Engineering UTC Northern Lincolnshire

Health and Safety Policy

March 2026

Anesta McCullagh

Approved by the UTC Board March 2026

Document control table

Document title:	Health and Safety Policy
Author (name & job title):	Anesta McCullagh, Principal Jo Wilby, Business Manager
Acknowledgement	
Version number:	V4 July 2021
Date approved:	Approved March 2026
Approved by:	UTC Board
Date of review:	March 2027

Document History

Version	Date	Author	Note of revisions
4	06 July 2021		Staffing changes First Aid training update

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body and Principal of ENLUTC believe that ensuring the health and safety of staff, students and visitors is essential to the success of its college.

We are committed to:

a. Providing a safe and healthy learning and working environment.
b. Preventing accidents and work-related ill health.
c. Compliance with statutory requirements as a minimum.
d. Assessing and controlling risks from curriculum and non-curriculum work activities.
e. Ensuring safe working methods and providing safe working equipment.
f. Providing effective information, instruction and training.
g. Consulting with employees and their representatives on health and safety matters.
h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
i. Setting targets and objectives to develop a culture of continuous improvement.
j. Ensuring adequate welfare facilities exist throughout the organisation.
k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

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

ORGANISATION

1.0 INTRODUCTION

1.1 In order to achieve compliance with the Statement of Intent, ENLUTC and its leadership team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.0 ENLUTC

2.1 The college has the responsibility to ensure that:

a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
e. Sufficient funds are set aside with which to operate safe systems of work.
f. Health and safety performance is measured both actively and reactively.
g. The health and safety policy and performance is reviewed annually.

3.0 THE PRINCIPAL

3.1 In their capacity as the key person responsible for the effective management of health and safety, the Principal will ensure the effective implementation of this policy by ensuring:

a. This Policy is communicated to all relevant persons.
b. Appropriate information on significant risks is given to visitors and contractors
c. Appropriate consultation arrangements are in place for staff and their representatives.
d. All staff are provided with information, instruction and training on health and safety issues.
e. Risk assessments of the premises and working practices are undertaken.
f. Safe systems of work are in place as identified from risk assessments.
g. Emergency procedures are in place.
h. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
j. Arrangements are in place to inspect the premises and monitor performance.
k. Accidents are investigated and any remedial actions required are taken or requested.
l. The activities of contractors are adequately monitored and controlled.
m. A report to the college's Governing Body on the health and safety performance of the college is completed termly.

4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes the Business Manager, Premises Officer, Catering Manager and Clerical Managers/Supervisors.

They must:

a. Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
b. Develop health and safety policies/procedures in accordance with the college's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
c. Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
e. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
g. Ensure, as 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.
h. Ensure all accidents are investigated appropriately and reported to the Business Manager.
i. Include health and safety in the annual report for the Principal

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

5.1 Class teachers are expected to:

a. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
b. Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient adult-to-student ratio occurring in classrooms or other supervised areas at any time.
c. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
d. Ensure the use of personal protective equipment and guards where necessary.
e. Make recommendations to the Principal on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the college without authorisation.
h. Regularly check their classrooms for potential hazards and report any observed to the Premises Officer.
i. Report all accidents, defects and dangerous occurrences (including near misses) to the Principal or the Business Manager.

5.2 The Business Manager is expected to:

The Business Manager is the person with special responsibility for health and safety will ensure that:

a. the Board of Governors, the Principal and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
b. risk assessment requirements are co-ordinated and the implementation of any action required is monitored
c. risk assessments are reviewed and updated at least annually
d. regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
e. they provide advice on health and safety training requirements
f. details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded where appropriate.
g. they assist Heads of Departments in investigating and recording accident investigations
h. contact with external organisations such as the emergency services is co-ordinated
i. health assessment requirements are identified and advised to management
j. the schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of Department are made aware of impending examinations
k. premises, plant, equipment and college vehicles are maintained in a safe condition
l. regular liaison with North Lincolnshire County Council Health and Safety service to ensure compliance
m. adequate arrangements are in place to ensure the security of the college, the staff, visitors and pupils
n. adequate arrangements for fire and first aid are established
o. welfare facilities provided are maintained in a satisfactory state
p. contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant safeguarding and local health and safety rules and procedures e.g. health and safety notices are displayed

6.0 OBLIGATIONS OF ALL EMPLOYEES

6.1 Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must:

a. Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
b. Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
c. Act in accordance with any specific H&S training received.
d. Report all accidents and near misses in accordance with procedures appended to this Policy.
e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
f. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements. h. Exercise good standards of housekeeping and cleanliness.
i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

7.0 ROLE OF EXTERNAL COMPETENT PERSON

7.1 The college engages an external competent person to undertake an annual safety inspection.

7.2 The competent person will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the academy site and make recommendations.

8.0 OBLIGATIONS OF CONTRACTORS

8.1 When the premises are used for purposes not under the direction of the Principal then***, subject to the explicit agreement of the Principal***, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.

8.2 All contractors must:

a. take reasonable care of their own safety
b. take reasonable care of the safety of students, college staff and others affected by their actions
c. observe the safety rules and safeguarding procedures of the college
d. submit their health and safety policy and relevant risk assessments and method statements to the college for approval in line with the Management of Contractors Policy
e. comply with and accept our health and safety and management of contractors policies, if they do not have one
f. dress appropriately, sensibly and safely when on college premises and for the task being undertaken
g. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks

h. use all safety equipment and/or protective clothing as required by the college and as indicated in the risk assessment for the task
i. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
j. maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
k. report all accidents and serious incidents to the college whether an injury is sustained or not
l. ensure that their employees only use equipment for which they have been trained
m. observe all agreed procedures for processes, materials and substances used
n. observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
o. provide adequate first aid arrangements unless otherwise agreed with the college.

8.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

9.0 STUDENTS

9.1 Students, in accordance with their age and aptitude, are expected to:

a. Exercise personal responsibility for the health and safety of themselves and others.
b. Observe standards of dress consistent with safety and/or hygiene.
c. Observe all the health and safety rules of the college and in particular the instructions of staff given in an emergency.
d. Use and not wilfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

10.0 VISITORS

a. All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the college.
b. Hirers of the college premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.
c. Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
d. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
e. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

11.0 PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been established at the college to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the college. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

ACCIDENT, INCIDENT AND ILL-HEALTH RECORDING, REPORTING AND INVESTIGATION

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the college's premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the college.

Accident Recording

All accidents resulting in personal injury must be recorded on the college Accident Report Form and handed to the Business Manager who will be responsible for informing the Health and Safety Executive.

Completed Accident Report Forms will be stored to comply with the requirements of the General Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Business Manager to ascertain the nature of incidents that have occurred in the college. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Business Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, loss of sight, crush injury resulting in internal damage, serious burns, scalping, loss of consciousness from a head injury or asphyxia, an injury from working in an enclosed space)
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-days':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7 day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, play grounds, play or PE equipment
- Sports activities as part of the curriculum where there is death or hospitalisation

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Notts. County Council Health and Safety Team. (Tel: 0115 804 0333).

Contact details for the Health and Safety Executive are:

Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: http://www.hse.gov.uk/riddor/report.htm

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 7 years from the date of the incident.

Accident Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

a. simple investigation (minor accident) 1 hour
b. standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

The investigation aim should be to:

a. to ensure that all necessary information in respect of the accident or incident is collated
b. to understand the sequence of events that led to the accident or incident
c. to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
d. to identify the underlying causes that may have contributed to the accident or incident
e. to ensure that effective remedial actions are taken to prevent any recurrence
f. to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
g. to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Accident / Ill Health Evaluation

The Business Manager will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at the college are;

a. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Principal, Chair of the Governing Body and the Business Manager and with the use of the Every.
c. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
d. Safety tours, as above.
e. Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
f. Regular reports to management meetings.
g. Other measures (accident monitoring, Environmental Health visits, Investors in People, OFSTED).

ASBESTOS

The college will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in college premises by:

- **Assessment -** The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The potential amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- **A Written Plan -** A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials -** Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- **Monitoring and Maintenance -** The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information -** Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, which will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on college premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the college will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Principal or Business Manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Behaviour Management

All staff must be familiar with the college policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Bomb Threat Procedure

Action to be taken on receipt of a bomb threat or suspicious package(s)

Please refer to Appendix A (bomb threat assessment form).

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Principal or in his/her absence the Deputy Principal. The Principal/Deputy Principal should be informed of the answer to the questions and should alert the Police/Local Authority. The Principal will decide whether to evacuate the building.

Evacuation:

Inform all Heads of Faculty of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the college as per fire drill, **except to instruct them to**:

a. Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
b. Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).

c. Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Principal.

Stage 1 Assembly at the normal fire drill areas
Stage 2 Move to the off-site assembly point (minimum 800 metres away from site), once the area has been cleared.

Security during an evacuation
The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the college (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

E**mergency Procedure**
The college has a separate procedure for managing an Emergency, which should be followed in the event of

a. People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
b. Premises issues – Fire, explosions, floods, subsidence
c. Technological – Computer related issues

Catering
The Catering Manager is responsible for the safe operation of the catering facilities. They must:

a. Be familiar with the college Health and Safety Policy.
b. Prepare risk assessments for all catering activities.
c. Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
d. Inform the Deputy Principal or Principal of any potential hazards or defects.
e. Be familiar with the current Food Safety legislation and the implications so far as the college is concerned.

College staff must not use the catering facilities and equipment without the prior agreement of the Principal and Catering Manager.

Cleaning and Maintenance
The Premises Officer is responsible for ensuring the safe, routine maintenance and cleaning of the college premises and grounds in accordance with the policies and procedures for maintenance.

Contractors – see Management of Contractors Policy
The college is responsible for the selection and management of contractors in accordance with the Management of Contractors.

Contractors should be made aware of the college Health and Safety Policy and safeguarding procedures and their obligations under it before commencing any work on site.

College staff must be aware of this policy and report any concerns regarding contractors' activities to the Principal immediately.

Curriculum Safety (including out of college learning activities)

The Principal is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)

All reasonable steps will be taken by the college to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective, the college will:

- identify those employees who are user's as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of onscreen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

a. as the main part of their employment *and*
b. for more than 2½ hours per day

Typically this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others, including pupils, who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform the Principal of any disability or medical condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to the Principal any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Eye tests

Under the DSE regulations, staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form.
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.
- Review risk assessments annually or sooner if significant changes have occurred.

The Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs as the main part of their employment. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Electrical Equipment – to be read in conjunction with Electrical Safety Policy

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the college will:

a. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
b. maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
c. inspect and test portable equipment as often as required to ensure safety
d. inspect and test second-hand electrical equipment lent to, or borrowed by, the college
e. require hirers of college premises to ensure electrical appliances brought onto college premises have a current (less than 12 months) test certificate
f. promote and implement a safe system of work for maintenance, inspection and testing
g. forbid live working unless absolutely necessary, in which case a permit must be issued
h. ensure employees and contractors who carry out electrical work are competent to do so i. maintain detailed records

Employees must:

- visually check electrical equipment for damage before use
- report any defects found immediately to the Business Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto college premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are to:

a. Have the main electrical installation tested every five years except for those parts of college with licensed areas or lightening protection which should be tested annually. b. Retain copies of electrical test certificates

c. Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing

d. Keep a record must be kept of all portable items of electrical equipment showing:

- the detail of the item
- the date of acquisition
- details of any inspection, testing or repair work

The Premises Officer will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Education Visits and Journeys – see separate Policy

The Principal and the Educational Visit Co-ordinator are responsible for ensuring that all college off-site trips are managed in accordance with the college policy for Educational Visits and Journeys. All teachers must be familiar with this policy.

Fire Precautions

The Premises Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the college Fire safety risk assessment, the college emergency plan and evacuation procedures.

Fire Evacuation Procedure - see also separate Fire Policy

Fire Drills are held every term in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student, visitor or contractor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the college, should check that everything is in order. If it is not, the Principal and Deputy Principal should be informed immediately. If there is a potential hazard, the room should be vacated and the Principal and the Deputy Principal informed immediately.

On the alarm sounding:

a. The Site Officer on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
b. The college is to evacuate on the alarm sounding. The priority is to evacuate the college to ensure the safety of students, staff and visitors.
c. The Site Officer will decide whether to call the Fire Service or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Senior Manager on duty (the alarm will be silenced at this point).
d. Students are to line up by year group at their assembly point. Subject staff should vacate the building with their class and supervise students at all times, ensuring they progress speedily to the appropriate assembly point.
e. Once at the assembly point, all staff from a faculty should be with their faculty groups and assist as required. Subject staff should note that they should have checked attendance at the start of each lesson.
f. Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
g. The Cover Officer or Office Manager should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked, where necessary. Support staff should report to the Deputy Principal.
h. Reception staff should evacuate any visitors from the Reception area and Meeting Rooms and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
i. Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Principal will decide when classes can return to the college building. In the event of a fire, the Fire Service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

First aid and supporting students' medical needs – See Separate Policy

The college has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies/There is a separate policy for students' medical needs.

First aid boxes

All Engineering rooms have First aid boxes

Glazing Safety

The design of the college means that there is a lot of glazing inside the building, many classrooms have glazed walls onto the corridors, and these must remain clear at all times and must not have anything affixed to them. Glazing panels on walkways will be clearly marked to prevent accidental collisions. All glazing is strengthened safety glass and will provide protection on fire routes.

Hazardous Substances

The Premises Officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous substances are defined by the COSHH regulations as:

a. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below

b. biological agents directly connected with work including micro-organisms
c. dust of any kind when present as a substantial concentration in the air

Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal. The Premises Officer will complete an assessment for any authorised products and an instruction for safe use.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS.

Where an appropriate Hazard is not available, the Principal is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

• Spirit based marker pens

• Corrective fluid
• Aerosol paints

All the above should be used in a well ventilated area.

Dust in the Technology lessons are controlled by LEV and experiments in Science are carried out in a Fume Cupboard. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Maintenance, Examination and Testing

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, Instruction and Training

Information, instruction and training must be given to employees and students who may be exposed, about the risks to health and precautions.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Premises Officer on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the Main Office to report any problem.

In addition to this procedure, reports of hazards may be received via the College Council, departmental meetings/minutes or via risk assessment procedures.

Inclusion

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Inclusion Co-ordinator and Principal must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Principal.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The college will:

- Carry out a Legionellosis Risk Assessment
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

The day to day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to a person within college.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the college will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

Disinfection

Periodic disinfection of shower heads to remove any scale and bacteria.

Emergency procedures

Establish emergency procedures if during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Principal.

Training

Provide training to the persons responsible for the day-to-day management of the water systems.

Lone Working – please see separate policy

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Managing Medicines – see separate policy

No student is allowed to take medication on the college site without a letter of consent from his/her parent/carer.

Staff must notify the Principal if they believe a student to be carrying any unauthorized medicines/drugs.

The college policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and repair of equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Officer.

All faulty equipment must be taken out of used and reported to the Premises Officer. Staff must not attempt to repair equipment themselves.

Manual Handling – see separate policy

The college will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Officer for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the Principal's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager

Risk Assessment

Risk assessment is a systematic examination of what within our college can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed

- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Principal to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to Heads of Departments and Managers.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

Design & Technology

CLEAPSS Risk assessments in technology http://www.cleapss.org.uk/
BS 4163:2007 Health and Safety for Design and Technology in Colleges and Similar Establishments
Design and Technology Association https://www.data.org.uk/

Science

CLEAPSS http://www.cleapss.org.uk/
CLEAPSS College Science Service Laboratory Handbook
CLEAPSS Hazards

Food Science

CLEAPSS Food Technology http://www.cleapss.org.uk/

Art

National Society for Education in Art & Design (NSEAD)
http://www.nsead.org/hsg/index.aspx

Physical Education
Safe Practice in Physical Education and College Sport' afPE http://www.afpe.org.uk/

Offsite visits
Health and Safety of Pupils on Educational Visits. DfE
Outdoor Education Advisers Panel. http://www.oeap.info/

General guidance

Nottinghamshire Colleges Portal http://www.nottinghamshire.gov.uk/collegesportal

Security
CCTV systems are installed throughout the college and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on college premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The college accepts no responsibility for items left unattended. In the event of a theft in the college, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any college equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Principal. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

Severe weather conditions
In the event of severe weather conditions, it is the responsibility of the Principal to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

Smoking/Vaping
The Governing Body and Principal have adopted a no smoking/vaping policy throughout college premises.

All staff and parents will be informed and signs will be on display at the main entrance to college in accordance with the Health Act 2005.

Staff training and development
The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the college's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Premises Officer, First Aid staff and staff taking students on trips.

The college will keep a record of all staff who have been trained and the expiry dates of any certificates.

Stress Management

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The college will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with the Principal who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

On return to work for any period of stress-related illness, the college will take account of medical advice and the needs of the college when determining which duties are most appropriate.

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1999.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Principal who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged by the Principal where appropriate.

All drivers must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the Premises Officer immediately

Visitors – Health and Safety

Under the provisions of the Health & Safety at Work Act 1974, the college has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the college they intend to visit.

They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the Premises Officer).

All visitors are to be made aware of the emergency procedures. By implementing a Visitors' Policy which is monitored and kept continually under review, it is intended that entertaining visitors should not become a chore, but should be seen by everyone in the college as a continuing and valuable opportunity to welcome guests.

There are five categories of visitors to the college:

1. VIPs/Educational Visitors
2. Casual Visitors
3. Ex-students
4. Intruders
5. Troublemakers

VIPs/Educational Visitors

There is every reason to suppose that the college will experience high levels of VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the college should be cleared by individual members of the support and teaching staff who are approached through the Principal. When the Principal has authorised a visit to the college, the initial welcome will be made on the day of arrival by the Principal, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the college into various categories and accord them varying levels of priority.

Casual Visitors

As with all busy work places, there is a high level of casual visitors to the college during the course of a normal working day. These could be parents visiting the Student Information Desk or engineers or commercial representatives going to particular areas within the college. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a student will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the college premises. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge (Black for general visitors and Green to those whom have had appropriate safeguarding checks) and sign the Visitor's Book.

Ex-students

Often ex-students make social calls to the college. The Principal should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

In all three cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

Intruders

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises. Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the college premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the Principal to be called. It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person. When you have identified the intruders to the Principal, please remain present whilst the Principal asks them in a friendly way their reasons for being on site. The Principal should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's identity tag should be displayed at the college entrance. If the person is unable to offer an acceptable reason for remaining, the Principal should politely ask them to leave in a clear and firm way.

NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Principal should not attempt to force them to leave but dial 999 to call the police. Note that the Principal can be called by radio from the Front Reception Desk. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the Principal.

Some “Intruders” are ex-students, merely making a social call. Help them to obtain an official Visitor’s Pass, available from Reception.

REMEMBER, the Governing Body will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

Troublemakers

It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, the college has banned all knives, regardless of the length of the blade.

The Governing Body has authorised the Principal (or nominee), in exercising day to day management of the college, to determine who should have access to the premises. The Governing Body have determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to college premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the college as determined by the Principal (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Premises Officer.

The college’s building and grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Principal (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off college premises, could be an offence. The Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the Principal (or nominee) has determined that an individual is trespassing, the Governing Body have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a “troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises (See attached sample warning letter in Appendices).

General precautions

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the college must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the college are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the Premises Officer.

Working at height

The college will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.
The college will ensure that:

- all work activities that involve work at height are identified and assessed

- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on college property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is **not** permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Risk Assessment for Work at Height

The Premises Officer is responsible for ensuring the completion of risk assessments for all working at height tasks in the college.

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times;
- three points of contact should be maintained at all times; the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Officer to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your waist should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Equipment identification / inspection

The Premises Officer is responsible for the purchase and maintenance of all ladders in the college.

The college will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place. Only persons that have received the appropriate training (PASMA) can erect, alter, inspect and dismantle tower scaffolds.

Work experience placements (students) – to be read in conjunction with the 'Student work placement / experience policy'

The Policy on student work placement / experience relates to the placement of pupils on employers' premises in which the pupil carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Working hours

The Working Time Regulations apply to pupils on work placements. Pupils should not work for more than five days in any consecutive seven day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, college and pupils. Pupils should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight hour day.

Pupils may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Pupils are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a pupil on placement. Only a member of staff with day to day responsibility for the pupil or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check. In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place.

However, DBS checks must be **considered** in all the following cases:

1. Students identified by the college as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
2. Students on placements lasting more than 15 days over an extended period, especially where these involve:

 regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)

 placements located in particularly isolated environments with 1:1 working placements involving a high degree of travelling on a 1:1 basis

3. Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- College staff or other partners who arrange, vet or monitor the work placements should have training in child protection
- Employers, supervisors or training providers hosting pupils should be asked to endorse a child protection policy or statement of principles
- College policies and procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement
- Students should also be given clear advice and a point of contact in the college in case of any problems.

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- For short-term extended work experience for half a day or a day a week lasting one term or less
- For block placements lasting up to three weeks
- Where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time

- Where people will have contact with children/ young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work
- Where the placement involves Secondary age pupils undertaking voluntary work, citizenship or vocational studies or work experience in other colleges. In these cases the college placing the pupil should ensure that they are suitable for the placement in question. (Reference: 'The Work-Related Learning Guide (Second Edition)' 2009)