

HEALTH & SAFETY POLICY

PRIMARY PERSONS RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)
CHRIS MASON (Health & Safety Officer)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

HEALTH & SAFETY POLICY

The college's management team is committed to ensuring the Health & Safety of our staff and students and anyone affected by our business activities, and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace.

In particular we are committed to maintaining safe and healthy working conditions through control of the Health & Safety risks arising from our work activities.

In accordance with our Health & Safety duties, we are responsible for:

- (a) Assessing risks to Health & Safety and identifying ways to overcome them.
- (b) Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- (c) Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- (d) Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- (e) Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.

- (f) Regularly monitoring and reviewing the management of Health and Safety at work, making any necessary changes and bringing those to the attention of all staff.

The Board has overall responsibility for Health & Safety and the operation of this policy. The Board has appointed Chris Mason as the designated Health & Safety Officer with day-to-day responsibility for Health & Safety matters.

However, all staff must recognise that all members of the college share responsibility for achieving healthy and safe working conditions. You must consider the Health and Safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

By managing risk we enable students and staff alike to undertake activities safely and in a controlled environment.

Standards of Workplace Behaviour

You must co-operate with the designated Health & Safety Officer, Principals and safety officers (e.g. lab technician) on Health & Safety matters and comply with any Health & Safety instructions.

You must take reasonable care of your own Health & Safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment, including safety equipment and protective clothing.

Any Health & Safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the designated Health & Safety Officer or to a front office administrator.

You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

Information and Consultation

We are committed to providing information, instruction and supervision on Health & Safety matters to all staff as well as consulting with them regarding arrangements for Health & Safety management.

Equipment

All staff must use equipment in accordance with operating instructions, instructions given by managers and that gleaned from relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the designated Health & Safety Officer.

Employees must ensure that Health & Safety equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so.

Accidents and First Aid

Any accident at work involving personal injury should be reported to the designated Health & Safety Officer so that details can be recorded in the Accident Book. All staff must cooperate with any resulting investigation.

Details of first aid facilities and trained first aiders are displayed on notice boards around the building and are available from the designated Health & Safety Officer.

If you suffer an accident at work you (or someone on your behalf) must report the details to the designated Health and Safety Officer or to a front office administrator as soon as possible. All accidents should be reported, however trivial.

National Health Alerts

In the event of an epidemic or pandemic alert all members of the college will be provided with instructions on steps to be taken by senior management, in accordance with official guidance, to reduce the risk of infection at work as far as possible.

It is important for the Health & Safety of all college members that you comply with instructions issued in these circumstances.

Emergency Evacuation and Fire Precautions

You should familiarise yourself with the instructions about what to do in the event of a fire as displayed on notice boards and available from the designated Health & Safety Officer. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them.

You should notify the designated Health & Safety Officer or a front office administrator as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call the front office and report the location of the fire.

On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

Risk assessments, DSE, working from height and manual handling

General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Senior managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

Risk assessments and risk management are means to enable students and staff alike to undertake activities safely, and are not in place to prevent activities from taking place.

If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the designated Health and Safety Officer. Information on the use of display screen equipment can also be obtained from the designated Health and Safety Officer.

Information on the regulation of working from height and manual handling can be obtained from the designated Health and Safety Officer.

College Trips

There are some activities which may take place away from the college premises and in which there may be higher than usual levels of risk. A generic risk assessment for trips has been undertaken for regular activities however, if required, a short form risk assessment is available should any additional risks pertinent to that particular activity be identified.

For further information please see the Trip Policy document.

Our Legal Obligations

As an employer we have a legal responsibility to protect the Health & Safety of our staff and other people – our students and visitors – who are using the building:

We are guided on Health and Safety matters by the Health and Safety Executive.

Further details of this guidance can be found at [HSE - Leading health and safety at work](#).

Additionally, guidance can also be found at: [New Dfe Guidance 2014 Health and Safety Dfe Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies](#).

Furthermore, the college has engaged the consultancy firm *The AP Partnership* to annually review and advise on college Health & Safety matters.

Insurance

As an employer we are required to have insurance – Employers Liability and Public Liability. Our insurers - Aviva - periodically inspect our premises. A copy of our insurance certificate is displayed in the staff room and is available upon request, from the Office Manager.

Responsibilities for Health and Safety

The College Principals retain overall responsibility for Health & Safety in the college. The day to day responsibility for ensuring the implementation of the policy is delegated to the Health & Safety Officer, Chris Mason, who is also the Office Manager. However, all decisions taken by the Principals in a health & safety context, are binding college rules, and serious sanctions will be taken against individuals who break these rules.

Returning staff are reminded at their Staff Induction of the current Health & Safety procedures in the College and in particular to matters relating to fires and accidents. Students are briefed on Health & Safety rules in their annual induction at the beginning of the academic year. New joiners are informed as a key part of their individual induction, usually with the college’s Information Officer.

Specific areas of responsibility are as follows:

Employee	Position	Responsibility
James Eytel and Beverley Mellon	Directors and Principals	Overall
Chris Mason	Office Manager and Health & Safety Officer	Premises and college equipment First Aid at Work
Kerry O’Sullivan	Lab Technician & Fire Safety Officer	Fire Safety and Laboratories First Aid at Work

Termly meetings are scheduled between the Health and Safety Officer and Fire Safety Officer.

Workplace safety for teachers, students and visitors

The college premises are monitored by internal and external CCTV cameras and the front door is locked from 5pm until closure at 6.30pm. The Front Office is manned until college closure and entry is then gained by using the doorbell. During the course of the day the Front Office staff monitor access to the building, however all staff are expected to notify the front office if they are unsure of any visitor's identity.

Contractors and outside maintenance personnel

Contractors are expected to ensure that their working practices conform to the current health and safety legislation. Appointed contractors may be asked to provide copies of their relevant insurance liability and risk documents prior to the commencement of their contract. In addition to this, contractors may also be asked to provide evidence of recent appliance testing.

Monitoring

Spot checks will randomly be carried out to ensure that safe working conditions are in place and that safe working practices are being followed.

The College Principals and the designated Health & Safety Officer are responsible for investigating accidents.

The designated Health & Safety Officer is responsible for investigating work-related causes of sickness absences and acting on that investigation to prevent reoccurrence.