

# High Tunstall College of Science



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## Health and Safety Policy

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Stakeholder Consulted	-	Finance and Staffing Committee
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Responsibility for Review	-	Headteacher, Site Manager and Finance Manager

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## Statement of intent

At High Tunstall College of Science, we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the college's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our college.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

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

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

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

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following college policies, risk assessment and guidance:

- COSHH Policy
- First Aid Policy
- Supporting Students with Medical Conditions Policy
- Infection Control Policy
- Educational Visits Policy
- Lone Working Policy
- Smoke-Free Policy
- Adverse Weather Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Emergency Evacuation Procedure
- Administering Medication Procedure
- Staff Wellbeing Policy
- Guidance to Staff During Lockdown and the Wider Opening of College
- Covid-19 Risk Assessment

## 2. Roles and responsibilities

2.1. The governing body, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the college.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The governing body will provide:

- A safe place for all users of the site including staff, students and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness biennially.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate faculties and other members of staff.

- Designate a competent person who will be responsible for ensuring the college meets its health and safety duties – the competent person will be the Site Manager.

2.4. The Site Manager will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

2.5. Supervisory staff/faculty leaders will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the college's Health and Safety Policy in their faculty, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Site Manager/Site Officers.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the college can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

2.7. Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the college.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

### **3. Construction and maintenance of the premises**

3.1. When undertaking construction or maintenance work, the college will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
  - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;

- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- 3.3. The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- 3.4. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.
- 3.5. The headteacher will ensure that:
- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the college wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the college expects the project to be managed
    - CDM appointments of principal contractor/principal designer
    - Welfare arrangements
    - Details of the nearest A&E department

- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
  - The principal designer prepares a health and safety file containing information that will help the college manage risks associated with any future maintenance, repair, construction or demolition work.
  - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
  - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
  - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
  - Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the Site Manager, and is made available to anyone who needs to alter or maintain the building.
- 3.6. The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.
- 3.7. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **4. Training**

- 4.1. The college will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the college.
- 4.2. The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 4.3. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the college.
- 4.4. Staff members will be provided with regular training opportunities and have access to support where needed.

- 4.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the college.
- 4.6. Staff will be trained on how to assess risks specific to their role.
- 4.7. The headteacher will ensure staff know how to meet their duties outlined in this policy.
- 4.8. Where relevant to their role, staff will receive specific training in:
  - Using industrial machinery.
  - Managing asbestos.
  - Having responsibility for the storage and accountability for potentially hazardous materials.

## 5. First aid

- 5.1. The college will act in accordance with the First Aid Policy at all times.
- 5.2. The college will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 5.3. A full list of first aiders is kept up-to-date in the admin office and is updated yearly in the Team Tunstall handbook.
- 5.4. First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
<b>Main Reception (Ground Floor)</b>	<b>Sue Grylls</b>
<b>PE Work Room (Ground Floor)</b>	<b>Ben Holden</b>
<b>Creativity/T&amp;E Work Room (Ground Floor)</b>	<b>Natalie Sadler</b>
<b>The Arc (Ground Floor)</b>	<b>Rachel Gray</b>
<b>Kitchen (Ground Floor)</b>	<b>Diane Hill</b>
<b>Technology Prep Room (Ground Floor)</b>	<b>Graeme Aves</b>
<b>Independent Learning Hub (First Floor)</b>	<b>Claire Gunn</b>
<b>Main Staffroom (First Floor)</b>	<b>Sue Grylls</b>
<b>Maths Work Room (First Floor)</b>	<b>Sue Grylls</b>
<b>Communications Work Room (First Floor)</b>	<b>Sue Grylls</b>
<b>Discovery Prep Room (Second Floor)</b>	<b>Julie Straughan</b>
<b>Discovery Workroom (Second Floor)</b>	<b>Gemma McMahon</b>

<b>Location</b>	<b>Responsible staff member</b>
<b>MFL/Enterprise Workroom (Second Floor)</b>	<b>Louise Tempest</b>
<b>Performance Studio (North Building)</b>	<b>Ellie Hopwood</b>
<b>World Affairs Workroom (North Building)</b>	<b>Ellie Hopwood</b>
<b>Hydro Pool (North Building)</b>	<b>Sue Grylls</b>
<b>Swimming Pool</b>	<b>Michelle Dixon</b>
<b>The Shine Centre</b>	<b>Tracey Dodds</b>

## **6. Contacting the emergency services**

- 6.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 6.2. Staff will contact the emergency services in an emergency.
- 6.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 6.4. Where an ambulance is called for a student, the administration staff will contact the student's parents.
- 6.5. Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point as detailed in the emergency evacuation procedure.
- 6.6. Staff will be aware of any students who have specific evacuation needs.
- 6.7. Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

## **7. Fire safety**

- 7.1. All staff members fully understand and effectively implement the emergency evacuation procedure.
- 7.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 7.3. Fire Wardens will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

- 7.4. The college will test evacuation procedures on a termly basis.
- 7.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 7.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 7.7. Fire alarms will be tested weekly from different 'break glass' fire points around the college, and records will be maintained and held in the site office.
- 7.8. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the site office.

## **8. Accident reporting**

- 8.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Site Manager using the School Safety Incident Report Form (Appendix C).
- 8.2. The Site Manager will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.
- 8.3. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

## **9. Significant accidents**

- 9.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 9.2. The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs

- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours

9.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma

- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## **10. Reporting procedures**

- 10.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Site Manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 10.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 10.3. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The college will report all accidents and injuries online where possible (using the above link/web address).
- 10.4. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## **11. Reporting hazards**

- 11.1. Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 11.2. In the main, reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the headteacher as appropriate.
- 11.3. Serious hazards will be reported immediately to the Site Manager.

## **12. Accident investigation**

- 12.1. All accidents, however small, will be investigated by the Site Manager and the outcomes recorded.
- 12.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 12.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 12.4. The Site Manager will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **13. Our active monitoring system**

13.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Regularly examination of documents to ensure compliance with standards.
- Regular inspection of premises, plants and equipment.
- Regular reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **14. Bomb threat procedure**

14.1. All staff members fully understand and effectively implement the college's Major Incident Plan.

14.2. In the event of an emergency, the procedures outlined in the Major Incident Plan will be followed.

14.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.

14.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

14.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

- 14.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 14.7. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 14.8. Where possible, recording devices will be used whilst receiving a bomb threat.
- 14.9. The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.
- 14.10. The headteacher will decide whether or not to evacuate the building.

## **15. Evacuation**

- 15.1. The college will follow the procedure outlined in the Emergency Evacuation Procedure in the event of a crisis.
- 15.2. In the event of a fire, the Emergency Evacuation Procedure will be implemented.
- 15.3. If an evacuation is deemed necessary, the following procedure will take place:
  - All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
    - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
    - Take all essential personal items with them, to avoid unnecessary searching.
  - Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the college and nobody will be allowed in or out except for emergency personnel.
  - Once the police have arrived, staff will await further instruction from the emergency services.

## **16. Visitors to the college**

- 16.1. All visitors and contractors will sign in to reception.
- 16.2. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the college concerned.
- 16.3. No contractor will carry out work on the college site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 16.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the college.
- 16.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 16.6. Visitors and contractors will wear a visitor's badge at all times while on college grounds.
- 16.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 16.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 16.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 16.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **17. Personal protective equipment (PPE)**

- 17.1. PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards.
- 17.2. The college will provide employees and students who are exposed to a hazard at the college, which cannot be controlled by other means, with PPE.
- 17.3. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

- 17.4. Staff and students will use the PPE provided, and care for it according to the instructions and training given.
- 17.5. Students will report any loss or defects to their class teacher, who will report it to the Site Manager for repair.
- 17.6. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 17.7. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 17.8. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.
- 17.9. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. college uniform.
- 17.10. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- 17.11. Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 17.12. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 17.13. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- 17.14. The college understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:
  - Protective clothing that staff require to fulfil their roles.
  - A uniform that employees only wear to work.
- 17.15. The Finance Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes.
- 17.16. In accordance with HM Revenue and Customs (HMRC), the college will pay any tax and national insurance on uniforms and PPE that are not exempt.
- 17.17. Using a [P11D](#) form, the college will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

17.18. The college will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

## **18. Any other clothing**

18.1. If the college purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.

18.2. If employees purchase clothing that is necessary to complete their role and the college reimburses them, the college will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

18.3. If employees purchase non-durable clothing, e.g. rubber gloves and the college reimburse them, the college will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

18.4. If employees pay to have clothing cleaned or repaired, the college will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

18.5. The value of clothing for tax and reporting will depend on whether the college has given or lent clothing to employees.

18.6. If clothing is given to employees, the college will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

18.7. If clothing is lent to employees, the college will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the college pays for it

## **19. Maintaining equipment**

19.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or qualified service contractors, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

19.2. It is the responsibility of the Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

19.3. The Site Manager should be consulted as necessary.

## **20. Hazardous materials**

20.1. The college will act in accordance with the college's COSHH Policy at all times.

20.2. No chemicals or other hazardous materials will be used without the permission of the headteacher.

20.3. The college will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

20.4. The college will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

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

- 20.6. The Site Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 20.7. Control measures will be checked and reviewed by the Site Manager on an annual basis to ensure continued effectiveness, even when they are known to be reliable.
- 20.8. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 20.9. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 20.10. Storage life will be considered by the Discover Lead Technician. All COSHH and ionising radiations regulations will be adhered to.
- 20.11. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 20.12. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 20.13. No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 20.14. No potentially hazardous materials will be used in lessons without the approval of the Headteacher/Site Manager.
- 20.15. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 20.16. The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials that are used by the Site Officers.
- 20.17. A termly audit of hazardous materials the Site Officers use will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with college procedures.

## **21. Asbestos management**

- 21.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 5<sup>th</sup> April 2017 by Lucion Environmental, which is a United Kingdom Accreditation Service accredited surveying organisation.

- 21.2. This survey will be undertaken following any changes of use to a location or prior to any significant building work.
- 21.3. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

## **22. Medicine and drugs**

- 22.1. The college's Supporting Students with Medical Conditions Policy will be read, understood and adhered to at all times.
- 22.2. The college will obtain notification from parents regarding any medication that students are required to take.
- 22.3. Only trained staff will administer medication.
- 22.4. Staff will receive annual training in supporting students with medical conditions.
- 22.5. A record will be kept of any medication that students take – this will be checked prior to administering any non-prescription medication.

## **23. Smoking**

- 23.1. The college is a non-smoking premises and no smoking will be permitted on the grounds.
- 23.2. The college's Smoke-Free Policy will be read, understood and adhered to by all staff.

## **24. Housekeeping and cleanliness**

- 24.1. Contract cleaners will be monitored by the Finance Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 24.2. Special consideration will be given to hygiene areas.
- 24.3. Waste collection services will be monitored by the Site Manager.
- 24.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 24.5. The headteacher is responsible for ensuring that the college is at a safe temperature for staff and students to work in. The college will adhere to the provisions as outlined in The Education (College Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 25. Infection control

25.1. The college actively prevents the spread of infection through the following measures:

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

25.2. The college employs good hygiene practices in the following ways:

- Displaying posters throughout the college, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the college
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately

- Hygienically bagging any students' soiled clothing to go home and never rinsing it by hand
  - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
  - Providing a secure sharps bin, out of reach of students, for the disposal of sharps
  - Discouraging students, staff members and visitors from touching any stray animals that may come onto the college premises
- 25.3. Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- 25.4. All staff are subject to a full occupational health check before starting employment at the college.
- 25.5. The college keeps up-to-date with national and local immunisation scheduling and advice. All students' immunisation status is checked at college entry and at the time of any vaccination.
- 25.6. The college encourages parents to have their children immunised.
- 25.7. All cuts and abrasions will be covered with waterproof dressings.
- 25.8. The college will ensure that arrangements are in place to minimise any student health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in college if they are unwell.
- 25.9. Wall-mounted hand sanitiser is available in all toilets.
- 25.10. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

## **26. Risk assessment**

- 26.1. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the college. The Site Manager will be consulted when risk assessments are being carried out.
- 26.2. Regular assessments of high-risks areas, such as laboratories, will be undertaken.
- 26.3. Annual risk assessments will be conducted for all other areas of the college.

- 26.4. Risk assessments will consider the needs of staff, students, visitors and contractors.
- 26.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 26.6. Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
- 26.7. The Headteacher will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 26.8. The college will record any significant findings of any risk assessments, including the following:
- The identified hazards
  - How people might be harmed by them
  - What the college has implemented to control the risk
- 26.9. The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **27. Slips and trips**

- 27.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The college utilises the following procedure:
- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (footwear worn for evening events may not be in line with the college's student dress code)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings
  - Review the assessment regularly and revise if necessary

## **28. Security and theft**

- 28.1. CCTV systems will be used to monitor events and identify incidents taking place.
- 28.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 28.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 28.4. Money will be counted in an appropriate location, such as the admin office, and staff should not be placed at risk of robbery.
- 28.5. Staff and students are responsible for their personal belongings and the college accepts no responsibility for loss or damage.
- 28.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 28.7. All members of staff are expected to take reasonable measures to ensure the security of college equipment being used.
- 28.8. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 28.9. The college will install access control and security measures to ensure the safety of the college, e.g. security glazing on windows.
- 28.10. The college will ban individuals from the premises if they pose a risk to any member of the college community.
- 28.11. The college will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **29. Severe weather**

- 29.1. The Headteacher, in liaison with the Governing Body, makes a decision on college closure on the grounds of health and safety.
- 29.2. If a closure takes place, the Governing Body will be promptly informed.
- 29.3. The college will act in accordance with the Adverse Weather Policy at all times.

## **30. Safe use of minibuses**

- 30.1. The Site Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

- 30.2. The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles.
- 30.3. A copy of each driving licence will be held in each person's personnel file for those who drive the mini bus.
- 30.4. If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.
- 30.5. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The college will decide who is responsible for covering the cost of any repairs.
- 30.6. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 30.7. Fines accrued will be paid by the driver at the time the offence was committed.
- 30.8. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the college.
- 30.9. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role
Allan Robinson	Senior Site Officer
Ben Holden	Sport Science Faculty Leader
Gail Watson	Teacher of Sport Science
Graeme Aves	Inclusion Assistant
Laura Williamson	School Sports Coordinator
Sharon Pinchen	Creative Arts Faculty Leader
Mark Stewart	Teacher of Sport Science

### 31. College trips and visits

- 31.1. Health and safety policy and procedures concerning college trips and visits, including trips abroad, are contained in the college's Educational Visits Policy.

## **32. Manual handling**

- 32.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 32.2. Packages which are deemed to be too big or too heavy should only be moved by the trained Site Officers.
- 32.3. Risk Assessments are carried out when required by the Senior Site Officer and are reviewed and audited yearly by Hartlepool Borough Council.
- 32.4. Staff members are required to sign statements confirming that they have received, read and understood the risk assessment, prior to carrying out manual handling.

## **33. Working at heights**

- 33.1. Risk Assessments are carried out when required by the Site Manager and are reviewed and audited yearly by Hartlepool Borough Council.
- 33.2. Staff members are required to sign statements confirming that they have received, read and understood the risk assessment, prior to being allowed to work at heights.

## **34. Lone working**

- 34.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 34.2. Staff members are required to read and understand the relevant policies, prior to being allowed to undertake lone working.

## **35. Workplace health and safety: stress management**

- 35.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 35.2. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

## **36. Workplace health and safety: display equipment**

36.1. Display screen assessments will be carried out by the Site Manager for teaching staff and administrative staff who regularly use laptops or desktops computers.

## **37. Dogs on College site**

37.1. Dogs are only permitted on the college premises for educational purposes or with students, staff or a member of the public as a registered service dog.

37.2. For the safety of any dog, as well as for the benefit of others, dogs should not be tied to the college gates and be left unattended.

37.3. If a dog is brought onto the college premises as an educational activity the following must be adhered to;

- A risk assessment is completed prior to the visit
- The dog is from a recognised organisation that can show evidence of the dogs nature and temperament
- The organisation has public liability insurance
- Parent/carers have been informed of the proposed visit/how the visit will be carried out
- The extent of the interaction with the students and permission slips received
- Alternative arrangement for students that may not wish to participate in the activity
- Consideration taken of any allergic reactions to dogs that students or staff may have
- Students have been informed of the appropriate behaviour around dogs, prior to the visit. This should be done in conjunction with the organisation bringing in the dogs and guidance taken from them
- Good hygiene and hand washing procedures in place for students

37.4 College grounds are private property and should not be used for the purpose of exercising dogs.

37.5 In the instance of a stray dog on the college site, the council dog warden will be contacted.

## **38. Monitoring and review**

- 38.1. The effectiveness of this policy will be monitored continually by the headteacher and the Governing Body. Any necessary amendments may be made immediately.
- 38.2. The next scheduled review date for this policy is June 2022.
- 38.3. The college will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

## Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the college, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

<b>Your name/company:</b>			
<b>Name and address of client</b>			
<b>Principal designer</b>			
<b>Name of principal designer</b>			
<b>Address</b>			
<b>Phone number</b>			
<b>Email address</b>			
<b>What is the job?</b>			
<b>Is there anything the client has made you aware of?</b>			
<b>Key dates</b>			
<b>Start:</b>		<b>Finish:</b>	
		<b>Other:</b>	

**Where are your toilets, washing and rest facilities?**

--

**What are your fire and emergency procedures?**

--

**Other employees of the contractor working on site**

<b>Name</b>	<b>Contact details</b>

**What are your site induction arrangements?**

--

**How will you keep everyone on site updated during the job?**

--

<b>Risk assessment</b>		
<b>What are the main dangers on site?</b>	<b>Hazard is present? (Y/N)</b>	<b>What controls do you have?</b>
<b>Falls from height</b>		<ul style="list-style-type: none"> <li>• Ladders are kept in good condition, at the correct angle, and secured.</li> <li>• Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.</li> </ul>
<b>Collapse of excavations</b>		<ul style="list-style-type: none"> <li>• Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.</li> </ul>
<b>Collapse of structures</b>		<ul style="list-style-type: none"> <li>• Props are installed by a competent person to support structures.</li> </ul>
<b>Exposure to building dusts</b>		<ul style="list-style-type: none"> <li>• Dust is prevented by using cutting and vacuum extraction on tools.</li> <li>• Vacuum cleaners are used instead of sweeping.</li> <li>• Suitable and well-fitted masks are used.</li> </ul>
<b>Exposure to asbestos</b>		<ul style="list-style-type: none"> <li>• Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out.</li> <li>• Everyone on site is made aware of the outcome of the survey,</li> </ul>
<b>Activities or workers requiring supervision</b>		<ul style="list-style-type: none"> <li>• The appropriate supervision is provided.</li> </ul>
<b>Electricity</b>		<ul style="list-style-type: none"> <li>• The electricity supply and other services are turned off before drilling into walls.</li> <li>• Excavators and power tools are not used near suspected buried services.</li> </ul>
<b>Risks to members of the public, the client and others</b>		<ul style="list-style-type: none"> <li>• The site is kept secure in order to prevent unauthorised access.</li> <li>• Net scaffolds are used.</li> <li>• Rubbish chutes are used.</li> </ul>



Office use. SIRF No:

**HARTLEPOOL BOROUGH COUNCIL**  
**SCHOOL SAFETY INCIDENT REPORT FORM**  
Please complete form in **BLOCK CAPITALS** in black ink



**Section 1: Details of the accident / incident / ill-health**

Date/time of Incident:

Report Date:  Incident Type:

Location of Incident:

*(where on the premises  
the incident happened)*

Please describe what happened:

Department:  Child and Adults Division:  Education School:

Was a Person Injured and Affected: Yes  No

**Section 2: Details of Injured or Affected Person (if applicable)**

Name:  Date of Birth:  Gender:  Male  Female

Home Address:

Postcode:  Telephone No:

Email Address:

Status:  Employee  Contractor  Student  Trainee

Job Title:

Normal workplace/school:

**Section 3: Details of Injured (if applicable)**

Description of injury:

Main injury type:

Amputation	<input type="checkbox"/>	Sprains and Strains	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Crush injury	<input type="checkbox"/>
Burn or scald	<input type="checkbox"/>		<input type="checkbox"/>
Eye Injury	<input type="checkbox"/>		<input type="checkbox"/>
Cut or Abrasion	<input type="checkbox"/>		<input type="checkbox"/>
Fracture	<input type="checkbox"/>		<input type="checkbox"/>
Internal injury	<input type="checkbox"/>		<input type="checkbox"/>
No injury	<input type="checkbox"/>		<input type="checkbox"/>

Treatment given: Yes  No

Name of First aider:

Details:

Was the injured person: Able to continue work   
Sent home   
Sent to Hospital, GP or dentist   
None of the above

#### Section 4: Witness Details

Name:  Gender:  Male  Female

Home Address:

Postcode:  Telephone No:

Email Address:

#### Section 5: Manager Investigation

Cause:   
*(eg. manual handling, slip, trip or fall)*

Was the incident due to defect in premises or unsafe system of work?: Yes  No

If yes please give details:

What immediate or long term actions have you taken to prevent a recurrence?:

Is there a risk assessment in place?: Yes  No  Date of Review:

Risk Assessment comments:

## For employees only

Is the injured person expected to be absent from work for more than 7 days due to this incident?

Yes  No

If yes:

Absence Start Date:

Absence End Date:

For ill health conditions, have you considered a referral to Occupational Health?: Yes  No

## Section 6: Signatures

Person Investigation Name: \_\_\_\_\_

Signature: \_\_\_\_\_