



Health and Safety Policy

Review Information

| | |
|---|-------------|
| Date of review | May 2023 |
| Date of next review | June 2024 |
| Staff member responsible | Principal |
| Date for policy to be submitted to SLT meeting for approval: | 16 May 2023 |
| Date for the policy to be submitted to the Governing Body | 6 July 2023 |
| Date of policy approval | 6 July 2023 |

Contents

| | |
|---|----|
| Mission Statement..... | 3 |
| Policy Statement..... | 3 |
| Organisation of Health and Safety..... | 5 |
| Governing Body | 5 |
| Principal..... | 5 |
| Vice Principal (Staffing and Resources) | 5 |
| Central Services Manager (<i>Health & Safety Officer</i>) | 6 |
| Appointed Person for First Aid..... | 7 |
| Heads of Departments and Support Staff Line Managers..... | 7 |
| Teachers | 7 |
| All Staff | 7 |
| Health and Safety Committee | 7 |
| Students | 8 |
| Arrangements..... | 8 |
| Accidents and work-related ill health..... | 8 |
| Emergency procedures..... | 8 |
| Procedures for risk assessment..... | 10 |
| Control of exposure to specific hazards | 10 |
| Premises management and maintenance..... | 12 |
| Contractors and visitors to college premises | 14 |
| Welfare..... | 15 |
| Security..... | 16 |
| Catering and food hygiene | 16 |
| Waste | 16 |
| Smoking arrangements | 17 |
| Training procedure and arrangements | 17 |
| Consultation with employees..... | 17 |
| Curriculum Specific Arrangements..... | 17 |

| | |
|--|----|
| Evening and weekend sports users | 18 |
| Monitoring and Audit | 18 |
| Policies and procedures..... | 19 |
| Relevant Legislation..... | 19 |

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe 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
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- 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

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 Action Plan is used to manage the Health and Safety process

Performance

- Recording accidents and work-related ill health
- Reviewing statistics and comparing them with relevant benchmarks 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:

Chair of Governors

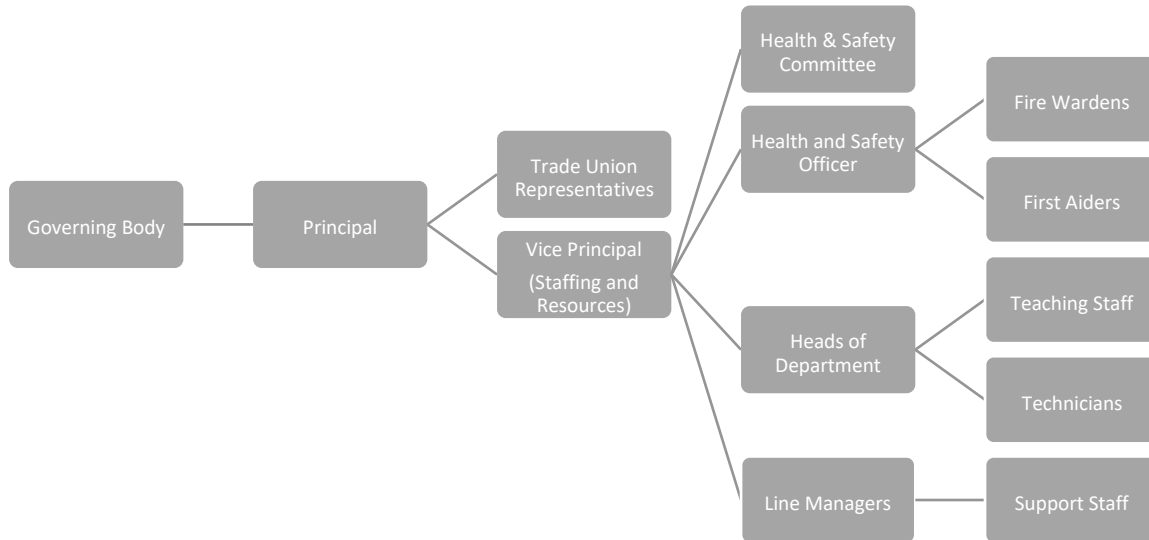
Date: 6 July 2023

Organisation of Health and Safety

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

The 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 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:

- Keeping up to date with legislation and recommended good practice for health and safety, attending relevant training as required
- 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.
- Ensure, so far as is reasonably practicable, that 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 support them in taking appropriate measures 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.

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.
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:

- Liaising with the Appointed Person for First Aid
- Advising SLT on the numbers of First Aiders required to support First Aid for staff, students and visitors.

Regarding Accident Reporting:

- Ensuring that accidents are investigated, and that remedial action is completed.
- Reporting all accidents to the Health and Safety Committee and SLT.
- 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
- Implementing a health and training plan for all staff and ensuring training is kept up to date.
- 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

Appointed Person for First Aid

Arranging training for First Aiders, ensuring qualifications are renewed in a timely manner

- Maintaining first aid stocks at required levels and ensuring they are within expiry dates
- Maintaining records of all first aid treatments and accidents
- Controlling the training supplies for staff and student activities
- Keeping up to date with legislation and recommended practice for the control and storage of student medicine in the College
- Keeping up to date copies of Medical Support Plans
- Controlling stock levels and expiry dates, liaising with parents as required
- Keeping records of medicine distributed to students

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 workplaces.
- 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).

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.

Arrangements

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 areas for which they have overall responsibility.

Accidents and work-related ill health

All accidents will be recorded using the Accident Form or First Aid Treatment Form available from Reception.

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

All accidents (including those defined under RIDDOR) will be reported to the College Health and Safety Committee and the Senior Leadership Team

The Central Services Manager 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.

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

The College has an Accident and Near Miss Policy located on the Staff Information System

The HR Manager will record staff absences and monitor work-related ill health, reporting to the Senior Leadership Team and providing a high-level summary to the Health and Safety Committee for review.

The College has a Staff Work/Life Balance Policy and a Wellbeing at Work Policy, both of which are located on the Staff Information System.

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.

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.

Fire evacuation procedures will be tested a minimum of twice during the academic year and records will be maintained.

Fire Marshalls are nominated individuals who are responsible for taking charge in case of an emergency fire evacuation and sweeping a specific area of College during a fire alarm or drill.

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.

Support will be given to individuals with additional needs and Personal Emergency Evacuation Plans (PEEPS) will be developed in conjunction with the individual.

A fire Logbook 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 Logbook 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.

The College has a Fire Evacuation Procedure.

First Aid

The Office Manager is the First Aid Co-ordinator, and they are responsible for coordinating a team of on call First Aiders and organising their First Aid at Work training. First Aiders work in teams of two and staff can contact them by dialling 101 from any College phone. This calls the mobile of the Lead First Aider for that day, if they do not respond, then staff dial 100 to speak to Reception, who will call the Emergency First Aider.

Any member of staff may call for an ambulance if they feel it is appropriate to do so. However, they must also call for First Aid assistance and Inform Reception.

Reception will assist by meeting the ambulance to take them to the appropriate part of College and by contacting the student's Emergency Contact, or by alerting HR if the person requiring first aid is a member of staff.

There are three first aid points located at the Reception, the Library and the Open Learning Centre (OLC) for 'walking wounded'.

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.

The College's Medication Policy will be read, understood and adhered to at all times. Relevant staff (e.g. Learning Mentors) will receive training in supporting students with medical conditions.

The College will obtain notification from parents regarding any medication that students are required to take. Students are responsible for taking their own medication. No staff will administer medication. A record will be kept of any medication that students take.

The College has a Physical and Mental Health First Aid Procedure that is available on the Staff Information System.

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.

Procedures for risk assessment

Risk assessments will 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.

The 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:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- 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.

Control of exposure to specific hazards

Asbestos Management

Due to the age of St John Rigby College buildings, asbestos is presumed to be within the buildings. 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, are 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 are provided with a copy of the Asbestos survey and sign the Asbestos Register prior to commencing refurbishment or demolition work.

The College has an Asbestos Policy which is available from the Staff Information System.

Outbreak of infectious disease

The College actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

All staff are subject to a full occupational health check before starting employment at the College.

The College will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in College if they are unwell. Staff and students displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

In the event of a local (e.g. meningitis, norovirus) or national/international (Covid-19, influenza) infectious disease outbreak, the College will seek advice from the relevant health protection agencies and follow local or national guidance in respect of disease control.

In such situations, the College will proactively consider enhanced cleaning and hygiene measures on site, partial or total remote working and other control measures in order to reduce the risk of infection throughout the College community.

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

The College will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer. The College will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The relevant Head of Department or Line Manager for the area using the chemical is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The College has undertaken a Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) Risk Assessment and is updating existing controls where necessary throughout the College.

The relevant Head of Department or Line Manager for the area using the chemical will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed regularly by the Health and Safety Officer to ensure continued effectiveness, even when they are known to be reliable.

The Health and Safety Officer will arrange suitable training in the handling of hazardous chemicals and materials for relevant staff. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by the relevant Head of Department or Line Manager for the department. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or student should ever be put at risk through exposure to any hazardous substance used within the practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Head of Department. The Health and Safety Officer, in conjunction with the relevant Head of Department or Line Manager, will arrange suitable training for staff who need to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Head of Department or Line Manager for the area will keep an up-to-date inventory of all the hazardous chemicals and materials held at the College. Audits of hazardous materials will be undertaken by the Health and Safety Officer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with College procedures.

Legionella Control and Water Hygiene Management

Legionella can be a significant hazard within the College 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.

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.

Working at Height

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

The Premises team do not carry out maintenance above one storey high.

No staff other than the Premises team are authorised to access College roofs.

Staff whose roles require regular ladder use will be trained on ladder awareness.

Contractors working at height 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.

Workstation safety and display screen usage

The Governing Body will ensure that the College complies with the Health and Safety (Display Screen Equipment) Regulations 1992. regularly use display screen equipment (DSE).

There are two main activities carried out in College that have been identified as possibly increasing the risk of conditions related to the use of DSE: administration and teaching.

New staff in these areas will be required to complete DSE training and a DSE self-assessment within the first month of their employment and, based on the risks identified, further training, adjustments or control measures will be provided.

The College has a Display Screen Equipment Policy which is available from the Staff Information System.

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.

Permits to Work

The College requires Contractors to complete a Permit to Work prior to commencing work, for any of the following:

- Work at Height
- Hot Works
- Working in Confined Spaces
- Other dangerous work as required

Forms are available from the Central Services Manager and must be signed before the start of work and on the completion of the work, by the Lead Contractor and either the Vice Principal (Staffing and Resources), Central Services Manager, or Premises Supervisor.

Vehicles

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

A 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.

Premises management and maintenance

Construction and Maintenance

When undertaking construction and maintenance work, the College will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Finance Manager will ensure that all construction projects have a formally appointed principal designer and principal contractor. The Finance Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Finance Manager will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the College wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the College expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the College manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Finance Manager, kept up-to-date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Finance Manager will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Use of Personal Protective Equipment (PPE)

Staff will be 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.

Disciplinary procedures will be followed for staff that do not use, or misuse, PPE that has been identified as an appropriate control measure via risk assessment.

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 The College will 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 will visually inspect the plant and equipment 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.

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.

The Central Services Manager will ensure that fixed wire testing will be carried out every 5 years and that PAT testing of all electrical equipment will be carried out annually. The Premises team will carry out ad hoc PAT testing throughout the year 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 by a qualified electrical contractor.

. The Health and Safety Committee members maybe requested to carry out health and safety performance reviews.

Contractors and visitors to college premises

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.

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

Visitors are the responsibility of their host whilst on site. Their host must meet them at reception and accompany them throughout their visit. The host must ensure the visitor is aware of relevant Health and Safety or Safeguarding information and alert the Health and Safety Officer if a Personal Emergency Evacuation Plan is required.

All visitors are expected to:

- Sign in at Reception on arrival and wear the visitor ID and lanyard whilst on site.
- 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.
- Sign out at Reception when leaving.

Contractors

All contractors are required to attend a pre-start meeting with the member of staff that has contracted them to carry out the work, 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.

Contractors are required to:

- Sign in at Reception and wear a visitors' ID and lanyard
- Adhere to St John Rigby College's policies and procedures
- Follow St John Rigby College's Site/Health & Safety Rules at all times.
- Provide documented staff training records, staff qualifications/certifications, business certifications and affiliations, risk assessments and safe systems of work including method statements or work instructions.
- Liaise with the Health and Safety Officer before work commences.
- Arrange site specific or College required inductions prior to works commencing
- Ensure their staff have Enhanced DBS clearance prior to carrying out work whilst students are on site
- Ensure that any equipment used on College premises is in safe working condition and has up to date PAT testing.
- 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.
- Sign out at Reception and hand in their visitors' ID and lanyard

Under no circumstances will contractors be allowed to use equipment belonging to the College to carry out their work.

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.

Occupational health services and stress

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;

- Carrying out an assessment of potential risk areas for stress or violence
- Implementing appropriate control strategies to reduce the risk of incidents
- Ensuring all such incidents are reported and investigated
- Ensuring staff who are victims of violence receive appropriate support
- Ensuring that staff wellbeing matters are managed in line with the Wellbeing at Work Policy.

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

Lone Working

The College will, as far as is reasonably practicable, minimize the requirement for staff to work alone. However, where this is unavoidable an appropriate risk assessment will be carried out and the relevant control measures will be implemented.

The College has a Lone Worker Policy that is available on the Staff Information System.

Security

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
- The wearing of lanyards by all staff, students, visitors and contractors
- Perimeter fencing
- CCTV
- Signposting
- Security lighting
- An external security contractor

Catering and food hygiene

The Governing Body recognises that high food hygiene standards are required in the preparation and sale of food through the catering department.

Catering is provided by an external contractor, Aramark. Policies, procedures and training records relating to catering and food hygiene are available from the Aramark Catering Manager on request.

The Finance Manager manages the catering contract and is responsible for ensuring they adhere to the Food Standards Agency guidance.

Parents are required to provide the College with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the HR Manager with a list of their allergies. Information regarding students' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the College is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on students who are at risk of anaphylaxis, but whose device is not available or is not working. The College will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Waste

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

The Governing Body recognises the social and moral responsibility of the College to demonstrate a commitment to recycling and sustainable working.

Currently the College has provision to recycle cardboard, paper, cans, bottles and batteries.

The College will continue to review its waste to determine if more environmentally friendly methods can be found and implemented.

Smoking arrangements

Smoking is not permitted in any College building or anywhere within the College grounds (including electric cigarettes).

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.

Health and Safety training records will be 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 their induction.

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

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.

It is College policy not to employ staff under the age of 19, however in the event that this is required, 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.

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 will 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.

Curriculum Specific Arrangements

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.

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).

Reviewed Principal May 2023 / Next Review June 2024

All foreign educational visits must be authorised by the Governing Body.

Educational visits must be authorised by the Vice Principal (Curriculum).

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.

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

Evening/Weekend/Out of Term Time Activities

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

Whilst on Work Placement the responsibility for the health and safety of the student lies with the employer providing the placement.

Work experience placements are checked by the Work Placement Officer prior to student attendance to ensure that the placement recognises this responsibility and that they have appropriate systems in place to supervise and monitor the student whilst they are in their care.

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.

Evening and weekend sports users

WCL is responsible for the health and safety and management of out of hours sports usage of College sporting facilities.

The Finance Manager manages the gym contract and is responsible for ensuring their adherence to the appropriate health and safety requirements.

Monitoring and Audit

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 by the Vice Principal (Staff and Resources), the Central Services Manager and/or the Premises Supervisor

Classroom and office inspections will be carried out annually. These will be arranged by the Health and Safety Officer but will be carried out by the staff that use the area to be inspected.

The Health and Safety Officer will report to the Health and Safety Committee and the SLT the results of these inspections, updates on resolution of any issues that arise and will also report on accidents and near misses, First Aid and Fire updates, 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 will be arranged by the Finance Manager 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 Health and Safety Officer will report to the Health and Safety Committee and SLT on the progress of actions taken on issues raised by these audits.

The day-to-day reviewing of performance is a routine responsibility of line management

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 Committee.

This policy operates in conjunction with the following College policies:

- Accident and Near Miss Policy
- Asbestos Policy
- Bomb Threat Procedure
- Building Management Policies (inc. Working at Height, Electrical Appliance Testing, Confined Spaces and Permits to Work)
- CCTV Policy
- College Closures Procedures (inc. Adverse Weather Closures)
- Data Protection Policy
- Educational Visits Policy
- Fire Evacuation Procedure
- Gas Emergency Procedure
- Infection Control Policy
- Lockdown Procedure
- Lone Worker Policy
- Medication Policy
- Needlestick Injury and Sharps Procedures
- Physical and Mental Health First Aid Procedure
- Wellbeing at Work Policy

Relevant Legislation

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'

Reviewed Principal May 2023 / Next Review June 2024

- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'