



# Health and Safety Policy

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## General Policy Statement

The Headteacher and Governors of Uplands Community College School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training, and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers, and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring, and review of preventative and protective measures. In addition, the Headteacher and Governors will undertake to ensure compliance with policy and guidance produced by the Children's Services Department (CSD).

The Headteacher and Governors will ensure that adequate resources are identified and allocated for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students, and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all students, visitors, and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed bi-annually and revised where necessary.

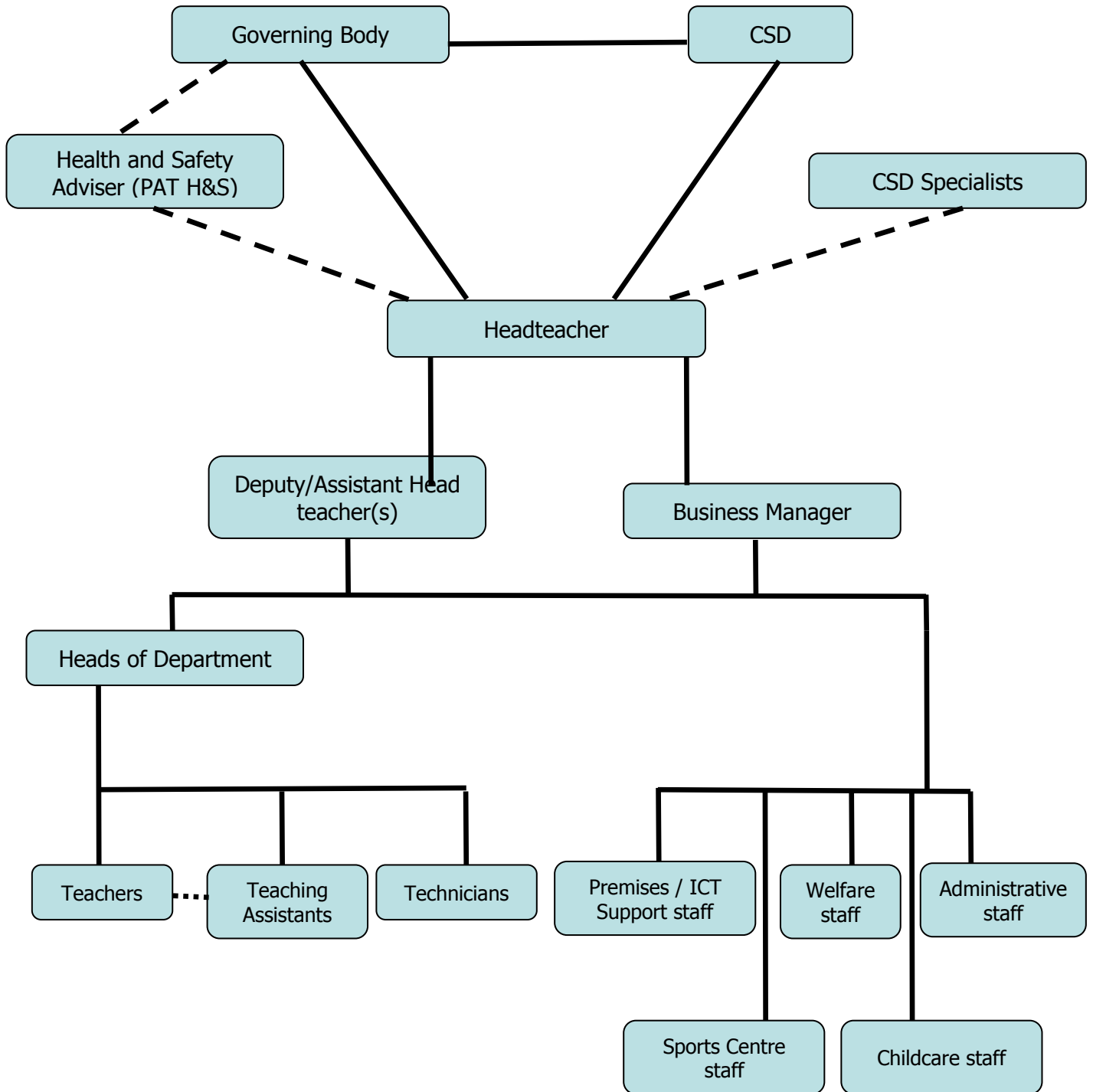
Signed ..... Headteacher Date .....

This policy was endorsed by the Full Governors at their meeting on 15<sup>th</sup> August 2018

Signed ..... Chair of Governors Date .....

**Organisation within the College to meet the requirements itemised under the General Policy Statement.**

Ultimately, the responsibility for all college organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



## **Safety responsibilities of groups and individual members of staff are as follows:**

### **The Governing Body**

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health and Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that the Children's Services Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-coordinator/Health and Safety Governor/sub-committee in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- To consider information, statistics and reports relating to health, safety and welfare matters;
- To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- **Nominate a Health and Safety Governor.**

### **Headteacher**

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- Budget for safety and health matters in conjunction with the Director of Finance, Business, Premises, and Administration;
- Review the Health and Safety Policy annually in conjunction with the Health and Safety Co-coordinator and when significant changes occur within the organisation of the school;
- Nominate specific staff with designated safety roles, e.g. Health and Safety Co-coordinator, Premises Manager, throughout the school;
- Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within college);
- Ensure health and safety issues associated with major building projects are complied with in conjunction with the Director of Finance, Business, Premises, and Administration;
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents;
- Make an annual report, in conjunction with the Health and Safety Co-coordinator, on health and safety matters including buildings and safety management to the Governing Body;
- Ensure safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;

- Ensure, in conjunction with the Heads of Department, that health and safety is considered as an integral part of course syllabi both in the preparation of new course submissions and in their reviews;
- Ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- Ensure that health and safety is considered as an integral part of teaching;
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc.;
- Investigate and advise on hazards and precautions;
- Monitor the general safety programme;
  - In conjunction with PA to Headteacher, monitor student health records prior to entry and to report/advise the First Aid Co-coordinator of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- Organise, along with the Senior Leadership Team, fire drills as appropriate, but at least once a term, and ensure that there is a lunchtime practice at least yearly.

In addition, in conjunction with the Health and Safety Co-coordinator:

- Provide liaison with the Inspectors: Local Authority, Department for Education (DfE) (previously DCSF) and HSE with regard to safety aspects;
- Publicise safety matters;
- Have a general oversight of health and first aid matters;
- Ensure that emergency procedures and fire evacuation practices are in place within the college;
- Develop, introduce, maintain and review safety management procedures to ensure the college complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.

The Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- Immediate danger; or,
- Dangerous practice; or
- Breach of the law.

### **Deputy Headteacher responsible for CPD**

The Deputy Headteacher responsible for staff training throughout the college, in consultation with the Headteacher and Health and Safety Co-coordinator, is responsible for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular, s/he will ensure:

- All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities;

- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid;
  - Fire and emergency evacuation;
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.
  
- Staff receive appropriate training so that they may carry out their work in a safe manner;
- Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

### **The Health and Safety Co-coordinator**

The Health and Safety Co-coordinator is responsible for the co-ordination of health and safety management throughout the college.

Additionally, the Health and Safety Co-coordinator will:

- Make an annual report, assisted by the Premises Manager and Heads of Departments, on safety matters to the Headteacher and the Governing Body;
- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions;
- Develop and establish emergency procedures, and organise fire evacuation practices within the college;
- Record each fire drill in the fire log and present a report to the Senior Leadership Team to monitor the effectiveness of the drill
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme;
- Make recommendations to the Headteacher for matters requiring immediate attention, e.g. safety reports;
- Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicise safety matters;
- Liaise with outside bodies concerned with safety and health e.g. Occupational Health and Safety team at County Hall;
- To ensure the necessary records are maintained relating to accidents/incidents associated with the work of the college;
- Monitor accidents/incidents to identify trends and introduce methods of reducing accidents monitor accidents/incidents
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Identify staff training requirements, in conjunction with the Assistant Headteacher of CPD to allow the college to comply with legislative and good industry practice that relate to or affect health, safety and welfare.

### **Heads of Departments**

Each Head of Department is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular to:

- Prepare reports on safety matters for the meeting of the Health and Safety Co-coordinator;



- Nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- Notify Health and Safety Co-coordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g. science, design technology, PE, etc.;
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Ensure all accidents within the section are recorded in line with college policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Identify staff training and development requirements with reference to health and safety;
- Attend to defect reports and recommendations from the Headteacher, staff, Safety Representatives and the Health and Safety Co-ordinator;
- Budget for safety equipment for his/her designated areas;
- Circulate publicity relating to safety matters to staff within their control.

### **Teachers**

Teachers are responsible to their Head of Department for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such, it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager is the Head of Department.

Additionally, the technician/ teaching assistants will:

- Follow safe working procedures personally;
- Be familiar with the general and particular safety rules that apply to his/her area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to his/her line manager;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **Premises Manager**

The Premises Manager/premises team will:

- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified and report these faults to the Director of Finance, Business, Premises and Administration;
- Attend to defect reports and recommendations from the Headteacher and Director of Finance, Business, Premises and Administration;
- Ensure that all portable electrical equipment is tested on an annual basis;
- Ensure all accidents within the area of responsibility are recorded in line with the college policy;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- When liaising with contractors, assume the duties as outlined in 3.17 below;
- Ensure safety procedures are developed and adhered to for operations carried out within the college by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations;
- Ensure the provision and maintenance of all 'fire' equipment

### **First Aid Co-coordinator**

The First Aid Co-coordinator, when on duty is responsible for supporting health and welfare issues within the college and in particular:

- To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- To maintain the school medical room and equipment;
- To monitor student health records prior to entry and to report/advise Health and Safety Co-coordinator, SENCO and Head of Year, of any illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- To assist in the monitoring of first aid equipment and boxes on college site;
- To assist in the development and health promotion activities at the college;
- Ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;
- To ensure the necessary records are maintained relating to accidents associated with the work of the college.

### **Educational Visits Co-coordinator**

- To be involved in educational visit management in order to ensure that the Children's Services Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
- To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- After discussion with the Headteacher and governing body and either approve proposal or submit proposal to the Outdoor Education Adviser (OEA) at County Hall;
- Ensure that the schools educational visits meet the Children's Services requirements;
- To confirm that adequate risk assessments have been carried out;
- Support the Principal in the management of and evaluation of educational visits;
- Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **College Librarian**

The College Librarian is responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in the library areas of the college.

Additionally, the Librarian will:

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- Be familiar with the general and particular safety rules that apply to his/her area of work;
- Ensure that the library and other areas under their control are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to his/her line manager;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **Adult Education Manager**

The Adult Education Manager is responsible for ensuring that the standard of health and safety provision is maintained for those employed to support and those attending part-time courses at the college. In particular, the Adult Education Manager will:

- Follow safe working procedures personally;
- Ensure that all relevant risk assessments, which include manual handling, COSHH, etc have been documented and are implemented;
- Ensure that all part time-staff are familiar with the key elements within this Policy that will affect their work and safety e.g. emergency procedures;
- Be familiar with the general and particular safety rules that apply to his/her area of work;
- Ensure that the classrooms, workshops or other areas under their control are tidy and good housekeeping procedures are followed;
- Ensure that portable electrical equipment is tested on an annual basis;
- Report defects to his/her line manager and leader of Extended Schools;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy;
- Ensure that staff used to support Adult Education courses are familiar with and comply with the relevant safety legislation relating to his/her subject area;
- Liaise with the site and curriculum managers to ensure that appropriate provisions are available to support the courses offered.

### **Course leaders/tutors**

The course leader has similar responsibilities to those of the teacher and in addition, the course leader will:

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- Be familiar with the general and particular safety rules that apply to his/her area of work;
- Ensure that the classroom, workshop or other areas under their control are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to his/her line manager;
- Ensure that each student receives a copy of, and understands the implications of the 'Students' Safety Policy' at the outset of his/her course;
- Include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **Managers within Support Departments**

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, students and visitors and in particular:

- Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-coordinator;
- Conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
- Budget for safety equipment for his/her area of responsibility;
- Instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
- Ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
- Ensure all portable electrical equipment is tested on a regular basis;
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the college policy.

### **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations, the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Receive information from Enforcement Inspectors;

- Attend meetings of safety committees to which he/she is elected;
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### **Staff liaising with contractors**

Staff liaising with contractors carrying out work at the college should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Manager for him/her to rectify or, failing that, reporting to the Director of Finance, Business, Premises and Administration.

Staff must ensure that all contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the college site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the college to implement the County Council Policy on Asbestos and the Management of Contractors.

### **Members of staff generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the college by the proper observation of college rules and procedures (e.g. by ensuring visitors report to Reception on arrival at the college).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work:

- a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and,
- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'.

Staff are also reminded that they must provide notice of three months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

### **Students**

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of college rules and procedures.

In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation;
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious;
- Not willfully misuse, neglect or damage things provided for safety;
- Observe rules highlighted in the Students' Safety Policy.

## **Parents**

It is the responsibility of parents to ensure that their children are dropped off and collected from college in a safe manner, ensuring that their children behave in a safe manner and observe road safety codes at all times.

Parents are reminded that imbuing their children with a sense of responsibility is one of the primary duties of parenthood and the individual health and safety of each student is primarily his or her responsibility.

## **Health and Safety Committee (only if appropriate)**

The Health, Safety and Welfare Committee representing the various groups within the college is comprised of:

- Headteacher (Chair Person);
- 1 x Member of the Governing Body;
- 1 x Assistant Headteacher;
- 2 x Managers (1 Curriculum Manager and 1 support staff manager);
- Health and Safety Co-coordinator;
- Union Safety Representatives (1 representative from each of the recognised staff unions);
- Premises Manager;
- One student who must normally be an officer of the Student Committee (if appropriate).

Where possible efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.

## **Overall function and objective**

To provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

## **Specific functions**

To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly;

- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level.

Note: The college Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.

- To develop policy to improve and maintain health and safety issues for staff and students;
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level;
- To encourage effective communication regarding health, safety and welfare matters.

NB: where a health and safety committee is not in place, consultation arrangements must be put in place by the college and summarised in this section.

## **Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the college and is summarised below.

### **Crisis management team:**

- The Headteacher;
- Assistant Headteacher – day to day running of college;
- Chair of Governors;
- Health and Safety Governor;
- Director of Finance, Business, Premises and Administration;
- PA to Headteacher.

### **Function of the Crisis Management Team:**

- To act as the decision-making authority for the management of an incident;
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation;
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans;
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets;
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## **General Emergency Procedures**

The summoning of emergency services is via the Premises Team.

Out of college hours, please contact emergency services by dialing 9 - 999 and the on-duty member of the premises team.

In the event of a major disaster, the Crisis Management Team must be alerted.

### **Fire Procedures** (See also Policy on Fire)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the college if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc. are accounted for.

**Assembly points:** MUGA next to Sports Centre.

### **Support staff**

The receptionist must take the visitors book. The PA to the Headteacher must take the register of support staff. The HR and Office Manager must take the register of teaching staff.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc. are safely out of the building.

**Teachers** must know the correct route for evacuating the class that they are teaching, and it is the responsibility of the Headteacher in conjunction with the Senior Leadership Team to define the route and inform all members of staff. Teaching staff are responsible for maintaining clear access to escape routes at all times within their classrooms, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in an emergency.

**MDSA/PLS staff** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher and Health and Safety Co-coordinator, who will ensure that there is a lunchtime practice at least yearly.

Premises staff will check the toilets. The Premises Manager will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**Director of Finance, Business, Premises and Administration** will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Principal.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-coordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Premises Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher, as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-coordinator, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

### **Bomb Incident Management**

Unlike fire evacuations, it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.



### **First Aid Procedure** (see also Policy Provision of First Aid)

There will be at least six people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the college are listed in Appendix A at the end of this document and also published in college in the staff room and on the shared staff directory.

First aid boxes are kept in the welfare room and in Student Services. The First Aid Co-coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries that come to staff attention, no matter how slight, should be recorded in the Minor Injuries book and/or County Council Incident/Accident Report Book.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Health and Safety Co-coordinator or in their absence the Headteacher. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a student to hospital. In these cases the student will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the college prospectus.

### **Accident Recording and Reporting** (see also Policy on Accident Reporting and Investigation)

#### **In the event of an accident, the following procedure must be followed:**

- Render any equipment inoperative;
- Summon assistance;
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider;
- If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians;
- If the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The First Aid Co-coordinator is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to college.

All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers by recording the details in the County Council's Incident/Accident Report Book. Student accidents, depending on the severity will be reported either on the Minor Injuries Form and/ or County Council's Incident/Accident Report Book.

The First Aid Co-coordinator will ensure that the detail on these forms is recorded electronically on the County Health and Safety site via Czone. As the college is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Director of Finance, Business, Premises and Administration is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Director of Finance, Business, Premises and Administration will monitor the accidents to identify trends. The Governors Finance and General Purposes sub-committee will also receive information on accidents at each meeting.

## **Health Issues**

### **Smoking** (see also the Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy at the college and smoking is not permitted anywhere on the college premises or grounds. This includes the use of any electronic cigarette device, such as vaporisers, e-cigarettes, shisha, and hookah pens.

### **Alcohol and Drug Abuse** (see also the Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the college and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation, alcohol or drugs will not provide a long-term solution. For help contact The Staff Counselling Service, advertised on notice boards based in the staff room provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **Staff Wellbeing** (see also the Policy on the Management of Stress)

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them". This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained, it can lead to mental and physical ill health and contributes to employee ill health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

### **Expectant mothers** (see also Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast-feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

## Procedure

- Staff (full and part-time) are required to inform their Line Manager and the Headteacher as soon as possible and in writing when pregnancy has been confirmed;
- The Director of Finance, Business, Premises and Administration will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way;
- The Director of Finance, Business, Premises and Administration is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## Risk assessments and guidance notes/ College codes of practice

Specific risk assessments are required for activities involving fire, manual handling, substances, and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the college will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by the Director of Finance, Business, Premises and Administration.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Premises Manager
- Curriculum Heads of Department/Teaching staff
- Off-site Visits Group Leader
- Individual/specific Director of Finance, Business, Premises and Administration

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Councils Children's Services Department and the Department for Education (DfE) (previously DCSF) are available either in School or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

The Children's Services Department has published guidance on Off-site Activities and Educational Visits, which details clear procedures to be followed when planning and arranging a visit.

## Departmental Health and Safety Policies

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the college Policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and lodged with the Deputy Head.

Copies of the Departmental Health and Safety Policy will be lodged in addition with the Co-ordinator for Health and Safety.

## Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this college are detailed below along with the safe procedures put in place to manage the risk.

**Display screen equipment** (see also Policy on Display Screen Equipment)

All staff that use PCs must complete the Workstation Self-Assessment Checklist to be returned to the ICT Systems Manager.

The nominated DSE Assessor is the Performance Data and Target Setting Manager and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

For minibus driver permit holders who are required to have an up to date eye test, the optician's fee for the eyesight test will be reimbursed by the college. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to the Director of Finance, Business, Premises and Administration after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box three of the Optometrist's Report, the college will pay a contribution towards the cost of a maximum of £50. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

**Electrical Equipment** (see also Policy on Electricity)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Health and Safety Co-ordinator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment, it will not be used. Any potential hazards will be reported to the Health and Safety Co-ordinator or Premises Manager immediately.

The Headteacher must be aware of, and approve the use of any item being brought into school by a member of staff, volunteer or a student.

The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

**Machinery and Equipment** (see also Policy on Work Equipment)

There is a list of all equipment owned by the college and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturer's instructions are not available, the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

**Moving and Handling** (see also Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. Pupils may move PE equipment but they must be given clear instruction in the correct way to lift and handles items. There must always be at least two students per piece of equipment or mat. Close supervision is appropriate at all times.

The Premises Manager will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by students. Training will be offered to those staff that are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

### **Housekeeping** (see also Policy on the Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The premises team will undertake an inspection whilst opening the college each morning to ensure that communal areas are free from trip hazards, etc. The Premises Team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-coordinator. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The college will be cleaned as per the cleaning schedule and will be monitored by the Premises Manager. All waste will be disposed of according to appropriate health and safety guidelines.

### **Violence At Work** (see also Policy on Violence at Work)

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Occupational Health and Safety team at County Hall on the Incident/Accident Report Book.

### **Off-site Visits** (see also Visits Guidance and Regulations)

The college has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the college and Children's Services policy on Off-site Visits.

### **Hazardous Substances** (see also Policy on Hazardous Substances)

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for Design Technology, Art, Science, Reprographics and the Premises Manager.

The legislation requires that any substance used in the college must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-coordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to the COSHH Regulations may consult the Health and Safety Co-coordinator.

### **Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Officer has been nominated within the college along with a Radiation Protection Adviser for Children's Services. The role of the Radiation Protection Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

## **Pressure Systems**

All pressure vessel systems in the college will be listed on the inventories of the departments concerned.

All pressure vessel systems in the college will be subject to annual inspection by a County Council appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the health and Safety Co-ordinator and must be consulted prior to any inspection

## **Noise at work** (see also Policy on Noise at Work)

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the college. Common sense and courtesy by all members of staff, students and visitors to the college will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to Health and Safety Co-ordinator.

## **Lettings**

If the college is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

## **Use of minibuses and other Vehicles (if appropriate)**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on college business.

### **Eligibility to drive** – All drivers must:

- Be aged 25 and under 65 and have held a full current driving license for at least three years without claim or conviction;
- This minimum age is reduce to 23 for teachers appointed to teach physical education;
- Be authorised by their line manager to drive a minibus;
- Have passed the ESCC Minibus Driver Training and Assessment.

Drivers of vehicles on the college campus are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Director of Finance, Business, Premises and Administration / Premises Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## **Administration of Medicines** (see also Policy on the Administration of Medicines)

The First Aid Co-ordinator will administer medicines and keep a record that they have been given. We must stress that students should not be at college if they are unwell and if at all possible, students should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into college in individual original containers, which should be clearly labeled with the students name and dosage instructions.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss, which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other students in the college.

### **Complex Health Needs** (see guidance on supporting young people with Complex Health Needs)

The school has a separate policy on the local arrangements for supporting children and young people with medical conditions and staff should make themselves familiar with the content that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

### **Training and Information** (see also the Health and Safety Training Policy)

A training needs analysis will be undertaken by the Headteacher, in conjunction with the Heads of Department and Director of Finance, Business, Premises and Administration to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the Children's Services Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the college and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in college.

The Headteacher will:

- Inform staff of any changes in the policy;
- Assess the training requirements of the staff and integrate those needs onto the college development plan to inform governors;
- Assess the training needs of new members of staff.

Every member of staff will be made aware of the Children's Services Policy on Health and Safety and will be shown how to access the document via Czone. If any member of staff feels the need for training, they must alert the senior management team.

The college has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

### **Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- The Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- The Headteacher will conduct an annual premises inspection with the Director of Finance, Business, Premises and Administration, Premises Manager, Health and Safety Governor and trade union safety representative (where appointed);

- The governors' agenda and Headteacher's report to the governors will both have health and safety as standing agenda items.

### **Inspections**

To maintain and improve standards throughout the college a bi-termly premises safety inspection will take place and records kept. The college will be inspected by the Premises Manager.

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Occupational Health and Safety team will complete a health and safety audit at least every four years. The action points identified through the audit will form part of the school development plan.

### **Visitors**

The Principal and governors will accept the responsibility for health and safety of visitors to the college, including contractors.

All visitors to the college will be asked to sign in at reception and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Health and Safety Co-coordinator will ensure that volunteers have the necessary safety information.

### **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Principal on any relevant health and safety matters.

### **Health and Safety Policy Review**

The college acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The college will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Governing Body.



## Appendix A

### List of useful contacts in the College

Health and Safety Co-coordinator	Sophie Hanson Ext 562
Health and Safety Governor	Lucy Stephen
Educational Visits Co-coordinator	Sophie Hanson Ext 562
First Aid Co-coordinator	Richard Preston Ext 561
First Aiders	Richard Preston Ext 561 Mark Hobbs Ext 561 Science - Laxmi Magar Science – Sue Tree Ali Farrell Matt Green Liz Broom Steve Joyce Dan Papper
Person responsible for reporting accidents/incidents	Sophie Hanson Ext 562
Premises Manager	Richard Preston Ext 561
Trade Union Safety Representatives	Kath Carlile
Radiation Protection Officer	Iain Pert
Health and Safety Committee (only if appropriate)	
Sports Centre Manager	Jon Ring Ext 136
Sports Centre First Aiders	Jon Ring
Childcare Manager	Amanda Dann
Childcare First Aiders	Amanda Dann Jodie Stevens Louise Gibson Sara Griffin Katie Vidler Cathy Vigor Jill Steed

## Appendix B

### Staff summary of key points

- Each member of staff is responsible for his or her personal safety and that of other persons in the college by the proper observation of college policies and procedures;
- Each member of staff is responsible for maintaining good housekeeping standards, including general tidiness, within their area of work;
- It is the duty of all staff to be vigilant and aware of possible Health and Safety hazards. Any potential hazards are to be reported to the Health and Safety Co-ordinator;
- **Fire procedures** - The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the college if the fire alarm sounds – assume every alarm is a real emergency. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so;
- **Accidents/incidents** - All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers by recording the details on the Incident/Accident Report form. Student accidents, depending on the severity will be reported either in the First Aid book or the Incident/Accident Report form. The Incident/Accident Report Book is held at Student Services;
- **Risk assessments** - Although risk assessments relating to most activities of the college will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work;
- **Departmental H&S Policies** - All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the college policy and will reflect the specific needs, practices and hazards relating to the Department;
- **Health issues** - If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your line manager. If you do not wish to discuss a particular problem with your line manager then the ESCC Counselling Network is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent;
- **Administration of medicines** – Medication is only to be given to students if there are written instructions from the parents and/or doctor. All medication is to be held and administered by Student Services.

## **Appendix C**

### **Health and Safety Policy Statement**

Uplands Community College takes health and safety matters very seriously and all parents, students, Governors, staff members and visitors have a part to play.

The College aims to provide a happy, safe and healthy workplace for students and staff and anybody else with legitimate business on the premises and to this end monitors health and safety issues and endeavors to ensure that all staff, students, visitors and contractors are aware of the issues, which affect them. The health and safety of all persons within the College is of paramount importance and it is the College's aim so far as possible to prevent accidents and eliminate hazards.

A copy of this Policy Statement is available to all parents, who are reminded that imbuing their children with a sense of responsibility is one of the primary duties of parenthood.

Likewise, the individual health and safety of each student is primarily his or her own responsibility. A breach of common sense is a breach of this policy and will be treated accordingly. Students are given a copy of this Policy Statement and are reminded of this fundamental statement.

Each student is also responsible for the safety of his/her colleagues by proper observation of college rules and procedures. Students must observe standards of dress and behaviour appropriate to the working situation, heed warnings and observe rules and ask for such warnings and rules where they are not made obvious, and must not willfully misuse, neglect or damage things provided for safety.

Parents' attention is drawn to the medical and allergy instructions.

The Governors and the Headteacher have laid down specific duties for themselves and others, which are contained in the College Health & Safety Procedures document, a copy of which is issued to those concerned, and is available upon request to those who wish to see it. That document complies with the requirements of East Sussex County Council and is kept under constant review to ensure that it is appropriate and up-to-date.

Mutual support and co-operation are the key, for which we are very grateful.

## **Medical and Allergy Advice for Parents**

Student Services will administer medicines and keep a record that they have been given. We must stress that children should not be at college if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in college. If a child arrives at the college with medication and no written instructions or authorisation, a telephone authorisation will be accepted for one day only.

Medicine to be given should be sent to the college as a single dose, wherever possible, clearly marked with the name of the child. It will be stored securely in the office.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss, which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other students in the college.

If a child suffers from any allergy, Student Services must be informed in writing and the child must be told to mention the allergy to staff if at any time a risk of allergic reaction appears to arise.