



## Health and Safety Policy

### Review Information

<b>Date of last review</b>	July 2018
<b>Date of next review</b>	July 2019
<b>Staff member responsible</b>	Principal
<b>Date for policy to be submitted to SLT meeting for approval:</b>	June 2018
<b>Date for the policy to be submitted to the Full Governing Body</b>	July 2018
<b>Date of policy approval</b>	5 July 2018

### Mission Statement

St John Rigby College is a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. In becoming an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will provide a unique and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Provide the highest standards of teaching and learning
- All show a commitment to our work and the Christian values of the College
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements

## **Policy Statement of Intent**

St John Rigby College is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by their undertakings. Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

St John Rigby College recognises its duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations. The College will comply with the above legislation and accepts its responsibilities for the Health, Safety, and Welfare at work of all its employees.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the College.

We are committed to:

### Planning

- Assessing and controlling risks from curriculum and non-curriculum work activities through risk assessment
- Providing a safe and healthy working and learning environment
- Providing effective information, instruction and training
- Ensuring adequate welfare facilities
- Ensuring adequate resources are made available for health and safety issues
- Ensuring the College's Health and Safety Plan is used to manage the Health and Safety process

### Performance

- Recording accidents and work related ill health
- Setting targets and objectives to develop a culture of continuous improvement
- Promoting and monitoring a positive health and safety culture through communication and consultation with employees, students and their representatives on health and safety matters
- Ensuring safe working methods (for staff and contractors) and providing safe equipment for staff as well as appropriate Personal Protective Equipment

### Assessment

- Ensuring annual Health, Safety and Fire audits by external consultants
- Ensuring annual classroom and office inspections
- Maintaining and recording inspection and servicing of equipment and systems
- Monitoring and reviewing systems to make sure they are effective

### Improvement

- Review audits and inspections, taking actions on recommendations in a timely manner
- Reviewing accident records to determine the underlying cause of the incident and taking action to prevent reoccurrence
- Working on a daily basis to rectify any issues as they occur

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

## **St John Rigby College**

Signed: ..... Date: .....

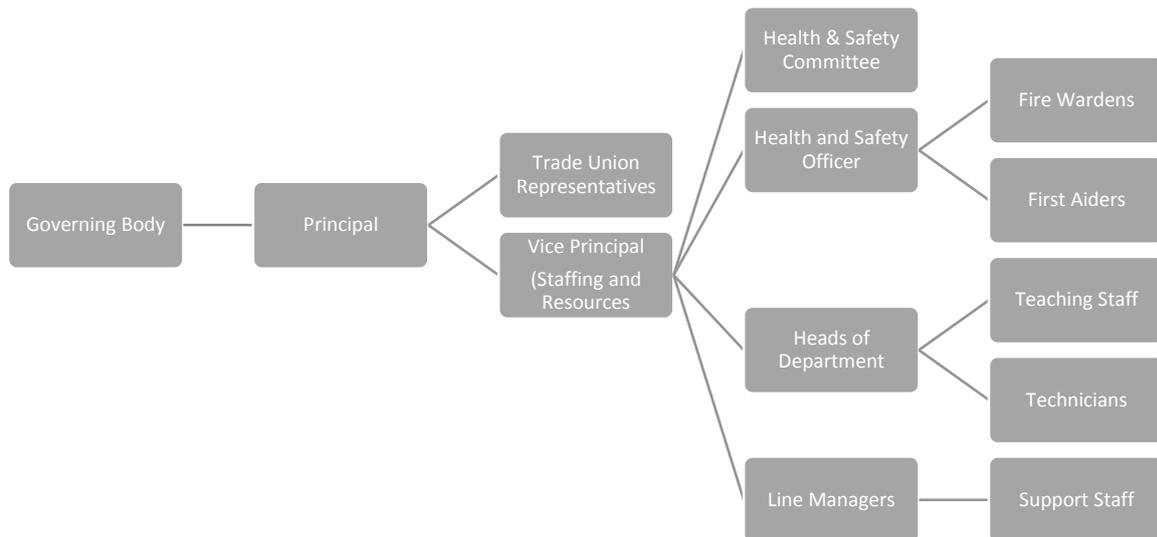
**Chair of Governors**

## Organisation of Health and Safety

Overall responsibility for Health and Safety in College is that of the St John Rigby College Governing Body.

The day-to-day responsibility for ensuring this policy is implemented is delegated to the College Principal.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.



To comply with the Governing Body Statement of Intent the College's staff and students have had responsibilities assigned to each level as follows:

### Governing Body

The Governing Body have responsibility to ensure:

- A clear written policy statement is developed that promotes the correct attitude/behaviours to support a positive safety culture within the College.
- That responsibilities for health, safety and welfare are allocated to individuals and that they are informed of these responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Procedures are developed that comply with legislative requirements, identify the hazards and assess the risk that staff and students may be exposed to.
- Suitable measures to control risks are implemented.
- Allocation of suitable resources to develop and implement safe systems of work.
- Health and safety performance of the College is monitored.
- The Health and Safety Policy and performance is reviewed annually.

### Principal

The Principal is responsible for the day-to-day management of the College and shall be responsible for:

- Showing commitment to the Governing Body's Statement of Intent.
- Promoting and implementing the Health and Safety Policy.
- Line managing the Vice Principal (Staffing and Resources) and supporting them in the discharge of their duties.
- Ensuring that the Policy is communicated to all relevant persons.

- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensuring appropriate consultation arrangements are in place for staff, students and their Trades Union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- Reporting on health and safety matters to the Governing Body
- Ensuring that the Code of Practice for educational trips and visits is followed

#### **Vice Principal (Staffing and Resources)**

- Ensuring the Health and Safety Policy is implemented.
- Ensuring that emergency procedures are in place and are tested on a regular basis.
- Chairing the College's Health and Safety Committee and ensuring minutes are submitted to SLT four times per academic year.
- Line managing the Central Services Manager and supporting them in the discharge of their duties.
- Liaising with the Finance Manager to ensure that a current Fire Risk Assessment is in place and that adequate evacuation procedures are in place.
- Liaising with the Finance Manager to ensure that a current Health and Safety Audit is in place.

#### **Central Services Manager (Health & Safety Officer)**

As the internal advisor to the College, the Health & Safety Officer is not responsible for health and safety or its implementation; that is the role of line managers, however the Health & Safety Officer is responsible for supporting the Principal and the Vice Principal (Staffing and Resources) in the implementation of the Policy and shall be responsible for:

- Assisting and advising the College to help provide a safe environment for staff, students, contractors and visitors to the College.
- Assisting the College to enable it to ensure compliance with Health and Safety regulations and maintaining records, carrying out inspections and risk assessments and assisting with the writing of policies relating to health and safety, fire, legionella, asbestos, working at height, servicing and maintenance of equipment, and other areas as required.
- Ensuring safe systems of work are in place to protect staff, students and others affected by their actions.
- Acting as the first point of contact for all College health and safety issues and provide suitable resources where appropriate, including Personal Protective Equipment.
- Working with curriculum and support department managers to ensure there are suitable arrangements in place for the identification of hazards and the completion of risk assessments.
- Working with other department managers as required to ensure the health and safety of students, staff and visitors during on site events, i.e. marketing events or performances.
- Monitoring Health and Safety performance and writing health and safety reports for the Principal, SLT and Governors relating to all aspects of health and safety, including accident and incident reports, e-Safety, first aid and training issues.

#### Within the role of Premises Manager:

- Ensuring the maintenance of the premises occupied by the College.
- Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and College Policy
- Ensuring contractors are compliant with the College Site/Health and Safety Rules and procedures.

#### Regarding Fire Procedures:

- Ensuring the adequate provision of appropriately trained staff to support emergency evacuation (Fire Marshalls).
- Ensuring the completion of Personal Emergency Evacuation Plans (PEEPs) for staff, students and visitors, liaising with and advising the Learning Support Department as required.

#### Regarding First Aid Procedures and Accidents:

- Acting as the Appointed Person for First Aid and ensuring adequate numbers of First Aiders and first aid stock.
- Ensuring the adequate provision of appropriately trained staff to support First Aid for staff, students and visitors.
- Ensuring a record is kept of all first aid treatments.
- Ensuring that accidents are investigated and that remedial action is completed.
- Reporting all RIDDOR reportable accidents to the HSE

#### Regarding training and promotion of Health and Safety:

- Providing annual updates to all staff on cross college Health and Safety issues.
- Producing and delivering the new staff Health and Safety induction.
- Producing the new student Health and Safety Induction presentations for the start of the academic year
- Supporting curriculum and support managers to enable them to ensure that their staff are provided with adequate information, instruction and training on health and safety issues.
- Liaising with Senior Tutors to ensure that appropriate communications are made through tutorials and that learner safety is promoted

#### **Heads of Departments and Support Staff Line Managers**

Heads of Department and Support Staff Line Managers have responsibility for:

- Ensuring that all staff under their control are familiar with the Health and Safety Policy and procedures.
- Ensuring that health and safety risk assessments are completed for their departments (including those for trips and visits).
- Ensuring regular inspections are carried out so that equipment, furniture and activities are safe and without risks to health.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensuring accidents and incidents are reported immediately using the correct procedures and that such accidents and incidents that occur within their area of responsibility are investigated.

#### **Teachers**

Classroom staff and teachers are responsible for:

- Exercising effective supervision of their students.
- Ensuring that students are aware of the procedures for fire, first aid and other emergencies.
- Following the health and safety procedures to be adopted in their own teaching areas and ensuring that they are applied.
- Giving clear health and safety instructions and warnings to students when necessary.
- Ensuring the use of protective clothing and guards where applicable.
- Integrating all relevant aspects of safety into the teaching process and, where necessary, give additional lessons on Health and Safety.
- Reporting all accidents, near misses/dangerous occurrences and defects in accordance with College procedures
- Identifying and reporting risks or hazards within their area of work and, where appropriate, completing a risk assessment (support for which will be available upon request).

#### **All Staff**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions and are responsible for:

- Complying with the College's Health and Safety Policy and procedures at all times.
- Co-operating with the College's management in complying with relevant health and safety law.

- Using all work equipment and substances in accordance with instruction, training and information received.
- Reporting to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Reporting all incidents in line with current incident reporting procedure.
- Informing their Line Manager of what they consider to be shortcomings in the College's health and safety arrangements.
- Encouraging good standards of housekeeping and cleanliness.
- Reporting all accidents, near misses/dangerous occurrences and defects in accordance with College procedures
- Identifying and reporting risks or hazards within their area of work and, where appropriate, completing a risk assessment (support for which will be available upon request from the Central Services Manager).

### **Contractors**

Contractors are responsible for:

- Adhering to St John Rigby College's policies and procedures
- Following St John Rigby College's Site/Health & Safety Rules at all times.
- Completing the College's Contractors' Skills, Knowledge, Experience and Training survey
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Liaising with the Health and Safety Officer before work is commenced.
- Arranging site specific or College required inductions prior to works commencing
- Ensuring their staff have Enhanced DBS clearance prior to carrying out work
- Ensuring that any equipment used on College premises is in safe working condition and has up to date PAT testing.
- Reporting defects or health and safety issues to the Health and Safety Officer immediately.
- Reporting accidents on College premises to the Health and Safety Officer.

### **Health and Safety Committee**

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977.

The functions of the Committee are to consider:

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees,
- assist in the development and review of health and safety related policies and procedures

### **Students**

All students are expected to:

- Understand their responsibilities within the Health and Safety Policy.
- Exercise their responsibility for the health and safety of themselves and others.
- Report all accidents /incidents to staff immediately.
- Observe all health and safety rules of the College and in particular the instructions of staff given in an emergency.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Visitors**

All visitors are expected to:

- Sign in to College on arrival.
- Adhere to the College's Health & Safety rules whilst on site.
- Follow instructions given to them by their hosts whilst on site.
- Report defects or health and safety issues to the Health and Safety Officer immediately.
- Report accidents on College premises to the Health and Safety Officer.

## **Arrangements**

1. Procedures for risk assessment
2. Consultation with employees
3. Safe plant and equipment
4. Electrical equipment (maintenance and testing)
5. Training procedure and arrangements
6. Control of exposure to specific hazards
7. Accident, first aid and work related ill health
8. Monitoring
9. Emergency procedures
10. Contractors and visitors to college premises
11. Premises management
12. Educational visits / extra-curricular activities / work placements
13. Vehicles
14. Security
15. Occupational health services and stress
16. External groups / activities
17. Evening and weekend sports users
18. Health and Safety in the curriculum
19. Work station safety and display screen usage
20. Catering and food hygiene procedures
21. Waste disposal
22. Smoking arrangements
23. Policy and procedure

## **1. Procedures for risk assessment**

Risk assessments should be carried out by staff with responsibility for the organisation and implementation of such works and activities. Health and safety and risk assessments should be considered at the planning stage of any work/activity to allow sufficient time and resources to implement suitable controls.

Suitable and sufficient risk assessments will be written and adhered to by personnel carrying out the works along with control measures. All staff carrying out the works/activity will have the opportunity to comment on the risk assessment's suitability and the effectiveness of controls.

Selection of control measures will follow the hierarchy of control and the possibility of elimination of the risk in the first instance will always be the preferred option (if this is reasonably practicable to achieve).

Hierarchy of Control Measures:

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment

The responsible person (relevant manager) in overall control of the activity/works will ensure that effective systems are in place to ensure that the control measures are followed and implemented. They will also ensure that risk assessments are reviewed periodically or at other times thought necessary.

## **2. Consultation with employees**

St John Rigby College recognises that a positive approach to health and safety consultation can add value to the organisation.

The College offers an open door policy in relation to health and safety management and actively encourages employee and student contributions.

The Health and Safety Committee is a primary way of consulting with employees and the College places these meetings in high regard. The Governing Body recognises that effective resolution to health and safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet four times per annum and minutes will be taken and will be considered at the following Senior Leadership Team meeting. The committee is made up of curriculum staff, support staff, technicians and a student representative from the Student Council.

Health and Safety Committee meeting minutes will be made available to all employees and students and copies of minutes will be displayed on the Staff Information System (SIS) and Staff Notice Board.

## **3. Safe plant and equipment**

The Governing Body recognises that all plant and equipment which is provided by the College (and used within the College) must be, so far as is reasonably practicable, safe and without risks to health.

The Governing Body will ensure that resources are in place to provide suitable work equipment and maintain such equipment in accordance with manufacturer's instructions.

Personnel who are required to use plant and equipment will be provided with suitable and sufficient training to use and visually inspect prior to use.

Risk assessments will be carried out for equipment with significant risks.

Records of plant and equipment servicing and maintenance will be retained by the Central Services Manager.

#### **4. Electrical equipment (maintenance and testing)**

The Governing Body recognises that all electrical equipment which is provided by the College (and used within the College) must be, so far as is reasonably practicable, safe and without risks to health.

Fixed wire testing will be carried out every 5 years.

PAT testing of all electrical equipment will be carried out annually and the Premises team will carry out ad hoc PAT testing as required.

Faulty equipment will be removed from use until repaired or replaced.

No unauthorised electrical equipment is to be used on College premises. New equipment will be reported to the Premises Team so that it can be visually inspected and recorded before being included in the next PAT test.

All electrical work is contracted out to a qualified electrical contractor.

#### **5. Training procedure and arrangements**

The Governing Body recognises that staff need to be trained, instructed and supervised to ensure they can carry out their work safely.

Training needs for all personnel will be assessed and appropriate training will be arranged relevant to their job role.

All training will be recorded and records will be kept up-to-date. Health and Safety training records are maintained by the HR Department with the assistance of the Health and Safety Officer.

All newly appointed staff - including supply and other staff – and students will be informed of the College's Health and Safety Policy and procedures during induction.

Health and safety information will be brought to the attention of staff by the Central Services Manager, their Head of Department or Support Manager as appropriate. Information will also be shared via the College Intranet, weekly briefing and staff notice boards.

A copy of the Health and Safety Policy and other supporting documentation will be maintained and be available to staff via the Staff Information System.

A Health and Safety Law poster is displayed in reception, in the staff room (A008) and in the refectory.

Health and safety advice is available from the College Health and Safety Officer, Heads of Department and Support Managers.

Supervision of young workers/trainees will be arranged/undertaken and monitored by a responsible person. A risk assessment will be carried out for all personnel under the age of 18.

Job specific instruction and supervision will be provided or arranged by the relevant Head of Department or Line Manager.

## 6. Control of exposure to specific hazards

### Manual Handling

The Governing Body recognises that manual handling by College personnel and students may pose a significant risk of injury.

Manual handling activities will be risk assessed in accordance the College's risk assessment procedure. Manual handling activities will be avoided wherever possible and suitable training and equipment will be provided.

Manual handling activities will take into account the task, the individual, the load and the environment.

If manual handling is a significant part of the role of a member of staff then formal training will be provided.

### Radiation

The College holds a small amount of sealed radio-active sources for scientific purposes. The sources are kept in individual lead containers and are locked in a secure container within a locked cupboard away from any offices or teaching areas. The cupboard is clearly indicated as a storage site for this matter and the fire services are aware of the contents and the location. The college retains a Radiation Protection Adviser (RPA) and has a Physics teacher who is trained as the Radiation Protection Supervisor (RPS). A yearly inspection is performed on each source, by the RPS, in accordance with the training provided by the RPA, who performs additional inspections on a five-year cycle. Results are recorded by the Central Services Manager.

### Hazardous Substances

It is the responsibility of HoDs and Line Managers to ensure that hazardous substances are assessed and that the necessary controls have been implemented. All hazardous substances which are brought into use within the College must be accompanied by a Material Safety Data Sheet (MSDS).

The checklist below identifies key actions involved in controlling the health and safety risks arising from the use of substances hazardous to health.

1. Identify all hazardous substances
2. Prevent exposure to hazardous substances
3. If not possible, complete a risk assessment
4. Identify and implement controls within the risk assessment
5. Inform individuals who use, or may be exposed to hazardous substances with adequate information, instruction and training
6. Monitoring or complete health surveillance if required.
7. Ensure all substances are stored correctly and those that are no longer used are disposed of properly
8. Regularly review the risk assessments

### Noise and Vibration

The College does not carry out extensive works that create noise and/or vibration risks, however the Premises team periodically use a tractor, ride on mower and power tools to help maintain the College premises and the Cleaning team use floor strippers and buffers during the annual deep clean.

Risk assessments for these activities are carried out and the recommended controls implemented including, but not limited to, the provision of Personal Protective Equipment.

### Working at Height

All work at height activities are risk assessed and recorded prior to being undertaken.

Staff whose roles require regular ladder use are trained on ladder awareness and contractors are required to complete a permit to work and risk assessment as well as provide a safe system of work prior to the start of the work.

### Use of Personal Protective Equipment (PPE)

Staff are provided with PPE as required or identified by risk assessment.

The line manager responsible for the risk assessment will:

- Ensure PPE is appropriate to control the risk
- Ensure PPE is available and issued to those who require its use
- Keep a record of all PPE issued
- Ensure adequate storage is available for the PPE
- Ensure staff are aware of the reason for the issue of the PPE
- If training is required ensure it is given

Staff are aware that not using their PPE may result in disciplinary procedures.

## **7. Accident, first aid and work related ill health**

It is the responsibility of Heads of Departments, Line Managers and staff with management responsibility for a service, to ensure that this policy is implemented in all premises for which they have overall responsibility.

The provision of first aid staff and equipment in the workplace is based on a risk assessment that takes into account the nature of the activities and the number of people using the premises.

The First Aiders and/or appointed persons are clearly identified on a list located at reception and can be found on the Staff Intranet and Staff Notice Board. There are two first aid points located at the reception and the Open Learning Centre (OLC) for 'walking wounded', however reception is contacted if a First Aider is required to attend an incident.

All First Aiders have a first aid kit and supplies are located in the first aid room. There are three defibrillators located in the reception, the Open Learning Centre and the gym. There are signs throughout College directing students, staff and visitors to their nearest first aider and defibrillator.

All accidents are to be recorded in the accident book.

The responsible person for health and safety (Health and Safety Officer) will notify the Health and Safety Executive via a F2508 form of serious accidents, ill health or dangerous occurrences as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All serious accidents/incidents will be investigated in accordance with the Accident and Near Miss Policy, in order to prevent a recurrence of the accident/incident.

Serious accidents as defined under RIDDOR will be reported to the College Health and Safety Committee.

A report on health and safety will be presented to the Governing Body, termly through the Principal's Report.

A Health and Safety Officer has responsibility for co-ordinating first aid across the College.

## **8. Monitoring**

### Measuring Performance

Measuring performance has become a standard mechanism across all our organisation's disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and report on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with line management.

Documented premises inspections will be carried out on a minimum of a termly basis.

The Health and Safety Officer will report to each Health and Safety Committee meeting the accident and near miss reports, First Aid reports and Fire report, identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Where necessary remedial actions and interventions will be required in order that we may learn from our experience, enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

### Auditing and Reviewing Performance

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members maybe requested to carry out health and safety performance reviews.

## **9. Emergency procedures**

### Fire

The Governing Body will ensure that suitable resources are provided to ensure that Fire Safety is a priority within all College buildings.

Fire evacuation procedures will be tested three times per academic year and records will be maintained.

The Governing Body is committed to providing suitable and sufficient information, instruction and training to all staff, visitors and students relating to fire safety. Formal induction training will be given and this will include fire safety as a key point.

All members of staff are Fire Wardens and have a responsibility to ensure that the room they are in is evacuated during a fire alarm or drill. For example a teacher is responsible for the students in their classroom.

Fire Marshalls are nominated individuals who are responsible for sweeping a specific area of College during a fire alarm or drill.

Suitably qualified Fire Marshalls and competent people are appointed to take charge in case of an emergency fire evacuation.

Fire Wardens and other competent people will support the evacuation of the building in an emergency situation. Support will also be given to individuals with additional needs and formal personalised plans will be developed.

A fire log book will be maintained for all College buildings and this will include records of inspection of fire exits, fire alarms, emergency lighting and fire extinguishers. The Fire Log Book will include a plan of the building and will identify call points, exits and extinguishers. Records will also be maintained in relation to evacuation of buildings and any near misses, potential fires and actual fires.

#### Disaster Management

The College's Disaster Management Policy outlines the procedure undertaken in the event of a major event that causes the closure, or partial closure of the College. The document addresses relocation, continuation of teaching and learning, continuation of examinations, media response as well as student and staff welfare.

This policy is updated annually and is available on the Staff Information System.

#### Bomb Threat Procedure

The College's Bomb Threat Procedure outlines the actions to be taken in the event of a member of staff receiving a bomb threat, covering both evacuation and invacuation procedures

The procedure is updated annually and is available on the Staff Information System.

#### Lockdown Policy

The College's Lockdown Policy outlines the actions to be taken in the event of an intruder entering the College site.

The policy is updated annually and is available on the Staff Information System.

#### Gas Leak (External Airborne Pollution Event) Policy

The College's Gas Leak Policy outlines the actions to be taken in the event of an external gas leak or other airborne pollution event.

The policy is updated annually and is available on the Staff Information System.

#### Adverse Weather Procedure

The College's Adverse Weather Procedure outlines the actions to be taken in the event of adverse weather that closes, or threatens to close, the College.

The procedure is updated annually and is available on the Staff Information System.

#### College Closure Procedure

The College Closure procedure outlines the procedure for making the decision as to whether the College should be closed due to either adverse weather or a utility failure.

The procedure is updated annually and is available on the Staff Information System.

## 10. Contractors and visitors to college premises

Visitors and other persons who may be affected by College activities include:

- invited guests and visitors to the College
- volunteers and students who may assist with teaching;
- parents and customers to events such as performances;
- users of College property out of College hours such as an aerobics class or a football club;
- bus drivers or other persons encountered on an external trip or holiday;
- contractors at the College (other than their own work activity, which they themselves are responsible for);
- grounds maintenance staff, advisers, refuse collection operatives, etc.;
- deliverers of goods, meter readers, etc.;
- trespassers.

Visitors

On entering the premises visitors must go to the reception and sign in the visitors' book.

- Visitors will be issued with a visitors' badge which is to be worn for the duration of the visit. Visitors will be met at reception and accompanied during their visit.
- On departure, visitors and contractors must sign-out of the visitors' book.

The Governing Body recognises their legal duties under the Occupiers Liability Act 1957 and the Occupiers Liability Act 1984 and accepts that they have responsibilities relating to unauthorised visitors such as trespassers. The Principal will ensure that adequate resources are in place for the security of all premises and an external contractor has been sourced to respond to College security issues. All buildings will, so far as is reasonably practicable, be secured and maintained so as not to pose un-necessary risk to unauthorised visitors.

### Contractors

All contractors are required to attend a pre-start meeting with the relevant personnel, in order for health and safety rules/information to be communicated.

- Before work commences all contractors are required to confirm (via signature) that they will adhere to the College's site, and health and safety rules, and submit a signed and dated risk assessment and method statement.
- All contractors are required to sign in and wear a visitors' badge.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.
- Contractors must develop suitable controls to lower risks so far as is reasonable practicable.
- Under no circumstances will contractors be allowed to use equipment belonging to the College.
- Contractors carrying out work during term time will be required to hold Enhanced DBS certificates.

## 11. Premises management

### Asbestos Management

Due to the age of St John Rigby College buildings, asbestos is presumed to be within the buildings. The Governing Body will ensure that an asbestos survey is in place on all buildings. The asbestos survey in place is a management of premises survey (previously type 2 survey). In the event that construction works or refurbishment works is to take place a full refurbishment/demolition survey (previously type 3 survey) will be carried out.

The Central Services Manager will ensure that surveys are up to date and that contractors sign in and out of the asbestos log book. A separate asbestos management procedure supports this policy.

### Legionella Control and Water Hygiene Management

The Governing Body is committed to ensuring safety within all College premises and recognizes that Legionella can be a significant hazard within their premises. The Central Services Manager is responsible for appointing a competent contractor to manage the legionella risk within the College buildings and carry out the risk assessment and inspections. This documentation is held by the Central Services Manager.

### Health, Safety and Welfare Arrangements

The Governing Body is committed to a safe place of work for staff, students and visitors and will ensure that suitable facilities are in place at all times. Welfare facilities provided by the College include:

- Suitable sanitary provision including easy access bathrooms
- Rest room with tables, chairs and eating facilities
- Fresh drinking water
- Hot and Cold running water

### Raising and Resolution of Health, Safety and Welfare Concerns

Any employee who has a health, safety or welfare concern must always first raise the issue with their line manager who must investigate as appropriate and determine the course of action to be taken. The employee also has the right to bring the matter to the attention of their Trade Union Safety Representative for guidance and support.

If issues cannot be readily resolved at local level, or if additional guidance is needed, the line manager may call upon the Vice Principal (Staffing and Resources) or the Health and Safety Officer for advice and support. Unresolved matters must be referred to the Principal who will determine the appropriate course of action to suit the circumstances.

St John Rigby College is committed to continuous improvement in health, safety and welfare performance across the College although it should be recognised that on occasion issues may take some time to reach a resolution.

Personnel must give each different level of management the opportunity to resolve issues in a constructive and collaborative manner.

## **12. Educational visits / extra-curricular activities / work placement**

### Educational Visits

The Principal is responsible for ensuring that the Education Trips and Visits Code of Practice are followed.

The Educational Visits Co-ordinator for the College is the Vice Principal (Staffing and Resources).

Educational visits must be authorised by the Vice Principal (Staffing and Resources).

The Trip Leader will ensure that all appropriate information relating to the trip (for example, arrival/departure times, clothing requirements and contact numbers) is communicated, where appropriate, to the parents of the students and that parental consent is obtained.

A formal risk assessment will be carried out prior to any trips taking place, including individual risk assessments where staff or students have specific medical needs.

### Easter School/Weekends

Departments arranging evening, weekend or out of term time activities that take place on the College site should seek approval from the Principal in advance and liaise with the Health & Safety Officer so that appropriate procedures can be put in place to ensure the safety of staff and students.

### Work Experience Placements

Work experience placements are checked prior to student attendance to ensure a workplace which is, so far as reasonably practicable, safe and without risks to Health.

The College outsources the management of work placements to MPloy Solutions, who carry out placement visits and evaluations on all placements.

## **13. Vehicles**

Staff, students and visitors should park their vehicles in the designated car park.

A strict speed limit of 5 mph is imposed on College sites and drivers must adhere to the one way system and any warning signs in place. Users of the car parks are strongly advised to reverse into parking spaces to reduce the likelihood of running into pedestrians when reversing out of their parking space.

## **14. Security**

### Site Security and Staff Safety

The Governing Body takes its responsibility for the safety of staff seriously. Details of the arrangements for security are identified below.

Security is maintained by:

- Policies outlining arrangements and procedures for staff in the event of a security incident, and relevant training relating to these policies
- Perimeter fencing
- CCTV
- Signposting
- Security lighting
- An external security contractor

## **15. Occupational health services and stress**

### The Management of Stress (including violence at work and working alone)

The Governing Body recognises that stress creates many harmful effects for both the College and for the individual, and acknowledges its importance for resource management and for individual welfare. Violence at work and working alone are recognised as increasing causes of stress.

The Governing Body is committed to;

1. Carrying out an assessment of potential risk areas for stress or violence
2. Implementing appropriate control strategies to reduce the risk of incidents
3. Ensuring all such incidents are reported and investigated
4. Ensuring staff who are victims of violence receive appropriate support

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, they should contact the HR Officer.

## **16. External groups / activities**

All extra curricula groups using College premises must abide by College's Health and Safety Policy.

All extra-curricular activities or activities carried out by external groups must be formally risk assessed in accordance with the Colleges risk assessment procedures.

## **17. Evening and weekend sports users**

Nuffield Health is responsible for the management of out of hours sports usage of College sporting facilities. A qualified member of staff is employed throughout out of hours usage periods which are 5–10pm Monday to Friday, 9–5pm Saturday and 9-2pm Sunday.

This member of staff is responsible for alerting the College Health and Safety Officer to areas which pose an adverse risk to health and safety. This member of staff is a qualified First Aider and is responsible for the completion of accident report forms and near misses to the College Health and Safety Officer in the event of an incident occurring.

Nuffield Health has their own health and safety operating procedures. All their staff are fully trained in these procedures.

## **18. Health and safety in the curriculum**

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity, for example, field trips, sports/P.E. activities, science etc. The appropriate control measures will be implemented.

Efforts will be taken to educate students about health and safety issues as and when the opportunity arises throughout the course of normal teaching.

## **19. Work station safety and display screen usage**

The Governing Body will ensure that the College complies with the Display Screen Equipment Regulations.

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time.

Risk assessments are needed to identify the activities that pose a risk to safety and control measures should be based on them.

The responsible person (the Health and Safety Officer) will;

1. Carry out DSE assessments and set timescales for completion
2. Implement improvements identified in priority order
3. Ensure all those at risk are made aware of the assessments and outcomes
4. Ensure records of assessments are kept
5. Review regularly

## **20. Catering and food hygiene procedures**

The Governing Body will ensure that the College complies with food hygiene regulations.

The College's catering department carries out risk assessments for all procedures and reviews these annually with the department staff.

Staff are trained in Food Hygiene and Safety annually.

The Hazard Analysis Critical Control Points (HACCP) system is used to monitor food from supplier to customer and the Safer Food Better Business (SFBB) system is used daily as recommended by the Environmental Health Organization (EHO).

The College was recently awarded a grade 5 Food Hygiene certificate.

## **21. Waste disposal**

The College is committed to ensuring the reduction of waste as far as is reasonably practicable and recycles as much waste as possible.

### General Waste

The general waste is stored in a secure compound to prevent fly tipping outside of College hours and is located away from buildings to reduce the risk of fire. The front loader skips are replaced twice weekly by a waste recycling company.

### Recycling

A cardboard cage is located in the waste compound and is emptied weekly for recycling by Paper Chase.

Paper is collated in the post room and is removed weekly for recycling by Paper Chase.

Can and bottle banks are located at the rear of the College and are emptied monthly by Wigan Council.

The Catering department uses fully recyclable plates and cutlery for serving food.

## **22. Smoking arrangements**

Smoking is not permitted in any College building or anywhere within the College grounds (including electric cigarettes) with the exception of the designated smoking area.

## **23. Policies and procedures**

In recognition of the wide range of health, safety and welfare legislation and the specific requirements arising from it, the College will from time to time introduce policies and procedures as appropriate to enable effective compliance measures to be developed and implemented.

These will primarily take the form of safe working procedures brought under this Policy and may be produced by any recognised function within the College, subject to guidance provided as required by the Health and Safety Officer.

All new Health and Safety Procedures will be subject to consultation with both management and employee representatives via the health and safety committees.