



# Policy Statements and Procedures

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## HEALTH AND SAFETY POLICY

### INTRODUCTION

Hewens College as an educational establishment within The Rosedale Hewens Academy Trust (the Trust) recognises that ensuring the Health and Safety of staff members, students and visitors is essential to the success of the College.

Hewens College is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under Health and Safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and other activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on Health and Safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvement.
- Ensuring adequate welfare facilities exist in the college.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

Health and Safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff members and students will play their part in their implementation.

### **The Governing Body is responsible for ensuring that:**

- The Health and Safety Policy Statement of Intent is clearly written and it promotes a positive attitude towards safety in staff and students.
- The Principal is aware of her Health and Safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

- Sufficient funds are set aside with which to operate safe working practices.
- Health and Safety performance is monitored, failures in Health and Safety policy or implementation recognised, and policy and procedures revised as necessary.

A designated Governor with an interest in Health and Safety responsibility liaises closely with the college's Senior Leadership Team and shall participate in scheduled inspections.

**The Principal:** has overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.

She will plan ahead as necessary to ensure human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.

The Principal will make decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety, and will liaise with the Estates Manager and Executive Principal (secondary phase) of the Trust to ensure the control of those risks in an appropriate manner.

The Principal will ensure that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff members and their representatives.
- All staff members are provided with adequate information, instruction and training on Health and Safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the Health and Safety performance of the college is completed at least annually.

**Please Note:** The Vice Principal shall fully understand the above responsibilities, and with the Senior Leadership Team, support the Principal effectively and provide the necessary leadership in her absence.

**The Estates Manager, The Rosedale Hewens Academy Trust is responsible for:**

- Working in conjunction with relevant Health and Safety Consultants and advising the Principal on Health and Safety policy.
- Acting for and on behalf of the Principal, ensuring the policy is implemented.

- Ensuring the Health and Safety Policy is clearly communicated to all relevant persons.
- Advising the Chief Executive of The Rosedale Hewens Academy Trust on the control of health, safety and welfare related costs within the college.
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meet the highest standards.
- The engagement of external competency for health, safety and welfare matters to support the college's organisation and arrangements for Health and Safety.
- Liaising with the Site Manager with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for without the college incurring excessive cost.
- Ensuring there is a suitable system in place for records to be kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to inspect the premises and monitor performance.
- Ensuring staff members are provided with adequate information, instruction and training on Health and Safety issues.
- Ensuring that all accidents are investigated and any remedial actions required are taken or requested.
- Managing premises staff effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Plant, machinery and equipment is inspected, examined and tested to ensure it remains in a safe condition.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risks is given to visitors and contractors.

**College staff both teaching and non-teaching including technicians, catering and premises staff** have a responsibility to:

- Apply the college's Health and Safety Policy to their own Alliance or area of work and be directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Principal as appropriate.
- Ensure that all staff members under their management are familiar with the Health and Safety procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensure all accidents in areas of responsibility are investigated appropriately.
- Directors of Teaching and Learning are responsible for ensuring that risk assessments are in place for 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 members and reviewed regularly.
- Guidance from CLEAPSS (advisory service for science and technology), Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

**Teachers in particular are expected to:**

- 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.
- Follow the Health and Safety procedures applicable to their area of work.
- Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to Director of Teaching and Learning for their Alliance on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the college without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the premises team.
- Report all accidents, defects and dangerous occurrences in the first instance to the Director of Teaching and Learning for their Alliance.

**All employees must:**

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on Health and Safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.

- Cooperate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the college's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with any appointed/elected Safety Representative(s) and Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

#### **Obligations of Contractors:**

- When the premises are used for purposes not under the direction of the Principal e.g. the provision of college meals, then, ***subject to the explicit agreement of the Governing Body***, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Estates Manager or Premises Team of any risks that may affect staff members, students and/or visitors.
- All contractors must be aware of the college's Health and Safety Policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or her representative will take such actions as are necessary to protect the safety of staff members, students and visitors.

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

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the college and in particular the instructions of staff members given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

#### **PROCEDURE**

The following procedures and arrangements have been established within the college to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief 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 available in the Health and Safety Management File which is kept by the Estates Manager of The Rosedale Hewens Academy Trust.

**Accident and Incident Reporting:** All staff members are required to ensure that all accidents are reported to the appropriate Director of Teaching and Learning in the first instance, who will ensure that the accident is investigated and reported to the Principal, Estates Manager of The Rosedale Hewens Academy Trust or the Premises Team. If appropriate the Chief Executive's office and Governing Body will be informed and they will in turn contact the Health and Safety Executive (via the Local Authority). All incidents or near incidents i.e. something which has the potential to cause harm although it doesn't do so on this occasion –

must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

**Asbestos:** The Estates Manager and premises team are responsible for ensuring that the site Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

- Staff members must not affix anything to walls, ceilings etc. without first obtaining approval from the Estates Manager.
- Inspection and condition monitoring of any asbestos on site, is carried out by a competent person under a contractual arrangement.
- Staff members must report any damage to asbestos materials immediately to the Estates Manager or Premises Team.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The Estates Manager or Premises Team will immediately notify the engaged asbestos consultant by telephone.

**Display Screen Equipment (DSE):** The Executive Principal (secondary phase) is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff members who regularly use laptops or desktop PCs. Staff members are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

**Educational Visits and Trips:** The Principal is responsible for ensuring that educational trips are managed in accordance with the Educational Visits Policy which all teachers must be familiar with.

**Electrical Safety:** The Estates Manager and Premises Team are responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The Estates Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive. All staff members must be familiar with college procedures and report any problems to the Premises Team in the first instance. Staff members are reminded that they must not bring electrical equipment into College without the permission of the Principal.

**Fire Precautions and Emergency Procedures:** The Principal is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the College Emergency Plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff members.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff members and students with special needs.

The Estates Manager, through the Premises Team, is responsible for:

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

All staff members must be (made) familiar with the College's emergency plan and evacuation procedures.

**First Aid:** The names of the College's qualified First Aiders are displayed in Reception. First Aid supplies are kept in the First Aid/Welfare Room in the Key Stage Building and in the Library with the Librarian who is also First Aid qualified. It is the responsibility of the appointed First Aid qualified staff to ensure that stocks of supplies are kept up to date. All staff members must be familiar with the College's arrangements for First Aid.

**Hazardous Substances:** The Estates Manager and Premises Team are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with manufacturers' instructions and only used by authorised persons trained in the safe use of the products. All staff members are reminded that no hazardous substances should be used without the permission of the Principal. The Directors of Teaching and Learning for the Science, Art, Design and Technology Alliances will be responsible for ensuring Control of Substances Hazardous to Health (COSHH) assessments are carried out and communicated for any authorised products used in those Alliances. The Estates Manager will be responsible for ensuring Control of Substances Hazardous to Health (COSHH) assessments are carried out and communicated for any authorised products used elsewhere in the college.

**COSHH:** Colleges are required to control hazardous substances, which can take many forms, including:

- Chemicals;
- Products containing chemicals;
- Fumes;
- Dusts;
- Vapors;
- Mists;
- Gases and asphyxiating gases;
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by The Premises Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures (including procedures for dealing with spillages), are displayed near where hazardous products are stored and in areas where they are routinely used.

**Gas safety:** Installation, maintenance and repair of gas appliances and fittings are carried out by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they have adequate ventilation. Gas safety inspections are conducted and certificates are issued every year for boilers, ovens and water heaters.

**Legionella:** A water risk assessment has been completed on [18.07.2022] by Thames Valley Water Service and is responsible for ensuring that the identified operational controls are conducted and recorded in the College's water log book. This risk assessment will be reviewed every two years and/or when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following:

- Monthly temperature monitoring
- CWST inspections
- Weekly flushing schedule
- Quarterly shower descaling
- Legionella sampling
- Thematic mixer valve fail safe checks

**Inclusion:** All teaching and support staff members should be familiar with the college's policy on SEND and Inclusion. The Principal is responsible for ensuring that there are adequate facilities and support staff members to ensure the health, safety and welfare of any student with special educational needs or disabilities (SEND). All teaching and support staff members 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. Directors of Teaching and Learning must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEND. 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.

**Lettings/shared use of premises/use of Premises outside College Hours:** Although out of hours activities by those using College facilities will be controlled by others (the organisers), the Estates Manager is responsible for ensuring that any use of the premises outside of College hours is managed in accordance with the college's Health and Safety and Lettings Policy. The Estates Manager is responsible for ensuring fire and emergency arrangements and any restriction on use of facilities and equipment.

**Lone Working:** Lone workers are defined as anyone who works by themselves without close or direct supervision. Premises staff, in particular, and cleaning staff members may be regular lone workers, but teachers and other staff may also work in isolated classrooms and offices after normal College hours or during holiday times. Any member of staff working after hours must notify the Director of Teaching and Learning for their Alliance or their Line manager of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

**Off-site visits:** When taking students off the College premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them;
- All off-site visits are appropriately staffed;
- Staff will take a College mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with parents, guardians/ and carers contact details;
- For trips and visits with students there will always be at least one first aider with a current pediatric first aid certificate;
- For other trips, there will always be at least one first aider on college trips and visits.

**Violence at work:** We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Principal immediately. This applies to violence from students, visitors or other staff.

**Managing Medicines and Drugs:** No student is allowed to take medication on the College site without a letter of consent from his/her parent, guardian or carer. Staff members must notify the Principal immediately if they believe a student to be carrying any unauthorised medicines or drugs. The College Policy for Administration of Medicines and Supporting Students with Medical Needs provides detailed guidance and all staff members should be familiar with this Policy.

**Maintenance and Inspection of Equipment:** The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estates

Manager. All faulty equipment must be taken out of use and reported to the Estates Manager. Staff members must not attempt to repair equipment themselves.

**Manual Handling and Lifting:** The Estates Manager 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 Team for assistance. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment. Staff and support staff members who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

**Adverse weather:** The College will endeavour to stay open for our college community. However, in very extreme cases where the College has to be closed, due to safety concerns a decision will be made by the Principal and communication will be made with the parents, guardians and carers via text. Grit is applied to all walkways in order of priority such as entrance ways and areas high on human traffic. This carried out as soon as the weather starts to show signs of snow or is heavily forecasted for the next day. Grit is topped up regularly as deemed necessary by the conditions.

During large rainfalls, heavy wind (danger from flying objects) or extremely hot sun (over exposure) students will stay inside during break times. Students are also encouraged more strenuously about their personal responsibility to take extra care when moving around site.

**Minibus:** Minibuses (and all school vehicles) are serviced annually as part of their MOT. Minibuses are checked daily and checklists filled in by the driver. Minibuses speed and road use are dictated by the Highway Code and extra care attention is urged, especially when dropping off and picking up. Students are reminded of their responsibility as outlined in the Behaviour Policy and how any distractions could result in an accident. Any disruptive behaviour then the driver is instructed to pull over till he feels it is safe to continue. Staff, students, parents and visitors are told to take extra care in and around the car park areas for approaching minibuses (and indeed any other vehicle).

**PE Equipment:** The Director of Teaching and Learning for the Physical Education (PE) Alliance is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students. Risk assessments are to have been completed for all PE activities and all staff members must be familiar with these. Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Students must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the Director of Teaching and Learning for the PE Alliance.

**Personal Belongings:** In order to ensure the health, safety and well-being of everyone, no sharp objects such as knives, blades or penknives will be permitted on the premises. In accordance with the Equality Act 2010 and the Offensive Weapons Act 1996, the College recognises the right of initiated Sikh students to wear a Kirpan as part of their religious observance. The Kirpan must be symbolic in nature, securely sheathed, and worn discreetly under clothing. To ensure the safety of all students and staff, the Kirpan must not exceed 6 inches in total length, with a blade no longer than 3 inches. The Kirpan must remain out of sight at all times and be stitched securely into a cushioned pouch so that it cannot be drawn under any circumstances, ensuring others do not have access to it. In certain situations, such as PE lessons, a member of staff may request that the Kirpan be locked away securely.

**Personal Protective Equipment (PPE):** Where the need for PPE has been identified in Risk Assessments, it is the Principal's responsibility to ensure adequate provision of suitable PPE. Where a 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 members must report any lost or damaged PPE to the Principal.

**Risk Assessments:** It is the Estate Manager's and Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the College. The Principal and Senior Leadership Team through the Estates Manager are responsible for ensuring general risk assessments are carried out. Directors of Teaching and Learning will undertake risk assessments for their areas including teaching areas. The Premises Team will ensure risk assessments for maintenance and cleaning tasks are carried out.

**Slips, trips and falls:** Students and staff are encouraged to take care when moving around the site. Methods of minimising risk include:

- Fixed and leased matting at entrances
- Wet signs to be used for spillages and wet surfaces during cleaning
- Premises staff to clean new spills as soon as feasibly possible once alerted
- Playground surfaces to be checked through the course of the day by premises staff and staff members in the course of their duty. Any concern where the risk is more than reasonable, hazard tape and warning signs to be put in use
- Notable hazards, such as a fallen branch to be disposed of as soon as possible
- Cables and other trailing leads to be tidied and arranged as neatly as possible as to not become a trip hazard

**Security:** Reporting to the Estates Manager, the Premises Team are responsible for the security of the College site and will undertake regular checks of the boundary fences, entrance points, outbuildings and external lighting. They are also responsible for the security of the site during out of hours use and lettings. Staff members must question any visitor on the College premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive assistance should be sought. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the College where assistance is available. The Principal should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, guardians, carers, other visitors or students must be reported immediately to the Principal.

**Site Maintenance:** Reporting to the Estates Manager, the Premises Team are responsible for ensuring the basic maintenance of the College premises and grounds and for ensuring cleaning standards are maintained. The Premises Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Estates Manager. The Governor with an interest in Health and Safety and the Estates Manager, along with members of the Governing Body, shall carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved. Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors. All staff members are responsible for reporting any damage or unsafe condition to the Estates Manager or Premises Team immediately. A Helpdesk system is available for this purpose.

#### **Laundry**

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

#### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

## **Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from students.
- Supervise students when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

**Infectious disease management:** We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

- We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.

### **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

**Students vulnerable to infection:** Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The College will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

**Exclusion periods for infectious diseases:** The College will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 2. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

**New and expectant mothers:** Risk assessments will be carried out whenever any employee or pupil notifies the college that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles;
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation;
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly;
- Some pregnant women will be at greater risk of severe illness from Coronavirus.

**Reporting to the Health and Safety Executive:** The Principal and Premises Manager will keep a record of accidents which result in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal and Premises Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **College staff: reportable injuries, diseases or dangerous occurrences**

These include:

- › Death.
- › Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes;
  - Amputations;
  - Any injury likely to lead to permanent loss of sight or reduction in sight;
  - Any crush injury to the head or torso causing damage to the brain or internal organs;
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs.
  - Any scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia;
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- › Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Chief Officer - Operations of the Trust will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- › Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome;
  - Severe cramp of the hand or forearm;
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach;
  - Hand-arm vibration syndrome;
  - Occupational asthma, e.g. from wood dust;
  - Tendonitis or tenosynovitis of the hand or forearm;
  - Any occupational cancer;
  - Any disease attributed to an occupational exposure to a biological agent.
- › Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to the Colleges include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment;
  - The accidental release of a biological agent likely to cause severe human illness;
  - The accidental release or escape of any substance that may cause a serious injury or damage to health;
  - An electrical short circuit or overload causing a fire or explosion.

**Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences** These include:

- Death of a person that arose from, or was in connection with, a work activity\*;

- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment.

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or;
- The condition of the premises (e.g. poorly maintained or slippery floors).

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

**Notifying parents, guardians and carers:** The Principal or Vice Principal will inform parents, guardians and carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**Reporting to child protection agencies:** The Principal will notify the LADO and any other relevant agencies of any serious accident or injury to, or the death of, a student while in the College’s care.

**Reporting to Ofsted:** The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the college’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

**Training:** Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEND), are given additional health and safety training.

**Monitoring:** This policy will be reviewed by the Chief Officer - Operations every year. At every review, the policy will be approved by the Trust.

**Lifts:** All lifts are serviced quarterly by a lift specialist with UKAS accreditation. A thorough examination also takes place every 6 months in line with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) by a competent contractor. Lifts are not to be used in an event of a fire or any other evacuation situation. Only approved members of staff are permitted to use the lifts, such as premises or science technicians when it is unreasonable to use the stairs, for example, when they are carrying multiple items or trolleys. Any defects are reported to the service contract provider for repair as soon as possible with the lift remaining out of action till then. Any student needing to use is (because of an injury) must be accompanied by a staff member.

**Kitchen and Canteen:** The Catering Manager applies HACCP (Hazard Analysis and Critical Control Points) in accordance to the Food Safety Regulations 1995. These records are maintained and audited monthly by an accredited outside catering consultant. This risk control is designed to reduce the risk of food poisoning. The HACCP folder is kept in the kitchen office which contains the specific risk controls. Daily records of temperature control of food served and temperature of deliveries are maintained and kept in the kitchen. Daily record of cleaning is kept and signed off by the Catering Manager. An annual deep clean of the kitchen and ventilation system is conducted by CCS approved cleaning company. The report is kept and filed. Non-catering staff and students are strictly forbidden entry into the kitchen. Oven equipment and gas are serviced and certificated annually. Freezers, fridges, washers and other large equipment are serviced annually as part of a PPM. Any defects are reported and rectified as soon as possible. All catering staff are trained and accredited to at least a level 2 food hygiene certification.

**Pest Control:** A competent BPCA approved pest control provider inspects the site monthly and recorded. Any pests or signs of pests (such as rats) are reported to Premises team as soon as possible so action can be taken. Refuse is cleared daily from the canteen and kitchen areas, and bin areas are cleared twice a week by a waste provider. Cleanliness and good housekeeping is encouraged site wide by all staff and students to

lower the risk of attracting pests . For example, daily litter picks are completed after lunch times to limit rodents and birds as much as possible.

**Smoking:** It is illegal to smoke anywhere on the College premises or in vehicles operated by the College. See the Smoking Policy.

**Staff Training & Development:** The Principal is responsible for annually assessing the Health and Safety training needs of all staff members and for arranging any identified training. All new staff members will receive specific information and training as part of the College induction process. Staff members will receive fire awareness training on an annual basis. Staff members given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

**Stress:** The Governors of the Local Advisory Board and Principal are responsible for taking steps to reduce the risk of stress in the College by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

**Occupational stress:** We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the college for responding to individual concerns and monitoring staff workloads. Further information is provided in the Mental Health and Wellbeing Policy.

**Visitors and Contractors:** All visitors must sign in and out at the College's main reception desk. This includes parents, guardians and carers. A Visitor's pass will be issued which must be worn and clearly visible at all times whilst in College. Visitors to the College will be made aware of the emergency procedures and other safety information as is relevant. Contractors undertaking maintenance work on the College grounds or buildings will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

**Working at Height:** Staff members are reminded that working at height applies to any activities which cannot be undertaken by standing on the floor. The Estates Manager and Premises Team are responsible for ensuring risk assessments are carried out for working at height tasks in the College. The Premises Team are responsible for placing requests for the purchase and maintenance of all ladders and other access equipment in the College. Low risk work at height involving the use of mobile towers and ladders will normally be carried out by the Premises Team. Contractors will be engaged to carry out higher risk, or extended work at height tasks. All ladders shall conform to BS/EN standards as appropriate. Aluminium ladders or steps must not be used in close proximity to electricity if there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. If such a task cannot be avoided, and it is planned to use a ladder a member of the Premises Team should be asked to help erect it properly and an assistant used to hold the ladder steady and pass any materials required. Never overreach. One hand should always be kept free for steadying purposes. Knees should be no higher than the top rung of a ladder. Do not carry out work standing on the top two steps of stepladders. Never stand on the top step of stepladders unless it is a platform with handrails.

**Tree Safety:** All trees are visually inspected by premises staff whilst going about their day-to-day duties. A more formal walk around the site is also completed weekly. A full tree survey is completed every 2 years or when there has been significant changes/damage, for example after a storm. A tree register from said survey is kept as a record. Any reported tree damage is assessed by the premises team and then a competent tree surgeon is contacted for works.

**Legislation:** This policy is based on advice from the Department for Education on health and safety in colleges, guidance from the Health and Safety Executive (HSE) on incident reporting in colleges, and the following legislation:

- › The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- › The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- › The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- › The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › The Control of Asbestos Regulations 2012 is the legal framework for control of asbestos containing materials on non-domestic premises
- › The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- › The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- › Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) outlines the requirements for the safe provision and use of lifting equipment
- › Good Safety (General Food Hygiene) Regulations 1995 the legal framework outlining the preparation and serving of food to reduce the risk of food poisoning
- › Provision and Use of Working Equipment (PUWER) state that any equipment operated in any work place should be kept in efficient working order, and regularly inspected by a competent person

The College follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID when responding to infection control issues.

This policy complies with our Funding Agreement and Articles of Association.

**Links with other policies:** This health and safety policy links to the following policies:

- > First aid
- > Accessibility
- > Remote learning
- > Emergency or critical incident plan
- > Mental health and wellbeing
- > Children with health needs who cannot attend college
- > Safeguarding and child protection
- > Supporting children with medical needs, including asthma, and the administration of medicines
- > Special educational needs and/disabilities
- > Asbestos Management Plan
- > Fire risk and evacuation policy and procedure

## **POLICY REVIEW**

The Health and Safety Policy will be reviewed on an annual basis or as new guidance or legislation comes into force.

**Policy last updated:** September 2025

**This policy will be reviewed:** September 2026

## Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for colleges and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of infectious disease, including Coronavirus, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from college or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery

	<p>or college.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from college if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Respiratory infections including coronavirus (COVID-19)</b>	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID should not attend the setting for 3 days after the day of the test.</p>
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to college or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from college during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to College 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the college or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to college.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from college are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, college health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and maybe excluded until they have a negative stool sample (for example, pre-college

	infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students and staff with infectious TB can return to college after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to college as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to college until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from College while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend college and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to College.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to College. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (methicillin resistant Staphylococcus aureus)</b>	None.

<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.