



BASSINGBOURN VILLAGE COLLEGE

HEALTH AND SAFETY POLICY

THIS POLICY WAS APPROVED:	SUMMER 2019
THIS POLICY WILL BE REVIEWED:	SUMMER 2020
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	

Statement of General Policy on Health, Safety and Welfare

Bassingbourn Village College believes that health and safety is paramount in all areas of its business activities. The Academy Trust is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

We shall ensure, so far as is reasonably practicable, the health & safety and welfare of our staff, students and any visitors to our premises, and will incorporate the Health & Safety Policies and Statutory Regulations, and in particular the Health and Safety at Work etc Act and the Management of Health and Safety at Work Regulations

The Academy Trust aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the Schools' health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health & Safety Policy rests with the Principal who will work in collaboration with staff and the recognised appointed Safety Representative to ensure compliance

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed

Prof Stephen Morris
Chair of Local Governing Board

Signed

Ms Vickey Poulter
Principal

Date 9th MAY 2019

Review Date May 2020.

Bassingbourn Village College

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Trust Board. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Director of Operations

On behalf of the Board of Trustees and CEO;

- 1.1 To ensure the full implementation of Trust wide Health & Safety policies, challenging and supporting Head teachers/Principals to ensure compliance with all relevant legislation
To drive a culture of continuous improvement in Health & Safety across the Trust
- 1.2 To develop, maintain and monitor the Anglian Learning Risk Register
To lead the development and quality assurance of the Trust disaster recovery plan and support Head teachers/Principals in the implementation and application.
 - Lead, develop and implement a quality assurance process incorporating inspections and audits, to ensure that all schools are fully compliant with the Trust's Health and Safety Policy and statutory guidelines.
 - Advise, support and train relevant personnel within schools on health and safety.
 - Develop, review and maintain a Trust-wide Operational Risk Register, informed by the outcomes of the Trust Health and Safety Quality Assurance process.

2. Local Governing Body

The Local Governing Body is responsible for Health and Safety matters and compliance with the requirements of the Health & Safety at Work Act 1974 and regulations made under the act so far is reasonably practicable. The Local Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate. The responsibility for the Health & Safety compliance has been delegated to the Local Governing Body to each academy within Anglian Learning

3. Principal

Overall responsibility for the day-to-day management of Health and Safety rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Principal will include:

- 3.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 3.2 Adequate staffing levels for safe supervision;
- 3.3 The delegated responsibility for maintenance of the premises;
- 3.4 The purchase of equipment to meet appropriate safety standards
- 3.5 The provision of appropriate protective clothing where necessary
- 3.6 The purchase and maintenance of first aid materials and firefighting appliances;
- 3.7 The funding of necessary safety training for staff;
- 3.8 The arrangements for securing health and safety assistance from a competent source
- 3.9 The provision of appropriate health and safety information to governors.

- 3.10 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy

The Principal may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety within the establishment.

The Deputy Principal is responsible for these matters if the Principal is not on site.

4. Premises Manager

The Principal will delegate to the Premises Manager, a number of duties that are linked with the overall responsibilities of the Principal. More specifically the post holder will: -

- 4.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessment are monitored and reviewed.
- 4.2 Formulate the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 4.3 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 4.4 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 4.5 Co-ordinate the statutory inspections and testing as required, ensuring all areas of the establishment and all activities are covered;
- 4.6 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 4.7 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 4.8 Oversee Health & Safety Meetings and report back to the LGB
- 4.9 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 4.10 Advise the Local Governing Board of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 4.11 Report to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 4.12 Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- 4.13 Having overall responsibility for the management and financial viability of the Sports Centre and its operations

5. Educational Visits Coordinator

The Principal will delegate to the Educational Visits Coordinator the duties as set out in the Education Visits policy More specifically the post holder will:-

- 5.1 Oversee all arrangements for educational visits and school journeys.

6. Heads of Faculty

All Heads of Faculty are responsible to the Principal (via the Premises Manager) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility

will:

- 6.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 6.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 6.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 6.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 6.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 6.6 remove from use and inform the Premises Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 6.7 ensure that adequate levels of class supervision are available at all times;
- 6.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Premises Manager
- 6.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 6.10 identify specific staff health and safety training needs and inform the Premises Manager accordingly;
- 6.11 consult with all staff on any matters which may affect their health or safety whilst at work;
Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 6.12 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 6.13 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Premises Manager.
- 6.14 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 6.15 ensure that good standards of housekeeping are maintained;
- 6.16 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

7. Staff [Including supply]

All staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Teachers/TA's/Supply staff shall:

- 7.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 7.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 7.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 7.4 know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 7.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 7.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 7.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 7.8 report any defective equipment to the Head of Faculty;
- 7.9 investigate all accidents (in conjunction with Head of Faculty, which occur through activities

- organised/supervised by the Faculty;
- 7.10 propose for consideration by their Head of Faculty any improvements, which they consider, would improve health or safety standards within the department;
- 7.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

8. Manager of Sports Centre (if applicable)

The Manager of the college sports centre has been delegated responsibility for all matters relating to the health and safety of the Sports Centre. The Manager is responsible to the Principal via the Director of Operations.

Duties include:

- 8.1 Ensure that risks assessments are undertaken for all activities and operations taking place in the Sports Centre. That control measures are implemented, and that assessment are monitored and reviewed.
- 8.2 Periodically review Sports Centre policy documents, amend as necessary and circulate any changes to appropriate staff;
- 8.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 8.6 Advise the Premises Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 8.7 Report to the Premises Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

9. Site Officer

The Site Officer is responsible to the Principal via the Premises Manager

Duties include:

- 9.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 9.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 9.3 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 9.4 ensuring that other site supervisory staff are adequately supervised;
- 9.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 9.6 ensuring that staff within the group are not involved in activities outside their limitations;
- 9.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 9.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.;
- 9.9 The Site Officer must ensure they have been made aware and are familiar with the college's Safety Policy and procedures and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (eg-storage arrangements, materials; equipment; substances; etc).
- 9.10 Under section 6 of the Health and Safety at Work Act the Site Officers are responsible for ensuring that everything received from suppliers (for direct college use), machinery, equipment, substances, etc, is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets and COSHH.)

- 9.11 The Site Officers must inform the Premises Manager whenever contractors are due to enter the college to undertake maintenance, service or works contracts.
- 9.12 Overseeing the safety and security of the school site, ensuring regular monitoring of lighting

10. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 10.1 to participate in the risk assessment process and comply with findings;
- 10.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 10.3 to report all accidents according to the procedures included in Part 3 of this document;
- 10.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 10.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 10.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 10.7 follow all relevant codes of safe working practice and local rules;
- 10.8 report any unsafe working practices to the Head of Faculty/Deputy Principal.

11. Students

All students must be encouraged to follow all safe working practices and observe All school safety rules. All students will:

- 11.1 follow all instructions issued by any member of staff in the case of an emergency;
- 11.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 11.3 inform any member of staff of any situation, which may affect their safety

Movement of students through corridors between lessons is carefully monitored by staff. Critical flow points are observed by the College School Leadership team.

12. Staff Safety Representatives

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 12.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 12.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 12.3 to make representations to the Principal via the Premises Manager on general matters affecting the health, safety and welfare of employees;
- 12.4 to carry out workplace health, safety and welfare inspections;
- 12.5 to attend any safety committee meetings;
- 12.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

13. Health and Safety Committee

The established Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Local Governing Board representative
- 11.2 Premises Manager
- 11.3 Site Officer
- 11.4 Head of Physical Education
- 11.5 Head of Creative design
- 11.6 Head of Science (or nominated representative)
- 11.7 Technicians
- 11.8 Staff Union representative
- 11.9 Assistant Site Officer
- 11.10 IT representative

N.B All high risk departments should be represented

The Health and Safety Committee will submit a copy of the termly report to the Local Governing Body for their consideration. As a minimum, the report will contain a summary of accident statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

14 Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 714768
Fax: 01223 475932

Arrangements & Procedures for Health, Safety and Welfare

All of the below are a requirement and personalised to each school

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook. This procedure must be brought to the attention of Heads of Faculty:

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure. This is shown in full as Appendix 2.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be recorded. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later, outcomes should be clearly recorded.
- The Premises Manager must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Premises Manager must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Learning Together Portal

2. Asbestos

The Premises Manager will be responsible for Asbestos, location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials. A copy of the current Asbestos report is to be kept with the contractors signing in book.

Any asbestos that is likely to be disturbed or removed is to be done using approved Licensed Contractors in accordance with the Asbestos at Work Regulations

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

3. Contractors

The Site Officer shall be responsible for making arrangements of the induction of contractors to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, signing in on 5Cs system

4. Curriculum Safety [including Extended School/study support]

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health & safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"]

5. Drugs & Medications

Please refer to College Medication Policy

6. Electrical Equipment [fixed & portable]

Fixed Electrical Inspection takes place every five years or over a rolling programme.

The procedure to be adopted is as a means of satisfying the Electricity at Work Regulations - and the IET Code of practice

Portable Equipment – will be tested as per Risk Assessment.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Site Officer is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located with

- a. Each member of the College/School Leadership Team
- b. Premises Manager
- c. Site Officer
- d. Principal's PA

8. First Aid

Please refer to staff handbook and First Aid Policy

The Principal or Premises Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

9. Medication Policy

Please refer to College Medication Policy

10. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard as per Regulation 14

11. Hazardous Substances

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

It is a requirement under the Management of Health and Safety at Work Regulations to carry out risk assessments with other chemicals and all operations involving mechanical and electrical hazards. Heads of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.

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

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

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

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

12. Health and Safety Advice

Health & Safety Adviser,

Cambridgeshire County Council Joanne Flanagan 01223 714768 / 07467330576

13. Housekeeping, cleaning & waste disposal

The Premises Manager is responsible for day to day cleaning as per specification for each area. Specialist areas to be deep cleaned at regular intervals as specified.

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

14. Handling & Lifting

Comply with 'The Manual Handling Operations Regulations 1992, amended in 2002 ('the Regulations')

Consider the risks from manual handling to the health and safety of your employees. Risk assessments to be in place for all handling and lifting.

15. Jewellery

Please refer to school policy

16. Lettings/shared use of premises

As per Lettings Policy, Terms and Conditions

17. Lone Working

Duty holders to decide what they need to do to comply with their legal duties towards lone workers under:

- the Health and Safety at Work etc Act 1974; and
- the Management of Health and Safety at Work Regulations 1999.

Involve staff or their representatives when undertaking the required risk assessment process;

Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);

Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;

When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and

Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

18. Maintenance / Inspection of Equipment

Details and records of all Inspections and Testing are held with the Premises Manager. All inspections and testing to take place within statutory guidelines.

19. Monitoring the Policy

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

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

20. Personal Protective Equipment (PPE)

PPE to be provided free of charge where risk assessment determines to be necessary

21. Plant & Machinery

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

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

The Head of Faculty /Facility will be responsible for carrying out periodical checks within- his/her department, using the text, checklists and information as provided in the Health and Safety Manual.

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

Heads of Faculties will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

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

22. Reporting Defects

Defects should be reported through the Every System which then to the Site Officer and team who will arrange any remedial works

23. Signage

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

24. School Trips/ Off-Site Activities

Procedures for field trips and extra-curricular activities are as outlined in the Staff Handbook and Schools Trips Policy. Where applicable, reference should also be made to the "Educational Visits & Journeys Manual".

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

25. School Transport

Arranged through Cambridgeshire County Council and they maintain the responsibility for Health and Safety related to this.

26. Smoking

The entire site of each school is a No Smoking Area

27. Staff Consultation

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

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

28. Staff Health & Safety Training and Development

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

Training for risk assessments will be undertaken.

29. Staff Well-being / Stress

Please refer to Stress Management Policy

30. Extended School

Please refer to Extended Schools Policy

31. Swimming Pool Operating Procedures (Where applicable)

Refer to Normal Operating procedure and Emergency Action Plan, Pool Specific Operating Plan

32. Use of VDU's / Display Screens

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, staff to minimise risk and analyse workstations should complete A Display screen equipment risk assessment. A DSE user is identified as someone who uses a computer for a significant period of time i.e. 1 hour a day.

33. Vehicles on Site

Vehicles are only permitted to park in designated parking bays.

Bus Bays are solely for use of school buses during the hours of 8.30 -9.30 and 2.30pm- 3.30pm.

34. Violence to Staff / School Security

All visitors and contractors are to report and sign in on arrival.

All staff are required to wear College identity badges on site.

As part of staff induction, they are required to undertake child protection training and how to deal with intervention of physical violence.

35. Working at Height

Staff needing to work at height are required to undertake a recognised Ladder Certificate. Ladders to be checked and recorded on a monthly basis. Ladders not in use, they are to be secured as current regulations state.

Risk assessments to be completed. Pupils are not allowed to use Ladders on site under any circumstances.

Contractors are required to provide their own ladders unless arranged in advance with the Site Officer and sufficient evidence of competency has been provided

36. Work Experience

The Head of Year 10, Work Experience Co-ordinator and Careers Co-ordinator are directed to the Health and Safety handbook and will follow the guidance as provided on placement and inspection procedures.

37. Violence and aggression behaviour

Please refer to Prevention and Management of Abuse towards staff policy

Appendix 1 Guidance from County Council for reporting incidents

Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days).

For further information, please see the following link <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Physical violence to members of staff

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

How do you decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);

- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.