



Callywith College

HEALTH & SAFETY POLICY

2024-2025

HEALTH AND SAFETY POLICY 2024/25

RELEVANT PERSONNEL

1. Principal	Jon Grey
2. Assistant Principals	Jen Temple and Allyn Jefferies
3. Business Manager	Rae Loom
4. Programme Team Leaders	
I. Maths and Computing	Colin Bacon
II. Sport and UPS	Julie Penprase
III. Science	Kate Roberts
IV. Humanities	Huw Williams
V. Art, Design and Photography	Charlie Winterton
VI. Education and Care	Anitra Coleman
VII. Media, Film and Games	Lindsey Kennedy
VIII. Social Science	Tom Evans
IX. English, Languages and Performing Arts	Tracey White
X. Business	Helen Hart
5. Safeguarding and Prevent Officer	Jen Temple
6. Health, Safety and Compliance Officer	Kayley-Ann Hawke
7. Premises Manager	Matt Jeffrey

A. Purpose

The Health and Safety at Work Act 1974 requires all employers with 5 or more employees to prepare and revise as is necessary, a formal written Health and Safety Policy containing three sections:

- (i) **A Statement of Intent** outlining how health and safety will be managed at Callywith College, this is signed by the most senior person of the organisation, the Principal.
- (ii) Employees roles and **Responsibilities for health and safety.**
- (iii) **Arrangements for health and safety** outlining how to achieve health and safety policy aims.

SECTION 1. THE STATEMENT OF INTENT

The Health and Safety at Work Act 1974, places duties in respect of Health and Safety on employers, employees and on each person who has to any extent control of the College premises. The Management of Health and Safety Regulations, 1999 extend these duties in various respects along with providing substance to specific regulations.

In the College the Trust has the ultimate responsibility to take all measures within their power to make sure that the premises are safe and without risks to the health of staff, students and members of the public. In practice, the principal will ensure that the appropriate safe systems of work are in place and suitable control measures are carried out. The principal will co-ordinate health and safety policy and practice within the College as a whole, the Assistant Principals and Programme Team Leaders will, in turn, be responsible for Health and Safety within their respective curriculum areas.

All staff of the College must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must cooperate with their employers on health and safety matters. A copy of this Policy Statement and Guidance Manual is available to all staff, both full-time and part-time, via the College intranet.

The Policy Statement and Guidance Manual will be reviewed annually and updated as needed to reflect changes in circumstances, personnel, and legal requirements.

Objectives

- (a) To ensure that Callywith College provides a healthy and safe environment for staff, students, and visitors.
- (b) To nominate a suitably qualified member of staff (a 'competent person') to act as the Health, Safety and Compliance Officer to assist and advise staff with responsibility to implement the policy.
- (c)
- (d) To establish and maintain healthy and safe working procedures and to promote the observance of all relevant statutory provisions by all employees and students through the provision of appropriate information, training supervision, and instruction.
- (e) To ensure that all codes of practice and supplementary health and safety information are notified to employees and adhered to by them.
- (f) To update and supplement this Policy Statement, Guidance Manual, and references as necessary.
- (g) To develop and maintain a positive culture through high standards of health and safety awareness and responsible attitudes within all employees.

- (h) To ensure joint consultation with employees in the achievement of the aims of the College Safety Policy.
- (i) To continuously monitor the effectiveness of the Policy in achieving the aim of maintaining high standards of health, safety and welfare throughout the whole College.

Signed on behalf of the Trust.

Name	Signature	Position	Date
Dr Jonathan Grey		Principal	

SECTION 2. ROLES AND RESPONSIBILITIES

Overall responsibility for health and safety in the College rests with the Trust. To fulfil this obligation, the following arrangements will operate:

2.1 Trustees

The Trustees have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the college to get the balance right on managing risk. Their role in Health & Safety is identical to that set out for the employer, namely:

- (a) Take reasonable steps to make sure that the college is following the employer's policy and procedures, e.g., through regular discussion at Trustees meetings.
- (b) Ensure staff receive adequate training to enable them to carry out their responsibilities.
- (c) Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- (d) Work in close partnership with the Principal and SMT to support sensible health and safety management and to challenge as appropriate.

2.2 Principal

It is the responsibility of the Principal:

- (a) To adequately resource Health and Safety relevant to the size of the organisation and ensure the implementation of management systems and to enforce the College's Health and Safety Policy in line with the requirements of the Health and Safety at Work Act 1974.
- (b) To ensure a College Health and Safety management structure and consultative procedures are in place involving staff and students to ensure risk management and a safe work environment.
- (c) To ensure that all staff are competent and suitably informed on all Health and Safety/ fire safety matters through Information, training, instruction and supervision.
- (d) To ensure that Trustees receive regular reports and updates on Health and Safety matters.
- (e) To ensure that regular service, maintenance, inspections and reviews are undertaken, and risk assessments are carried out and documented.
- (f) To ensure that appropriate Health and Safety notices are displayed and that regular emergency evacuation drills are performed.

- (g) To ensure that arrangements are in place throughout the College campus for the provision and upkeep of First Aid facilities and the display of notices are properly organised.
- (h) To ensure the risk from Fire is assessed and reduced as much as practicably possible with measures in place to mitigate the spread of fire within the College buildings to ensure adequate means of escape are available and are well maintained as well as providing business continuity.

2.3 Assistant Principals and Business Manager

- (a) Will support the Trustees and Principal in the implementation of Health & Safety across their curriculum areas.
- (b) Will ensure that their respective Head of Departments and Team Leaders are informed of their Health & Safety responsibilities.
- (c) To ensure that their Heads of Departments, Team Leaders, and Employees have received adequate levels of Health & Safety training to be able to safely conduct their roles in their areas of study.
- (d) Will liaise with the Health, Safety and Compliance Officer when required for advice, support or guidance regarding the health, safety and welfare of the employees, visitors and others.

2.4 Health, Safety and Compliance Officer

- (a) To advise the Principal on all matters relating to Health and Safety.
- (b) To advise team leaders on health and safety best practice and assist with annual risk assessments, COSHH assessments and recommend any appropriate actions to the Principal.
- (c) To conduct and review annual Fire Risk Assessment for each of the College premises.
- (d) To carry out annual COSHH audits to ensure best practice and safe systems of work are in place.
- (e) To liaise with union representatives with regards to health and safety as directed by the Principal.
- (f) To liaise with the Premises Manager over issues that relate to the safe condition and operation of premises and plant.

- (g) To advise College staff over any aspect of the operation of College Health and Safety policy and procedures.
- (h) To liaise with the Staff Development Officer in the provision of health and safety training.
- (i) To undertake, with the Principal, an annual risk assessment of the adequacy of First Aid arrangements across the College.
- (j) Will ensure that all first aid kits are regularly checked and replenished and that notices are displayed with up-to-date information.
- (k) To undertake full and detailed accident investigations as directed by the Principal.
- (l) To ensure any work-related deaths, diseases, specified injuries and dangerous occurrences are reported as stipulated under the criteria stated in the RIDDOR Regulations 2013.
- (m) To convene the Health and Safety Committee on a termly basis and ensure that any outstanding Health and Safety issues are addressed by the Committee.
- (n) To prepare an annual report of the College's health and safety issues in accordance with agreed guidelines.
- (o) To ensure that the implementation of the Health and Safety Guidance Manual is effectively monitored and adhered to.
- (p) To update Health and Safety information and references as appropriate and review and amend the Policy Statement and Guidance Manual on an annual basis.
- (q) To regularly review Health and Safety arrangements and work practice procedures to ensure safe systems of work are in place.
- (r) To ensure that the College is displaying the Health and Safety Law Poster or where applicable, all staff receive a copy of HSE leaflet "Health and Safety Law - What you need to know"
- (s) To take overall responsibility for the implementation and rectification of any health and safety deficiencies or defects in the fabric of the College buildings and the maintenance of plant and equipment.
- (t) To ensure the college have access to a Radiation Protection Advisor (RPA) as required by the Ionising Radiations Regulations 2017 (IRR17) and ensure suitable and sufficient control procedures are in place for managing items used within the college that contain a radioactive source is held within safe storage and signed appropriately.

- (u) To ensure the College workplace is assessed for the risks of Radon exposure to employees and other persons that may affect their health and safety based on information where their location and characteristics suggest elevated levels may be present.

2.6 Premises Manager

- (a) To support the principal in maintaining the College premises as a safe working environment.
- (b) To observe appropriate safe working procedures when carrying out general maintenance work in the College in accordance with the Construction (Design and Management) Regulations 2015.
- (c) To ensure that all records of service & maintenance for the premises managed equipment and systems are available to specific employees, managers, or external inspectors with information as required.
- (d) Will facilitate the procedures for the safe removal of any hazardous substances owned or used by the Premises department with records of disposal held as a record for evidence.
- (e) To be a member of the Health & Safety Committee.
- (f) Will ensure that all Premises and Cleaning COSHH-regulated substances and flammable materials are managed by appropriately qualified staff, with adequate safety measures in place. This includes the use of suitable storage cabinets, COSHH risk assessments, manufacturer safety data sheets, appropriate PPE and RPE, and ensuring that individuals have received proper information and instruction on the safe handling of these substances.
- (g) To ensure the maintenance and regular checks are carried out on Fire Fighting equipment, emergency lighting, fire doors, and related equipment., and report any defects to the Principal.
- (h) To ensure that any defects in the College's fire alarm systems or firefighting equipment are rectified as soon as practicably possible.
- (i) To ensure that all rubbish and other combustible waste is not allowed to accumulate and that it is stored in appropriate containers and removed from the buildings to a safe place at least once a day.
- (j) To ensure Premises staff undertaking maintenance operations are trained in manual handling and operations are assessed to ensure mitigation of risk of muscular skeletal injuries.

2.6 Programme Team Leaders

- (a) To ensure that their respective curriculum areas meet the Health & Safety requirements as per the College Policy.
- (b) To ensure that all Risk Assessments are completed and maintained by their curriculum teams and records held centrally for presenting as requested.
- (c) Will ensure their staff are aware of the College Policies for all Health & Safety matters.
- (d) Will liaise with the Health & Safety Officer when required for advice, support or guidance.
- (e) Will ensure that their staff use the appropriate Personal or Respiratory Protective Equipment (PPE/RPE) when completing work-based tasks.
- (f) Will ensure that their staff have received adequate levels of training for the activities and processes they will use in the delivery of their curriculum topics.
- (g) Will ensure any equipment used in their areas is serviced and maintained by their staff or an external contractor prior to the expiry deadline and records held as evidence in departments for assessment as requested.
- (h) To be aware of potential occupational risks, such as the use of computer equipment, manual handling of equipment and supplies, working with hazardous substances, dust, noise and are to ensure that they undertake appropriate instruction in safety practices and procedures as required by the organisation.
- (i) Ensure that their teams develop and provide safe work systems and operational checklists for curriculum-based activities, equipment, or machinery.
- (j) Will ensure that all COSHH-regulated substances and flammable materials are managed by appropriately qualified staff, with adequate safety measures in place. This includes the use of suitable storage cabinets, COSHH risk assessments, manufacturer safety data sheets, appropriate PPE and RPE, and ensuring that individuals have received proper information and instruction on the safe handling of these substances.
- (k) Will ensure that all trips and visits comply with College transport and trip policies and adhere to all legal requirements.

2.7 Lecturing and Support Staff

- (a) To be aware of Health and Safety policies and procedures put in place by the College and adhere to the safe systems of work regarding their own Health and Safety and that of others that may be affected by their acts or omissions.

- (b) To co-operate with the College management in enforcing Health and Safety matters and be aware of their personal responsibilities under Health and Safety legislation.
- (c) To ensure that any appropriate hazardous materials with which any staff or students are in contact are used, stored, and disposed of in accordance with established College procedures, risk assessments and manufacturers guidance.
- (d) To ensure that all records of service & maintenance for the premises managed equipment and systems are available to specific employees, managers, or external inspectors with information as required.
- (e) To comply with the College fire policy and procedures and cooperate with the organisation to effectively manage or maintain fire safety in accordance with established individual policies and procedures.
- (f) To read and understand the College lockdown policy, complying with procedures when they are initiated.
- (g) To comply with the College First Aid Procedures and cooperate with the organisation to effectively manage and maintain First Aid
- (h) To undertake training as required by the organisation to meet its legislative compliance requirements.
- (i) To report all accidents and incidents immediately to a qualified First Aider.
- (j) To report all accidents, injuries, near misses and dangerous occurrences using the forms available on the intranet.
- (k) To report any defects in the fabric of the College buildings, lifts, mechanical services, electrics etc, to the Premises Team via the job request system in the first instance.
- (l) To carry out risk assessments specific to the individual trip or site visit with consideration given to the environment and conditions that may change as they are not under the control of the College.

2.8 Technical Support Staff (Science, Art, Performing Arts/Drama)

- (a) To carry out the instructions of the Programme Team Leaders and Health, Safety and Compliance officer to ensure compliance with all Health and Safety precautions throughout the College.
- (b) To undertake formal or informal training as and when required by the Managers or Team Leaders to ensure competence.

- (c) To ensure that all records of service & maintenance for Departmental Managed Equipment and Systems are available to specific Employees, Managers, or External Inspectors with information is recorded centrally.
- (d) To be aware of the COSHH Regulations and to assist as directed by the Programme Team Leaders in undertaking assessments of substances that are hazardous to health following adequate levels of training.
- (e) To ensure that appropriate measures are maintained for the storage, use and disposal of hazardous materials, in accordance with established legislative and College procedures.
- (f) To assist, as directed, by the Programme Team Leader in the safe storage of any Radioactive Substances held in the College and maintain records as required.
- (g) To maintain records as directed by the Programme Team Leader, of all equipment and electrical apparatus and to check that all equipment and apparatus is regularly inspected, tested, and serviced.

2.9 Health and Safety Committee

General Representatives

- (a) Employee representatives will have knowledge of the work of those they represent.
- (b) To voluntarily attend training as recommended by the Staff development co-ordinator and/or Health, Safety and Compliance officer.
- (c) The Committee will represent all College departments/teams, keeping the total member size appropriate to the size of the organisation and ensure all significant employee groups are represented.
- (d) H&S Committee Representatives will;
 - (i) act as the primary contact for teams.
 - (ii) have an overview for H&S for teams' specialist areas.
 - (iii) be responsible for raising issues of concern or development needs, for the team they represent and bring them to the attention of the Committee, Principal, Health, Safety and Compliance Officer and/or Staff Development Co-ordinator.
 - (iv) ensure all information is fed back from Health and Safety Committee meetings to their departments team members.

Union Appointed Representatives

- (a) The role of the Health and Safety Representative is independent of management. Representatives are there to represent the interests and concerns of their co-workers

and respond on their behalf. They provide valuable insight, skills and resources that help employers and their co-workers.

(b) According to the Safety Representatives and Safety Committee Regulations the functions representatives have may include:

- (i) representing the workforce on health and safety generally or make representations on potential hazards and dangers.
- (ii) attending training courses.
- (iii) having contact with inspectors.
- (iv) representing employees generally about specific matters that will affect the health, safety and welfare of the employees.
- (v) representing employees when Health and Safety Inspectors from HSE or local authorities consult them
- (vi) investigating accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- (vii) investigating complaints made by an employee they represent about their health, safety or welfare in the workplace.
- (viii) inspect the workplace.
- (ix) presenting the findings of investigations to College Management.
- (x) attending Health and Safety Committee meetings as a representative of employees.

2.10 First Aiders

- (a) To be aware of and comply with the College First Aid policies and procedures and cooperate with the organisation to effectively manage and maintain First Aid provision.
- (b) Must hold a recognised First Aid at Work qualification.
- (c) To undertake training as required by the organisation to meet its legislative compliance requirements.
- (d) To ensure the safety of staff and students implicated by a medical episode.
- (e) To provide the initial responses to injury or accidents whilst maintaining control whilst awaiting emergency service responses.
- (f) Will complete any accident/ incident forms so that they can be reviewed by the Health, Safety and Compliance Officer with action taken as necessary to prevent reoccurrence.

2.11 Fire Wardens (Premises Staff)

- (a) To support the students and staff in the evacuation of the buildings on the actuation of an alarm to a place of 'ultimate' safety.

- (b) To conduct a thorough search and clearance of the rooms and spaces in a building if it is safe to do so and with no risk to the person.
- (c) To advise persons with mobility impairments of the location safe fire refuges to await support to enable safe evacuation by suitably trained persons.
- (d) To report to the fire control panel on completion of their search and clearance with any issues or concerns.
- (e) Attend CPD training as requested to assist with the safe evacuation of persons.

2.12 Fire Marshals (can be any staff member)

- (a) To assist persons in the safe evacuation of a building without placing themselves at risk.
- (b) Will check rooms as they leave the building and where possible, close doors and windows as they depart.
- (c) Will support students or visitors to a place of safety and onward to the fire assembly point.
- (d) Will support mobility impaired persons to the fire refuges then contact the fire control staff in the main entrance to activate fire wardens or the Fire and Rescue Service if a need to assist with evacuation.
- (e) Will proceed to the fire assembly point, keeping control over students and prevent re-entry to the area of risk.

SECTION 3. THE ARRANGEMENTS

3.1 Risk Assessments

Definitions of Hazard and Risk

A hazard is anything that has the potential to cause harm.

A risk is the likelihood that someone could be harmed by the hazard.

Control measures are any measure designed to reduce the risk of the hazard occurring.

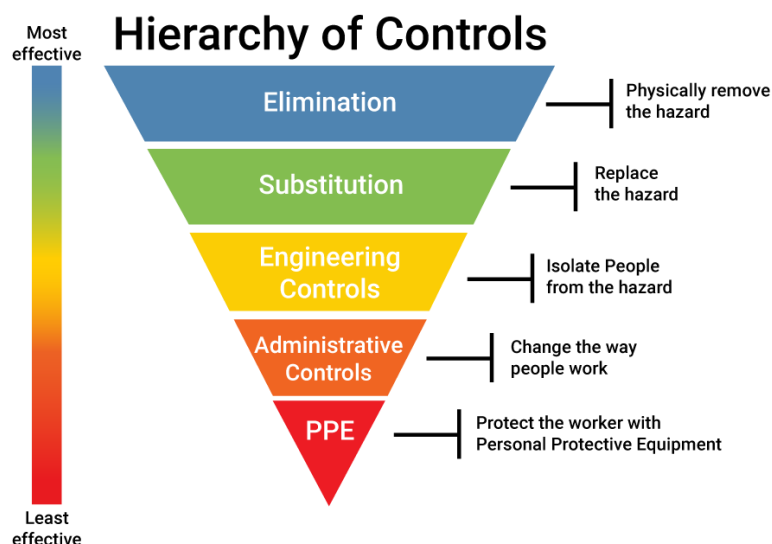
Risk is assessed using the following equation:

$\text{Likelihood} \times \text{Potential Outcome} = \text{Risk Rating (Low, Medium or High)}$

All college risk assessments will be based on the five principles of risk management:

- (a) Identify the hazard
- (b) Decide who might be harmed and how
- (c) Evaluate the risks and decide on actions to mitigate them (control)
- (d) Record the significant findings and implement them
- (e) Review the assessment and update where necessary

Control measures will be implemented based on the HSE Hierarchy of Control:



Programme Team Leaders are responsible for making sure their departmental risk assessments have been carried out, recording significant findings and ensuring 'suitable and sufficient' control measures are implemented.

All risk assessments should then be sent to the Health, Safety and Compliance Officer where they will be checked and added to the Health and Safety Intranet area.

Risk assessments will be reviewed annually or bi-annually dependent on risk or where there is a change in process, personnel or responsibilities. Accident data will also be used to guide risk assessment reviews if existing control measures fail to mitigate risk.

Specific Risk Assessments must also be in place for Fire, Manual Handling, Vibration, Young Workers, Lone Workers and Expectant Mothers.

Guidance should be sought from the Health, Safety and Compliance Officer where necessary.

3.2 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations requires the organisation to either prevent, or where this is not 'reasonably practicable', adequately control exposure to substances hazardous to health.

Where the use of hazardous substances cannot be avoided, or replaced with a safer option, then a 'suitable and sufficient' risk assessment of all substances hazardous to health must be undertaken using the Safety Data Sheet (SDS). This must document safe working practices including safe storage, transfer, use and disposal.

COSHH audits will be conducted annually, to ensure that safe working practices are in place and exposure is being adequately controlled. Risk assessments will be subject to annual review or where there is a change in process, personnel or responsibilities. Accident data will also be used to guide risk assessment reviews if existing control measures fail to mitigate risk.

The Programme Team Leaders, Lecturing Staff, Premises Manager and Technicians are responsible for ensuring the COSHH Risk Assessments are completed and reviewed annually with copies passed to the Health, Safety and Compliance Officer for assessment and uploading to the Health and Safety Intranet area. They will follow the procedures and guidance as stipulated by CLEAPSS, or any other Legal Body to ensure safe processes are always maintained and achieved.

3.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

By law, any work-related accident resulting in the death or specified major injury of any person must be reported to the Health and Safety Executive (HSE) without delay. Injuries to any employees which result in more than seven days away from work or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury must also be reported to the HSE within fifteen days of the incident.

All accidents, including those resulting in less serious but significant injuries, that result in a worker being incapacitated for more than 3 consecutive days must be reported by the Personnel Department to the Principal and the Health, Safety and Compliance Officer and recorded appropriately, whether absence from work results.

It is the legal responsibility of an injured employee to report any accident to the organisation and record this using the digital accident report form, available on the college intranet.

There should be no delay in reporting and dealing with any accident involving staff, students, or visitors. An accident report form must be completed by a competent First Aider or the responsible person in charge of the individual involved. The principal will be responsible for ensuring that the appropriate information is supplied to the HSE for any of the specified injuries. Investigation of accidents will be carried out by the Principal and the Health, Safety and Compliance Officer if required. Any remedial work required to prevent an accident recurring will be dealt with as a matter of urgency. Any post-accident investigation will include the review of the relevant risk assessment(s) and their amendment, as necessary.

Other hazards, near-misses and accidents involving damage to property should also be reported and investigated if required.

Certain dangerous occurrences (as defined in law) must be reported to the HSE without delay. Details of what constitutes a dangerous occurrence are available in Schedule 2 of RIDDOR via HSE publications and guidance online.

The College is required to report cases of certain diseases which are linked with specified work activities as defined in law. Information about these is available via HSE publications and guidance online.

Any report to the HSE will only be undertaken by the college Health, Safety and Compliance Officer or Principal who will complete the appropriate online report form which will then be submitted directly to the RIDDOR database. The College will receive a copy of the online report for its records and retention.

3.4 First Aid

The College in accordance with **The Health and Safety (First-Aid) Regulations 1981** will provide adequate first-aid equipment and facilities that are appropriate in the circumstances for administering First Aid to its employees, students and visitors if they are injured or become ill at work. The College will ensure adequate provision of qualified and competent staff are available to render first-aid. In the unlikely absence of a competent first aider, an appointed person shall take charge of first-aid equipment and facilities and any situation relating to an injured or ill visitors, students or employee who will need help from a medical practitioner immediately.

First Aid is co-ordinated by the Health, Safety and Compliance Officer to oversee the successful continued assessment and provision of First Aid facilities. All First aiders will undertake training and become qualified in accordance with the First Aid Regulation's Approved Codes of Practice (ACOP's). Appropriate first aid equipment and resources will be provided and maintained on all College sites with regular audits and checks made on the provision.

All employees will be informed of the College's First Aid Policy through induction and departmental meetings with a copy of the policy being displayed on the intranet and website.

Notices informing staff with the locations of First Aid equipment and facilities will be posted on notice boards throughout the College and its sites with trained personnel identified. Qualified first aiders also wear staff lanyards with a first aid symbol on them to make them easily identifiable in an emergency. Staff will also be made aware of the designated first aid telephone number – 01208 224499 which links through to a call queue of twenty first aid trained staff members. In an emergency a 'rapid response team' can also be contacted via premises radio. The location of these radios will be regularly communicated to staff via the Monday Staff Bulletin.

The College has a common law responsibility to look after the students in its care and, first-aid arrangements for employees, students and visitors will be consistent.

Any Students under the age of 18 that requires a visit to Hospital following an incident will be accompanied by a college staff member. A parent / carer / guardian / partner will be contacted as soon as practicably possible. Staff will stay with students under the age of 18 until a parent / carer / guardian / partner arrives, unless agreed otherwise with parents with SMT authorisation. Staff and Students over the age of 18 may take charge of their own welfare following an initial assessment by a medical practitioner. Specific details and protocols can be found in the College's First Aid Policy.

The adequacy of arrangements will be regularly assessed by the Health, Safety and Compliance Officer who will produce a summary of all incidents that took place over the academic year in a formal summary report to Trustees.

In the instance that a student has deliberately self-harmed or taken an overdose of medication then the College will automatically ring the emergency services and notify the recorded emergency contact regardless of the person's age. A member of college staff will accompany the person to hospital and wait until the recorded emergency contact arrives. The student will need to have a 'return to College interview' with a member of the Safeguarding team before they can return to College. An appropriate individual risk assessment / support plan will be agreed by relevant staff, carers and any agencies involved with the student.

3.5 Fire

Legislation exists under **The Regulatory Reform (Fire Safety) Order 2005** which is designed to protect people at work from the effects of fire. Statutory provisions require employers to make a 'suitable and sufficient' risk assessment of all fire related risks, to provide general fire safety precautions, including training, fire warning systems, firefighting equipment, prevention of fire spread and adequate means of escape.

Fire risk assessments will be completed/ reviewed annually by a suitably 'competent' fire risk Assessor (Health, Safety and Compliance Officer). The fire risk assessor will pass on all deficiencies to the Principal, Business Manager and Premises Manager to resolve any issues immediately in a risk-based manner.

The College will ensure that instruction and training in fire safety is given by competent persons to employees to promote high standards of Fire Safety across all areas and ensure that staff are aware of the fire precautions and the action to be taken in the event of fire. Students will receive

induction awareness through tutorial Health and Safety packages. Contractors report to the premises team and all visitors sign in where they will be briefed to follow displayed actions in the event of a fire.

Weekly checks of the fire system will be carried out by the premises team, this includes testing each buildings alarm functionality by activating a manual call point (on rotation), checking automatic fire doors close and that all call points are clear of obstruction. This information is recorded in logbooks kept in the red fire document holders located in the entrances to every building.

Monthly in-house checks on all fire extinguishers will be conducted and recorded digitally. Defects arising from these checks are to be reported to the Premises Manager, Health, Safety and Compliance Officer and recorded on the job request system.

Fire Panels are in every reception/ entrance area alongside zonal maps of the building to aid the Fire & rescue Service in the event of a fire. The Health & Safety Officer and Laboratory Technicians have up-to date records of COSHH substances stored in each area.

Fire Safety Signage setting out fire actions and procedures to be followed in the event of a fire, is displayed throughout the College buildings. A roles and protocols fire procedure are emailed to staff at the start of each academic year to refresh everyone on the evacuation procedure.

Fire refuge points are available in all college buildings with evacuation chairs in place to assist mobility impaired persons. All premises staff are regularly trained in the use of these chairs will be evacuate people if required and safe to do so. Refuge points have emergency call points linked to a phone at the fire panel so that they can alert staff to their location and need of evacuation.

Fire evacuation drills take place termly in all buildings, with additional evenings drills scheduled to ensure evening only staff are also drilled. Feedback from these drills is disseminated to staff as and when required.

3.6 Ionising Radiations and Radioactive Substances

The Ionising Radiations Regulations 2017 (IRR17) is the primary legislation for radioactive substances.

The Assistant Principal/Programme Team Leader responsible for Science will establish procedures to comply with the Radioactive Substances (Schools, etc.) Exemption Order 1963 concerning the purchase, usage, loss, disposal and the keeping of records of the materials concerned.

They will appoint Radiation Protection Supervisors (RPS) for the College and liaise as necessary with a nominated Radiation Protection Advisor (RPA) as required by the Ionising Radiations Regulations 2017 (IRR17).

The Programme Team Leader, Lecturing Staff and Science Technicians will be responsible for ensuring the risk assessments are completed and reviewed annually, with copies passed to the Health, Safety and Compliance Officer for assessment. They will follow the procedures and guidance as stipulated by CLEAPSS, the RPA Reports or, any other legal body to ensure safe processes are always maintained and achieved. The Programme Team Leader must arrange the safe and correct disposal of any substances to meet regulations.

3.7 Emergency Action Plan

The College has a plan in place to manage and respond to security and other major incidents. This plan identifies different potential threats and lists the college's response to these. It also lists the Disaster Management Team and other key members of staff and external contacts. The security of our staff and students must be considered under Health & Safety Law alongside our safeguarding and legal responsibilities.

3.8 Health and Safety Law

The College is required, by law, to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. The College will display the HSE poster and issue to every new member of staff within the staff induction pack a copy of the leaflet "Health and Safety Law - What you need to know", - which sets out basic information on health and safety law in an easily understandable form. The College Health, Safety and Compliance Officer will provide advice and guidance to the senior management team on Legislative Compliance. Students are reminded through induction of the need to ensure high standards of Health and Safety are adhered to whilst in college.

3.9 Smoking and Vaping

The College has a clear 'No Smoking or Vaping' Policy anywhere on campus including within vehicles on site. Compliance is monitored by Staff and the Campus Engagement Mentor. Signage is displayed to inform staff, students and visitors that we are a smoke and vape free site. Failure to adhere may result in Formal Disciplinary Procedures for the persons(s).

3.10 Contractors

The College's duty of care to contractors is reinforced by several key pieces of legislation, including Section 3 of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. These laws set out the responsibilities of employers, including the duty to ensure that contractors and others who may be affected by the work are protected from risks to their health and safety.

All contractors must be met and managed by the Premises Team when on-site. They must sign in at Temple Reception, read then sign the Site Safety Brief prior to being issued with a Contractors Lanyard. These must be returned on leaving to sign out. Whilst on-site, contractors must adhere to the College Fire and Evacuation Procedures.

The Premises Manager must check that all contractors are suitable for work on site, have the required work equipment qualifications, pre-work documentation and that a Risk Assessment Management Plan/ Safe System of Work are provided prior to works commencing. Further that they have the required certification and experience for the tasks to be completed.

Permits to Work must be signed off by the Premises Manager and include works such as:

- Hot Works – welding, burning, cutting etc.
- Work in Confined Spaces.
- Working at Height.
- Excavations.
- Removal of Asbestos.
- Electrical.

If the works require a 'Permit to Work', the Premises Manager must control this procedure and ensure adequate safety measures are completed prior to commencing works.

3.11 Manual Handling

The Manual Handling Operations Regulations 1992, Regulation 4, identifies a clear hierarchy of control measures to use:

1. AVOID the need for hazardous manual handling 'so far as is reasonably practicable'.
2. ASSESS the risk of injury from any hazardous manual handling that cannot be avoided.
3. REDUCE the risk of injury from hazardous manual handling, 'so far as it reasonably practicable'.

The college will ensure staff and students are appropriately informed of risks and those undertaking regular manual handling operations are trained to a level appropriate to risk.

3.12 Electrical Appliances

All buildings must have an in-date Electrical Installation Condition Report (EICR) completed every 5 years with records managed by the Premises Manager.

Any portable electrical appliances that belong to the college must be tested (PAT) annually by trained members of the Premises Team. Departments should check the cables, plugs and connections of equipment are safe and without damage before use.

Work on any electrical appliances can only be completed by a suitably qualified engineer to meet the Electricity at Work Regulations 1989 and associated ACOPs. Work on live electricity is not permitted without a 'Permit to Work' being completed and all safety measures have been implemented and checked by the Premises Manager.

3.13 Working at Height

To comply with the Working at Height Regulations 2005 (WaH) adequate precautions must be

taken when persons are working above ground floor level. The correct level of training to ensure competency, must be completed by those required to operate at height, with safety checks of all access equipment (Ladders, MEWPs, Towers etc) in accordance with the WaH regulations. The Premises Manager must physically view the relevant Certification for staff or contractors to operate at height and when using specific equipment, with the required pre-use checks and risk assessments being recorded correctly.

3.14 Gas Appliances

In accordance with the Gas Safety Regulations 1998, all gas appliances must be serviced annually, and records held by the Premises Manager as evidence. Only suitably trained engineers who are Gas Registered with Certification may work on gas services in the College. Suitably trained Staff may use or supervise students in the use of gas equipment/ compressed gas cylinders in their areas.

3.15 Lone Workers

Using the hierarchy of Control, staff or students should never work alone. Especially in high-risk activities, of where there is a risk of violence, harm or accident. If it is unavoidable, the College has a 'Duty of Care' to ensure that the activities are controlled, this is achieved through a Safe Systems of Work being applied. Emergency communication systems and regular contact must be maintained to a nominated person and a Lone Working risk assessment must be in place.

3.16 Display Screen Equipment (DSE)

The college will implement measures to prevent work-related health disorders that may result from prolonged or intensive use of computer equipment.

To ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, all staff members (except those who use display screen equipment infrequently) who regularly use display screen equipment as part of their duties must complete a DSE self-assessment form.

The college will provide appropriate and sufficient equipment and work practices to minimize the risks of both acute and chronic health issues as well as offering free eye tests where appropriate.

3.17 Work Placement

College staff placing students with an employer for an apprenticeship, work placement or work experience will request employers must ensure that the following Safeguarding and Health and Safety standards are met.

- (a) Organisations and companies will be initially assessed to ensure they are suitable to facilitate any apprenticeship, work placement or work experience.

- (b) A specific risk assessment for the employment of young people has been carried out.
- (c) Students and trainees are supervised appropriately within the workplace during On-the-Job Training and at any placement appropriate to their level of competence, experience and physical ability.
- (d) All students and trainees are issued with any necessary protective clothing and equipment, by the work placement provider.
- (e) Employer Placement Providers have the relevant Health and Safety policies and procedures as required by the Health and Safety at Work Act 1974.
- (f) Safety of premises, plant, equipment and practices are managed to meet all legal requirements and steps are taken to monitor these standards on a regular basis.
- (g) Accidents are notified in accordance with the requirements of the HSE and its guidance.
- (h) Contractors, Sub-Contractors and Employer Placement Providers have insurance cover in accordance with the Employers (Compulsory Insurance) Act of 1969 and the Employers' Liability (Compulsory Insurance) Regulations 1998.
- (i) Health and Safety information and literature is issued to all students and trainees as appropriate.

College staff who monitor work placements will, as part of their visits, conduct a risk assessment and check that appropriate safeguarding and health and safety policies and procedures are in place and ensure that individual students are made aware of controls in place.

If an Employer Placement does not match the criteria and achieve the standards expected for Safeguarding and Health and Safety as required by the Health and Safety at Work Act 1974 the College will not use that Employer until these requirements are met.

3.18 Lockdown Procedures

As part of our commitment to safeguard the welfare of our staff, students, and visitors the college has a lockdown policy. On very rare occasions it may be necessary to seal off the college so that it cannot be entered from the outside. This will ensure that students, staff, and visitors are safe in situations where there is a hazard in the college grounds or outside the college in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises, for example, persons intent in causing harm near or within the college or adverse environmental conditions such as noxious fumes in the air.

The decision to lockdown will be made by the principal (or in their absence the assistant

principals/business manager) when there is deemed to be a threat to the safety of the students and staff at the college.

Lockdown practices will take place at least once a year or more in response to local need. Students will be prepared for these in tutor time. Drills will never take place without staff and students being made aware in advance.

Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

SECTION 4. MONITORING AND REVIEW

This Guidance Manual will be monitored by the Senior Management Team and any issues will be brought to the Health and Safety Committee for consideration.

An annual review of the Health and Safety Policy will be made by the Health, Safety and Compliance Officer and amendments will be submitted for approval to the Trust.

The Trust will receive an annual Health and Safety report which will enable it to review the effectiveness of the College's Health and Safety provision.