contractors will be required to give a written undertaking that they, and any sub-contractor(s), will abide by the College's standards of Health & Safety.

In addition, the contractor should submit a signed risk assessment or agree a permit to work if the work is particularly hazardous (e.g. involving work at heights, trenching or hot work).

Before the contractor starts work at the college, the college will ensure that the contractor holds current public liability insurance to the value of £5,000,000.

- 8.3 In instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 8.4 The governing body draws the attention of all users of the College premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

9.0 STAFF CONSULTATIVE ARRANGEMENTS

- 9.1 The governing body, through the Principal, will incorporate agenda items as appropriate on health and safety matters into existing consultative groups and will make arrangements for the establishment of a health and safety committee. Representation on this committee will cover all appropriate areas of work or special hazards. All nominated safety representatives of each accredited trade union or staff association will be offered places on this committee.
- 9.2 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the staff safety committee will approve (where necessary) codes of practice for the observation of safety requirements in College.
- 9.3 Health & Safety Committee Members are:

College Principal (Chair)
Vice Principal (Strategy and Resources)
Estates Manager
Governing Body Member
Representatives of teaching and support staff
Any nominated safety representatives of accredited trade unions
Student Council members (2): Elected Students

9.4 The committee meets once per term.

10.0 RISK ASSESSMENT

- 10.1 Risk assessments will be undertaken by Heads of Department and the findings of the risk assessments will be reported to the Health and Safety email for logging and reviewing by Estates Manager.
- 10.2 Action required to remove / control risks with a residual risk of 12 or more will be monitored by the Estates Manager and Vice Principal (Strategy & Resources).
- 10.3 Head of department will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed / reduced the risks.
- 10.4 Assessments will be reviewed every year or when the work activity changes - whichever is the soonest.

11.0 ACCIDENT REPORTING AND INVESTIGATION

- 11.1 All accidents are to be recorded using the Accident Reporting form available via Carmel Connect and forwarded to the Estates Manager by email as soon as possible. Cases of work related ill-health must be reported to HR immediately. It is the responsibility of the individual to do this.
- 11.2 All serious accidents/incidents to students will be reported to the funding body by the Estates Manager by email. If a student attends hospital as a result of the accident this would constitute a serious accident.
- 11.3 Serious accidents to both staff and students will also be reported to the HSE by the Estates Manager if the accidents fall into the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 11.4 All serious accidents/incidents will be investigated by the Estates Manager and the findings reported to the Vice Principal (Strategy & Resources).
- 11.5 All Accidents are reported and sent to Healthandsafety@carmel.ac.uk for review by the Estates Manager. This information is reported to the

Health and Safety committee weekly and Governors Annually or when a serious incident occurs

12.0 FIRST AID

- 12.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 12.2 The number of certificated first aiders will not, at any time, be less than the number required by law. See Appendix 1 for the current list of First Aiders
- 12.3 At the discretion of the Principal other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.
- 12.4 Supplies of first aid material will be held at various locations throughout the College. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay by core staff.

Under normal circumstances a First Aider will deal with any treatment.

First Aid boxes are located in:

- Students Services and Library
- Sports Hall Office
- Estate Manager's Office
- Medical Room
- Prep Room Science Dept, West Park Building
- Kitchens, Art Room, Anselm Building
- Foundation Learning, West Park
- IT Office, Top Floor Dalton Building

- 12.5 Appointed person responsible for boxes: Contents of First Aid boxes will be checked and replenished by care staff on a monthly basis. (Full replacement packs for First Aid boxes will be stored at each First Aid point.)
- 12.6 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-College activities.
- 12.7 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the College premises or as part of a College-related activity.

13. FIRE SAFETY AND EMERGENCY PLANNING

13.1 FIRE SAFETY

Emergency evacuation / fire drills will be carried out at a minimum of twice a year.

13.1.1 The Estates Manager will check the following on a Monthly basis:-

- Fire exit signs
- Evacuation details posted around College
- Fire extinguishers
- Other equipment

13.1.2 Fire Alarm warning is via a combined two tone claxon and beacon (to aid hearing impaired staff, students or visitors). Fire Alarm test is now at 8.40 am each Wednesday.

The availability of all fire exits and escape routes will also be checked and logged on a Monthly basis, with time allocated.

A fire log detailing the above checks and fire practices and resultant actions are kept in the Estate Manager's office.

13.1.3 Evac chairs are positioned in each stairwell. Training for their use will be given to appropriate staff and reviewed annually.

A Personal Emergency Evacuation Plan (PEEPS) will be completed by the relevant Head of Department or PAT and agreed with the Estates Manager for all students who require additional support in the event of emergency evacuation. This will then be logged on SMARTLOG for review by relevant staff member.

13.1.4 Assembly Information

In the event of a Fire Alarm sounding, all staff and students will leave the building by the nearest fire exit and assemble on the sports field at the corner of the Car Park next to the field and Redrocks path at the Fire assembly point sign. Designated and trained Fire Sweepers will check the building to ensure full evacuation. Once the all clear is given, instructions will be given to return to the buildings. If during the course of evacuation the Fire Alarm Sounder stops it will be deemed a false alarm and staff and students may return to their bases.

Lifts must not be used during a fire alarm.

13.1.5 Bomb Alert Procedure

In the event of a Bomb Alert, all personnel will leave the buildings and assemble on the Sports fields at the corner of the Car Park next to the field and Redrocks path at the Fire assembly point sign. All personnel must remain on the field until such time as the Police or a senior member of staff gives the all clear.

13.1.6 Exam Hall Fire Alarm Procedure

In the event of the Fire Alarm sounding, all candidates will remain

seated at their exam stations.

Strict examination rules will continue to be applied. The examination invigilators will make any change to these rules.

This procedure must be announced before the start of any exam. In the case of the alarm sounding, an invigilator will contact Reception by telephone to ascertain the status of the alarm.

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Evacuate the examination room in line with the instructions given by the appropriate authority
- Make sure that all question papers and scripts are left in the examination room
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion of the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken, and send it straight to the awarding body within 7 days of the incident, not to the examiner.

13.1.7 Open Evenings Alarm Procedure

In the event of a fire, the fire alarm will sound. On hearing this visitors should make their way to the nearest Fire Exit and assemble on the main car park near to the perimeter fence.

Staff should be on hand to direct visitors to the assembly area. The College Principal will make an All Clear announcement before returning to the building.

13.1.8 Evening Procedure

In the event of a fire alarm during evening opening all should assemble on the car park outside the Library. The Duty Librarian and evening tutors will check register of evening students/staff and report to Centre Head or designate. Estates Staff will co-ordinate contacts with emergency services and also initiate "All Clear".

13.1.9 The Vice Principal (Strategy and Resources) is responsible for ensuring fire risk assessment is undertaken on a regular basis and identified actions implemented in a timely manner appropriate to risk.

13.2 EMERGENCY PLANNING

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

- (a) Save life
- (b) Prevent injury
- (c) Minimise loss.

This sequence will determine the priorities of the plan.

13.2.2 The plan will be agreed by the governing body.

14 INDUCTION, TRAINING, COMPETENCY AND SOURCES OF ADVICE

14.1 INDUCTION AND TRAINING

14.1.1 Health and Safety Induction will be provided for all employees by the Estates Manager or Safesmart/Smartlog

14.1.2 Job specific training will be provided by the Head of Department. Specific jobs requiring special training are technicians, site staff, cleaners, those with specific fire responsibilities. (see also item 14.1.5 below)

14.1.3 Training records are kept in the HR department.

14.1.4 Training will be identified, arranged and monitored by Heads of Department. This training when available on line can be logged using Safesmart/smartlog

14.1.5 Training modules are available & notified by email to all staff via the Smartlog training system. The Estates Manager issues periodic updates to CMT to indicate module completion rates

14.2 ADVICE AND CONSULTANCY

Radiation Protection Supervisor : Head of Physics

HSE guidance available on-line via HSE Direct website.

15. CONTROL OF HAZARDS IN THE COLLEGE

15.1 Electrical

Portable Appliance Testing is carried out via external contractors to an agreed schedule in liaison with the Estates Manager

Routine for inspecting plugs and cables for loose connections and faults

All electrical equipment is inspected to an agreed schedule by an authorised Portable Appliance Tester. Staff using equipment should complete a visual safety check before use.

Rules for use of extension leads and portable equipment

Electrical leads must be stored away when not in use. Leads must NOT be left trailing

Arrangements with electrical contractors for periodic checks of the installation and equipment:-

All portable electrical appliances will be inspected in accordance with HSE advice.

No unauthorised electrical equipment is to be used on college premises.

Where appropriate, residual current devices should be used with all electrical equipment.

15.2 Substances Hazardous to Health

15.2.1 Heads of Dept – Chemistry, biology, physics, applied science and art subjects will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

15.2.2 Heads of Dept – Chemistry, biology, physics applied science and art subjects will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. They will be responsible for ensuring that all actions identified in the assessments are implemented.

15.2.3 Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

15.2.4 Heads of Dept – Chemistry, biology, physics applied science and art subjects will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

15.2.5 Heads of Dept – Chemistry, biology, physics, art and premises will check that new substances can be used safely before they are purchased.

15.2.6 Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

Hazard sheets:

Chemicals and equipment for Science, Art and Product Design

Manufacturers' guidance: Notes with chemicals and equipment. Must be kept for Referral: Science within Prep Room,
Art within Art Department
Product Design Art Department

Administration: use of adhesives, photocopying equipment, pens containing volatile solvents (file in Administration containing hazard sheets).

Storage in Preparation Rooms of hazardous substances and flammable liquids. These are stored, used and dispensed by Laboratory Technicians. Security door locks control preparation Rooms.

Science

Chemicals and equipment - use according to trained staff instructions and student instruction worksheets.

Reference made to safety literature designed for use by Science staff.

Literature

Hazards (CLEAPSS)
Topics in Safety (ASE)
CRONERS manual
LABORATORY manual (CLEAPSS)
HAZARDOUS CHEMICALS manual

RISK ASSESSMENTS made of each practical exercise when met in Scheme of Work.

Worksheet amended according to CLEAPSS publication L196 - relevant material on Risk.

Assessment, Laboratory Rules, use of safety glasses and laboratory aprons. Available in Prep Room.

Oxygen Bottles

Bottles are stored in:

1 x Med Oxygen bottle stored in Grd Floor Science Store

Gas supply to Laboratories and Kiln. All gas supplies to laboratories are controlled by a gas guard lockout system.

15.3 Radiation Materials

Materials are stored in the prep room store under required conditions as advised and monitored by the College Radiation Supervisor/Advisor.

15.4 Asbestos

The College holds an Asbestos Register maintained by the Estates Manager as the duty holder required by the Asbestos Control Regulations 2012.

The College has pursued a policy of removal of any asbestos containing materials (ACM's) wherever safe and practicable to do so as part of the college build and refurbishment programme – all works completed in accordance with legislative guidance.

Any remaining ACM's will continue to be strictly monitored and managed in accordance with legislative guidance.

15.5 Machinery

- Heads of Department will be responsible for identifying all equipment / plant needing maintenance.
- Heads of Department will be responsible for ensuring effective maintenance procedures are drawn up.
- Heads of Department will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Head of Department.
- Heads of Department will check that new plant and equipment meets health and safety standards before it is purchased.

Rules for use :

Design and Communication and Site Maintenance equipment checked by the Head of Department, supervising tutor and site supervisors as and when machines are put in use. External agency checks machinery on an annual basis.

Equipment	Who checks	How often
Design Communication	Estates Manager and Head of Department	Every term
Art/Pottery	Estates Manager and Head of Department	Every term
Lifts	Contracted lift company College Insurance engineers	Every month Every year
Boiler plant	Estates Manager/Site Supervisor Contracted boiler company College Insurance engineers	Every term Every year Every year

On completion of repairs and inspection by external agency, the Contractor will provide a certificate of worthiness.

This information is collated by the Estates Manager

Use of Personal Protective Equipment (PPE)

- Relevant Heads of Department will ensure that the correct protective equipment is made available
- Relevant Heads of Department will ensure that the equipment is worn where required
- Relevant Heads of Department will ensure that PPE is in safe working order

PPE will be used in all departments where a risk has been identified. Attention to danger should be brought to persons with long hair or loose clothing whilst working near or with workshop machinery.

PPE will be available where necessary and **MUST BE WORN**.

15.6 Housekeeping and Premises

Window Closures: All high level windows must be opened and closed by use of a recognised window pole. These are available in all the appropriate rooms.

Cleanliness: Estates Department provides organisation. Responsibility of Estates Manager, Site Supervisors and Technicians.

Waste Disposal: Siting and emptying of skip at designated times
Medical Waste, as directed by the care staff, and removed from site under contract.

Safe Stacking & Storage Cleaners' equipment: fluids, powders
Deliveries - food, paper, cookers, fridges etc
Various chemicals.

- Marking and keeping gangways and exits clear. Flooring, carpeting and door closures maintained in good condition.
- Ensure Fire Doors are not wedged open.
- User should carry out check of equipment like ladders. Any defects must be reported to the Estates Manager or Site Supervisor and equipment not used until defect rectified.
- Special access to particular places - e.g. Boiler House, main switches - gas and electricity. Keys available from Site Supervisor or Estates Manager.
- High level access, where required, will be provided via a combination of mobile towers or platforms. All relevant staff will be trained in accordance with HSE and/or industry best practice guidance'

15.7 Car Park Speed Limit

A 10-mph speed limit must be observed on the College car park at all times.

All Buses transporting Foundation Learning and Wheelchair students (who are unable to use the designated student entrance) can ~~must~~ use designated area behind Notre Dame Building. Request must be made on Carmel Connect by either Foundation Learning tutor or PAT.

15.8 Display Screen Equipment

The Estates Manager will make an assessment on an annual basis and with all new staff to determine which members of staff require a one to one work station risk assessment. DSE self assessment is available via the Smartlog on line training system

16 OUT OF COLLEGE ACTIVITIES (TRIPS AND VISITS)

16.1 The Vice Principal (Strategy & Resources) is responsible for ensuring that the Educational Trips and Visits Code of Practice is followed.

16.2 The Educational Visits Co-ordinator for the College is Admin Manager.
All educational visits must be authorised by the Vice Principal (Strategy & Resources).

16.3 The Trip organiser or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated, where appropriate, to the parents of the students and that parental consent is obtained.

16.4 Adult supervision will be decided in prior risk assessment

16.5 Advice relating to educational visits can be obtained from the Vice Principal (Strategy & Resources). Trips and Visits Code of Practice contains detailed procedures and guidelines.

16.6 Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising students in the absence of a member of staff.

16.7 The Vice Principal (Strategy & Resources) is responsible for ensuring that all vehicles used for the purpose of transporting students to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

Mobile Telephones

Mobile telephones are available for out of College activities and must be booked in advance from the Administration Manager or team. Code of Practice must be signed and adhered to.

17 WORK PLACEMENT AND COMMUNITY WORK

The college will ensure that all work placements are comprehensively vetted for health and safety in accordance with guidance provided by the relevant government bodies before students attend for work experience.

Information on procedures can be obtained in the Policy Regarding Work Related Learning and Work Placements available on Connect or from the college work placement co-ordinator.

18 OCCUPATIONAL HEALTH AND STRESS

18.1 Occupational health services are provided by *People Asset Management* (PAM). Staff are referred by HR Department when necessary.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the HR team in the first instance.

18.2 If staff experience what may be the symptoms of stress, their GP and/or the College Occupational Health provider will be able to advise them if this is a result of workplace stress.

18.3

All staff should advise their manager, the HR team or the Assistant Principal (HR & Staffing) if they feel they are under undue pressure.

The College offers provision for counselling. Staff can refer themselves for counselling on a confidential basis via the HR team or the Vice Principal.

19. EXTERNAL GROUPS

19.1 A number of external groups currently use College premises.

19.2 Particulars of the college's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the Marketing Team.

19.3 All extra curricula groups using College premises must abide by College health and safety rules.

19.4 Groups that use College premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.

19.5 All events organised as a joint venture between the College, and any other external group, should be notified to the Vice Principal (Strategy and Resources) to enable the necessary health and safety guidance to be issued.

20. VIOLENCE, BULLYING AND HARASSMENT

- 20.1 Efforts will be made to train all relevant staff in how to handle violent and aggressive situations.
- 20.2 If staff are taking students out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance can be summoned quickly in an emergency.
- 20.3 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.
- 20.4 The College will address bad behaviour, bullying and harassment by procedures detailed in the safeguarding and student discipline guidance and procedures.
- 20.5 The College will address bullying and harassment involving staff by referral to Head of Department and Principal.

21. HEALTH AND SAFETY IN THE CURRICULUM

- 21.1 The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented.
- 21.2 Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of children in Victorian industry, or during a Science lesson when learning about the discovery and use of asbestos.

22. SAFEGUARDING STUDENTS/POVA POLICY

The Pastoral Director is the DSL, with the Assistant DSL as Deputy. Please refer to the Safeguarding/' Keeping Children Safe in Education' Policy and the Learner Support Policy.

23. MONITOR AND REVIEW

- 23.1 The Principal will ensure that an inspection of the premises, methods of work and all College-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

23.2 To check our working conditions, and ensure our safe working practices and policies are being followed the college will:-

1. Carry out spot check visits at a frequency of once a term.
2. Conduct a full workplace inspection at a frequency of at least once a year.
3. Ensure relevant departmental Managers submit health and safety reports at a frequency of once a year.
4. Conduct health and safety audits at a frequency of once a year.

23.3 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

File Name/Path	WEBSITE		
Intranet Path	CONNECT>>HEALTH & SAFETY>>HEALTH & SAFETY POLICY		
Circulation List	Principalship	√	College Union Representatives
	Full Governing Body	√	HR Department
Author/ Responsibility	Vice Principal (Strategy and Resources) and Estates Manager	Date of Policy approval	10 th December 2019
		Date next review due	Annual Review