

**Birkenhead Sixth Form College**

**HEALTH AND SAFETY POLICY**

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**HEALTH AND SAFETY POLICY**

1. **INTRODUCTION**
   1. Health and Safety at Work Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as students, visitors, contractors, etc.

It is important to realise that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work.

* 1. General Statement

The College accepts its responsibilities under the Health and Safety at Work Act 1974 and all subsequent regulations. The College will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

The Local Governing Body of Birkenhead Sixth Form College will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, students, visitors and other persons who may be affected by its activities.

It is the responsibility of the Local Governing Body to ensure that the College complies with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of the College. The Local Governing Body’s objectives, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:

* plant, equipment and systems of work that are safe.
* safe arrangements for the use, handling, storage and transport of articles and substances.
* sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
* a safe place of work with safe access to and egress from it.
* a healthy working environment and adequate welfare facilities.

The Principal and Local Governing Body will take all reasonable steps to ensure that the Health and Safety Policy is implemented and, that the College’s Policy and Guidance Documents are followed and monitored throughout the College.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher.

It is essential for the success of this Health and Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work. All staff should be aware of their responsibilities contained within this Health and Safety Policy and report any unsafe acts or situations to an appropriate Officer.

The Health and Safety Policy will be reviewed on an annual basis.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair of Local Governing Body**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal:**

**ORGANISATION**

To achieve successful implementation of the Health and Safety Policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated, but the duty to comply with statutory requirements cannot be delegated away from the employer.

* 1. Responsibilities of the Local Governing Body
* Reviewing the College’s health and Health and Safety Policy and performance annually;
* Receiving from the Principal or other nominated member of staff reports on health and safety matters;
* Promoting a positive health and safety culture and high standards of health and safety within the College.
  1. Responsibilities of the Principal

Overall responsibility for the day to day management of health and safety in the College rests with the Principal.

As manager of the College and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, e.g. time, effort, finance.

The Principal has responsibilities for:

* Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
* Ensuring that the College has a defined system in place for undertaking suitable and sufficient risk assessments;
* The implementation and monitoring of the College’s health and safety arrangements which form part of this policy;
* Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
* Ensuring that the College has emergency procedures in place and have a Critical Incident Plan for emergency and crisis situations. The College will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.
* Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
* The provision of appropriate health and safety information to Governors;
* Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the College.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility, e.g. Deputy Principal, Director of Finance & Resources, Health & Safety Coordinator, Heads of Department, Estates Manager, etc.

* 1. Manager’s Responsibilities
* The department manager will apply the College’s health and Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements;
* Departmental managers are responsible for maintaining or accessing an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensuring that all members of the team are aware of and make use of such guidance;
* Heads of Subject with higher risk activities (e.g. Art, Science, PE, Design Technology) will ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and students for which they are responsible and that appropriate control measures are implemented;
* Manager’s ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
* The college will provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements and best practices should be referred to the Principal;
* Manager’s will carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
* Manager’s will ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to carry out their activities in a safe manner.
* Manager’s are responsible for ensuring that all accidents (including near misses) occurring within their department are promptly reported, in the first instance, to a member of SMT and to the Estates Manager and Health & Safety Coordinator using the College’s accident/incident form;
* Manager’s have a responsibility to report any repairs or request removal of any item of furniture or equipment which has been identified as faulty or unsafe to the Estates Manager who is responsible for acting upon this request as deemed appropriate.
  1. Responsibilities of Employees

Under the Health & Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees of the College have the responsibility to:

* Take reasonable care for the health and safety of themselves and others in undertaking their work.
* Comply with the College’s health and Health and Safety Policy and procedures at all times;
* Report all accidents and incidents in line with the College’s reporting procedures;
* Cooperate with College management on all matters relating to health and safety;
* Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
* Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager and Estates Manager;
* Report immediately to their Line Manager and Health & Safety Coordinator any shortcomings in the arrangements for health and safety;
* Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
* Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
  1. Management Chain

WAT Board

Principal

SMT

Heads of department

Estates Manager

Health and Safety Co-ordinator

Caretaking Team

Cleaners

Teachers

Technicians

Tutors

Learning

Support

Support staff

Director of Finance and Resources

Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the College;

* Email health and safety co-ordinator
* Health and Safety Forum
* Staff briefings
* Staff meetings
* Departmental meetings

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept on Moodle or can be obtained from the Health & Safety Coordinator.

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* 1. Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

|  |  |
| --- | --- |
| **Health and Safety Function** | **Name/Position** |
| * + 1. Holding Health and Safety Documents, Guidance     2. Accident Reporting, Incident Reporting     3. Management of Asbestos     4. First Aid     5. Fire Precautions; Drills, Exits, Extinguishers     6. Building Maintenance (Control of Contractors)     7. Safety Inspections     8. Purchasing Equipment and Products     9. Security, Out of Hours Lettings     10. Trips, Visits and Overnight Stays     11. Risk Assessment Management     12. Management of water hygiene     13. Departmental Health and Safety Policies / Technicians; responsibilities, roles etc / Purchasing and use of; chemicals, art materials, protective clothing etc     14. Disposal of Chemicals | Health & Safety Coordinator  Principal, Estates Manager, Health & Safety Coordinator  Estates Manager  Health & Safety Coordinator  Estates Manager, Health & Safety Coordinator  Estates Manager  Estates Manager, Health & Safety Coordinator  Estates Manager, Health & Safety Coordinator  Estates Manager  Deputy Principal  Educational Visits Coordinator  Principal  Estates Manager  Head of Science and Sport  Head of Art and Design  Head of Science, Estates Manager |

* 1. Emergency Contacts

In case of an emergency outside of College hours please refer to the College’s Critical Incident Plan for contact details.

1. **ARRANGEMENTS**
   1. Accident Reporting

In accordance with the College Accident/Incident Reporting Procedure employees must report:

* Accidents, dangerous occurrences, and near misses on the standard College reporting form.

A copy of this form is available on Moodle or can be obtained from the Health & Safety Coordinator.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Management Team, as necessary.

The Principal or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence. Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned. Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

* + 1. Reporting to the Health and Safety Executive (HSE)

In the event of a fatality or major injury; these incidents will be reported immediately to the appropriate enforcing authority, Health & Safety Executive.

* + 1. Definitions

Accident

An accident is an undesired event that does result in harm and/or property damage.

Near Miss

An undesired event that could result in loss.

RIDDOR gives two types of injuries that must be reported if the person was at work – ‘major injuries ‘and ‘over-seven day injuries.

Major Injuries

These include:-

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn.
7. Any other injury
   1. Leading to hypothermia, head induced illness or to unconsciousness
   2. Requiring resuscitation or
   3. Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
   1. Acute illness requiring medical treatment or
   2. Loss of consciousness
10. Any person including employees, students, members of the public, visitors, taken from the site of the accident for hospital treatment.
11. Employee absence, as the result of a work related accident/illness for periods of more than seven consecutive days (including weekends and rest days).

Over 7 day injuries

From 6th April 2012 a new law was introduced. This is where an employee or self-employed person is absent from work or unable to perform their normal work duties for more than 7 consecutive days because of an accident at work

**Note: The College is still required by law to keep records of accidents where individuals have been incapacitated for more than 3 days, e.g. absent from work and or change in duties as a result of the work-related accident/illness.**

* 1. Asbestos

The asbestos register is held by the Estates Manager and will be made available to all staff and visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security services.

The responsible person shall ensure:

* The asbestos log is maintained.
* All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
* A six monthly visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person**

Any damage to materials known or suspected to contain asbestos should be reported to the Estates Manager.

Any contractor or member of staff who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Estates Manager.

* 1. Chemical Safety

Birkenhead Sixth Form College recognises its duty of care to employees, visitors, contractors and members of the public and all reasonable steps will be taken to secure the health and safety of employees. The Control of Substances Hazardous to Health (COSHH) Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

The College will take all reasonable steps to purchase non-hazardous products wherever possible.

* + 1. Assessments

It is the responsibility of departmental heads to ensure that all hazardous products purchased are supplied with Health and Safety Data Sheets from the manufacturer and a suitable and sufficient risk assessment must be carried out where it is identified that there is a significant risk.

* + 1. Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used. Copies of assessments will be available to all employees within the relevant department. Any additional information can be requested from the Health & Safety Coordinator.

* + 1. Guidance

All lessons which include hazardous activities must have risk assessments incorporated into lesson plans and schemes of work. Use of CLEAPSS Hazcard (Sciences), CLEAPSS Assessments for Design Technology and Art, and other safety texts will be used.

All fume cupboards and other local exhaust ventilations systems that require testing under the Regulations are tested annually. Records of inspections, service and maintenance of equipment are retained by the Estates Manager.

* 1. Contractors

Contractors are appointed in accordance with the College’s Financial Regulations and;

* The suitability and competence of the contractor is taken into consideration.
* Detailed risk assessments and method statements are provided by the contractor for the requested works.
* They obtain a permit to work or permission to undertake works which may involve hot work, asbestos removal, use of hazardous substances etc.
* Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
* The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be
* All contractors must report to College reception where they will be asked to sign the visitor’s book and wear an identification badge.
* Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.

The Estates Manager is responsible for monitoring areas where the contractor’s work may directly affect staff and students and for keeping records of all contractor work. This will include checking that

* Work is carried out in accordance with the risk assessment and method statement.
* He has sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
* The contractor is escorted to their place of work and informed of local emergency procedures.
* He will provide information including details of any risks that other parties could not reasonably know about e.g. asbestos management.
* He will make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
* He will report and accidents/incidents or near misses which contractors are involved in.
* He will challenge any unsafe working practices.
  1. Display Screen Equipment (DSE)

It is the responsibility of the Health & safety Coordinator to ensure that Display Screen Equipment Self- Assessment Checklists are completed by staff as detailed below.

All staff who habitually use computers as a significant (taken to be continuous / near continuous spells of an hour at a time) part of their normal work are required to complete the Display Screen Self- Assessment Checklist.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

* 1. Educational Visits

Well planned and executed educational visits provide our students with valuable experiences which enhance their learning at College. Providing a variety of ‘real-life’ opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

* + 1. Purposes

Educational Visits can provide stimulus and support to work being covered as part of the College curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the students are maximised.

* + 1. Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the students.

The Educational Visits Coordinator will be required to implement the guidance as appropriate when the College undertakes offsite visits.

* 1. Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to portable appliance testing (PAT) in accordance with College guidelines.

Personal items of equipment (electrical or mechanical) should not be brought into the College without prior authorisation and subjected to the same tests as College equipment.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

* + 1. Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.

2. Do not carry out repairs or even fit plugs.

The Health and Safety Executive has indicated that cost effective maintenance of portable electrical equipment can be achieved by a combination of actions at three levels:

* checks by the owner/user of the equipment;
* formal visual inspections by a person appointed to do this;
* combined inspection and testing by a competent person or contractor.
  + 1. User Checks (Visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

* the item is in good working order;
* there is no damage, e.g. cuts, to the cable sheath;
* there is no damage to the plug, e.g. bent pins or cracked casing;
* the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;
* the coloured insulation on the internal wires is not protruding from the plug or equipment;
* the equipment is not wet or excessively dusty;
* there is no obvious damage to the outer casing of the equipment, e.g. loose screws;
* there is no evidence of overheating, e.g. scorch marks;
* extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

* + 1. Combined Inspection and Testing by a Competent Person or Contractor

The College will ensure that they have a competent person for repairs and PAT testing of portable appliances.

An inventory of all electrical equipment is held on the premises. It is the responsibility of all staff to notify the Senior Caretaker when new appliances/equipment have been purchased to ensure they are recorded on the inventory.

* + 1. Guidance on Fuses for Appliances

|  |  |
| --- | --- |
| **3 Amp**  **for most appliances up to**  **720 Watts(W)** | **13 Amp**  **for appliances rated over**  **720 Watts (W)** |
| Radios  Table Lamps  Soldering Irons  TV’s\*  Electric Blankets  Audio and Hi-Fi  Slow Cookers  \*Some TV manufacturers recommend a 5 amp fuse | Irons, Kettles, Fan Heaters  Electric Fires, Lawn Mowers\*\*  Toasters, Deep Fat Fryers  Refrigerators, Freezers  Washing Machines  Tumble Dryers  Vacuum Cleaners  \*\*Always use a residual current device (circuit breaker) |
| Sockets  Avoid multi-way adapters. Remember “one appliance, one socket” is safest; an overloaded socket can overheat and cause a fire. | |

* 1. Emergency Planning

Definition of an emergency

“An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is likely to have emotional and organization consequences.”

The purpose of the College’s Critical Incident Plan is firstly to allow consideration of various types of emergency and how the College is placed to deal with them, and secondly to give the College community confidence when faced with a crisis.

Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur. The College will carry out a table top exercise, simulating an emergency situation, at least once per year.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify the Director of Finance & Resources immediately of any changes.

* 1. College Lettings

Lettings are managed by the Estates Manager. Individual lettings are risk assessed at the outset and then annually.

* 1. Fire

The Health & Safety Coordinator is the Responsible Person for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [HM Government Fire Safety in Educational Premises Regulatory Reform (Fire Safety) Order 2005](http://www.wirral-mbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HM%20Government%20Fire%20Safety%20in%20Educational%20Premises.pdf).

The fire risk assessment is located in the fire log box in the Caretaker’s office and in the Health and Safety Office and is reviewed on an annual basis. The findings of the risk assessment should form the basis of any training to be given to staff, students, visitors, contractors and third party users.

* + 1. Fire Instructions

These documents are made available to all staff and included in the College’s induction process.

An outline of evacuation procedures are made available to all contractors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. The locations of the above are identified on the College’s site plan.

* + 1. Emergency Procedures

A Fire Plan detailing key roles and responsibilities in the event of a fire will be issued to all staff, contractors and third party users and a copy will be kept in the fire log book.

* + 1. Storage

Care must be exercised when storing combustible materials, egg paper, cardboard, wood, materials etc, should not be stored under stairs, electrical intake cupboards, boiler rooms, restricting access, etc. Flammable and chemical products must be stored in a locked metal cabinet.

The College will maintain an inventory of all substances on site, giving details of location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance.

* + 1. Displays

Displays materials and decorations are often located in corridors and in entrance foyers, and generally comprise of materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. To reduce the risk of fire spread the College should consider the following:

* Avoid the use of excessive displays in corridors and foyers
* Minimise the size and number of display areas to discrete, separated areas
* Do not put any displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions)
* Treat displays with proprietary flame retardant sprays
* The use of display boxes
* Keep displays away from curtains, light fittings and heaters
* Keep displays away from ceiling voids which may lack fire barriers
* Ensure that there are no ignition sources in the vicinity
* Ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.

* + 1. Fire Drills

Fire drills will be conducted at least once per term and where there have been changes of use, change of equipment, personnel, activities which may risk increase the risk of fire. A member of the Senior Management Team will be appointed to organise fire drills and should keep a record of the drill as shown below:

Throughout the drill the responsible person and nominated observers should pay particular attention to:

* the use of the nearest available escape routes as opposed to common circulation routes;
* difficulties with the opening of final exit doors;
* difficulties experienced by people with disabilities or young children;
* the roles of specified people;
* inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc.; and windows and doors not being closed as people leave without risk to individuals.

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports and observations from people will be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

Fire Safety Training

Fire and emergency evacuation procedures are detailed in the staff handbook and fire log book and a summary posted in all teaching and non-teaching areas.

All staff will be required to attend site specific training on the College’s fire safety procedures and emergency evacuation plan on induction, annual refresher, when there has been a change of use, equipment, people, activities and always after a reported incident.

* + 1. Fire Marshals

All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of students and visitors in their charge. The College will access training as necessary to provide staff with appropriate information, instruction, training and supervision to ensure they have an in depth knowledge of the College’s fire emergency evacuation plan and their role in implementing it.

* + 1. Personal Emergency Evacuation Plans (PEEP)

The College has a responsibility for the safety of their staff, students and visitors, providing instruction and training and taking into account the special needs of individuals, such as those with disabilities.

It is the responsibility of the College to provide an emergency evacuation plan for all persons on site including individuals with physical/sensory impairments who require assistance. Where individuals require assistance, a personal emergency evacuation plan (PEEP) is required and should be tailored to meet the needs of the individual. This must be agreed between the responsible person and the individual requiring support.

Individual PEEPs are stored in the fire log in the Caretaker’s Office.

* + 1. Means of Escape

Daily visual checks, which are not normally recorded, will be carried out by the caretaking staff to ensure that all routes are kept free from obstruction at all times and that all final exit doors are operational.

All escape routes are marked on the College’s floor plan a copy of which is maintained in the fire log book.

* + 1. Fire Fighting Equipment

Suitable and sufficient numbers of fire extinguishers are located across all areas of the College. These must be clearly visible and kept free from obstruction at all times.

Location and type of fire- fighting equipment will be clearly marked on the College’s floor plan a copy of which is maintained in the fire log book.

Staff with no training should not attempt to extinguish a fire, however all staff should be familiar with the location of the appliances.

Staff who are expected to take a more active role will be provided with extinguisher training. Staff in high risk areas will receive specialist fire training.

* + 1. Fire Alarm Systems

College has a manually operated fire alarm system and an automatic smoke detection system, the latter being linked to Wirral Community Patrol Systems.

24 hour Service telephone 0151 666 5265.

Location and type of detectors and manual call points are clearly marked on the College’s floor plan a copy of which is maintained in the fire log box and in Reception.

* + 1. Emergency Lighting

Emergency lighting check list, test keys and locations can be found in the Premises Office.

Inspection, Service and Maintenance

# Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Senior Caretaker and a record kept in the fire log book. Normally regular testing of fire alarms will occur on Saturday mornings.

Any defects on the system will be reported immediately to the alarm maintenance company.

A fire alarm maintenance contract is in place for the annual inspection, service and maintenance of the system.

Smoke and heat detectors are tested annually

Test records are located in the caretaker’s office.

# Inspection of Fire Fighting Equipment

Claughton Fire Protection undertakes an annual maintenance service of all fire fighting equipment.

Claughton Fire Protection will check that all firefighting equipment is available for use and operational and for any evidence tampering at least termly. A record of inspections will be maintained in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Claughton Fire Protection, 0151 652 6366

# Testing of Emergency Lighting Systems

These systems will be tested monthly by the Senior Caretaker and annually by an approved electrical contractor.

Test records are located in the site’s fire log book.

# Inspection of Fire Doors

The Senior Caretaker will carry out daily visual checks for any obstructions on exit routes and ensures all final exit doors are operational.

The Estates Manager will carry out formal checks at least termly on all fire doors to ensure that they are in good condition, close firmly into their rebates and that all smoke seals and intumescent strips undamaged. Records of inspection are located in site’s fire log book.

# Testing of Manual/Automatic Hold Open Devices

The Senior Caretaker will ensure that all hold open devices are fully operational on testing of the fire alarm. All defects to be recorded and records maintained in the fire log book.

# Record Keeping

All documentation relating to fire safety including inspection, service, maintenance and repair records must be maintained in the College’s fire log book or in the caretaker’s office.

**Please note**

Emergency contact and key holder details are maintained by the Estates Manager and provided to Wirral Community Patrol.

* 1. First Aid

**First aid boxes are located at the following points:**

Art Department

Main College Reception

The Hub

Joseph Paxton Building

Science Preparation Room (A Corridor)

Design Technology

Multi Gym

First Aid Room

Wilfred Owen Building

Performing Arts Building

Automated External Defibrillator (AED) is kept in Reception

**Trained to first aid at work level:**

Name Alan Smith

Location Estates Manager’s Office

Date of expiry of certificate February 2018

Name Steve Clive

Location Caretaker’s Office

Date of expiry of certificate November 2020

Name Daniel Ashcroft

Location Caretaker’s Office

Date of expiry of certificate May 2020

Name Trish Adam

Location C Corridor Office

Date of expiry of certificate May 2018

Name Neil Johnson

Location Caretaker’s office

Date of expiry certificate June 2019

Name Steve Hafford Sue Ashton

Location Joseph Paxton Science Dept

Date of expiry certificate July 2019 July 2020

Name Rachel Evans

Location LAB

Date of expiry certificate November 2020

Name Helen Bullock

Location The Hub

Date of expiry certificate

**Trained to emergency aid level (appointed persons):**

Name Paul Moore

Location ICT

Name Margaret Mcnelis

Location Science/DoE

Name Kirsty Clews

Location Refectory

Name Jo Ebbrell,

Location LAB room

Name Viviane Ouvradou

Location modern languages

Name Patrick Riley Adam Thomas

Location Teaching rooms G rooms

Name Jane Wilcock, Tom Masheder

Location Science Department

The Health & Safety Coordinator will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Senior Caretaker will check that any vehicles are properly equipped with first aid boxes before they are used.

* + 1. Transport to Hospital

If the First Aider considers it is an emergency the injured person will be sent directly to hospital by ambulance. If it is not an emergency but hospital treatment is deemed necessary then student and a member will be sent to hospital in a taxi. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/guardians cannot be contacted and should stay until the parents/guardians arrive. Staff should not use their own car to transport students.

* + 1. First Aid Away From College Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of College. The College will follow the procedure for completion of incident/accident records.

* + 1. Clinical Waste

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin provided by the College in the first aid room.

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal unit provided by the College in the first aid room.

Items such as needles, syringes and other sharps will be placed in the "sharps bin" provided by the College in the first aid room, science department and nails and beauty department.

* + 1. Blood Spillages

The College guidance on protection from blood borne viruses and basic infection control will be followed.

* + 1. Emergency Contact Numbers

NHS Direct 0845 4647

Accident & Emergency 0151 678 5111

Infection Control Nurse 0151 604 7750

* 1. Housekeeping

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the College.

# Floors and Gangways

Check for wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids, unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting.

# Furniture and Fittings

Check circulation routes are not impeded by the arrangement of furniture.

Check furniture is not damaged or unstable.

Check no furniture is in a dangerous condition, (rough wood, splinters, protruding screws, nails, loose components etc.

# Storage

Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves egg kick stool or step ladder

# Waste

Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes

# Welfare Facilities

Is there adequate storage for coats and personal belongings.

Are facilities for making refreshments and eating snacks kept clean and tidy and is food stored in appropriate containers.

# Fire

Are flammable materials kept away from heat and ignition sources; stored in approved correctly labeled containers, are fire exits, call points, fire extinguishers clearly marked, and free from obstruction.

* + 1. Inspections

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Senior Caretaker.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the College’s health and safety representative(s) if possible.

Responsibility for following up items detailed in the safety inspection report will rest with the Senior Caretaker.

* + 1. Legionella

Hertel are the nominated competent persons appointed to undertake Risk Assessments for the College. It is anticipated that these will be repeated every two years. The written report contains findings and recommendations.

Statutory monitoring will be covered by monthly checks undertaken by Hertel and will address any issues that are highlighted by the Risk Assessment. Additional checks will be required particularly where there are showers and these requirements will be addressed individually by the Senior Caretaker.

* + 1. Lighting

The College will ensure that each room or other space within the College will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

* + 1. Lone working

Staff are encouraged not to work alone in College. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height, operating dangerous equipment etc) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

* Obtain permission from the Principal and notify them on each occasion when lone working will occur.
* Ensure they do not put themselves or others at risk.
* Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
* When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
* Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
* Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.
  1. Manual Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Health & Safety Coordinator who will arrange for a suitable and sufficient risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable.

Appropriate information, instruction and training on the safer moving and handling. Techniques will be provided to all staff that, as part of their job, are required to undertake these activities.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

* 1. Management of Medicines

College policy is not to issue analgesics or medicaments of any kind to students. Students who require medication during College time should care for and administer their own medicines.

* 1. Minibuses

The Estates Manager is responsible for the undertaking checks on and the operation of minibuses and other College vehicles in accordance with College guidelines. The College has separate minibus guidelines which contain more details.

* 1. New and Expectant Mothers

Assessments on new and expectant mothers will be undertaken by the Health & Safety Coordinator following College guidelines.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

* 1. Noise

The College will take all reasonable steps to ensure staff, students and visitors are not exposed to noise which may affect their health and safety.

* 1. Risk Assessment
     1. General Risk Assessments

The College risk assessments will be coordinated by the Health & Safety Coordinator or relevant heads of department following College guidelines.

All workplace activities, locations and equipment involving teaching and non-teaching (e.g. caretaking) staff, premises and one-off activities have been assessed and approved by the Principal.

Specific risk assessments relating to individual persons, e.g. staff member or students are held on that person’s file.

* + 1. Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

* + 1. Non-curriculum Activities

Risk assessments for non-curriculum activities will be carried out by the Health & Safety Coordinator and/or the Estates Manager in accordance with College guidelines. Although not exhaustive this list might include access to College premises before the start of and at the end of the College day, movement around the College, open/parents’ evening, College productions, etc.

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff will be made aware of any changes to risk assessments relating to their work.

Information will be disseminated to staff via staff briefings, staff bulletin, e-mail, Moodle, staff meetings, information leaflets.

* 1. Security

The importance of ensuring the security of premises with regard to both people and property cannot be stressed enough. Good security allows both staff and students to feel safe and confident in their surroundings.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for students, employees and visitors to the college. Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The College will provide staff with enough resources, information and training to implement the security procedures. The Governing Body will, where appropriate, be informed of any security breaches and failures to enable them to take any corrective action as is necessary to ensure the safety of members of the College community.

The Estates Manager and caretaking team have specific responsibilities for security.

The Governors will ensure that the College has security procedures and that these have been implemented. Governors will monitor the performance of the College security measures. This will be achieved as follows:

* Governors will periodically review the College’s security arrangements.
* Governors will delegate the day to day implementation of the arrangements to the Principal and College Estates and Services Manager.
* The Principal will set up arrangements in College that complies with the security procedures agreed by Governors.
* Ensure that all staff within the College receive information, instruction and training in the security procedures.
* Establish a system for the reporting, recording and investigation of breaches of the arrangements and take reasonable steps to prevent reoccurrence.
* Ensure that all visitors, contractors and agency staff adhere to the security arrangements
* Monitor the implementation of the security arrangements.
* This responsibility will be delegated to the College Estates and Services Manager.
  1. Stress Management

The College is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

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

The College and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and College policy.

In seeking to ensure the effectiveness of this policy, the College will:-

* ensure that legal requirements are complied with as far as is reasonably practicable.
* promote best practice, and improve knowledge and skills in stress management
* identify, as far as is reasonably practicable, all workplace stressors, and conduct risk assessments to eliminate or reduce stress, or control the risks from stress. Risk assessments will be regularly reviewed
* consult with staff representatives on the implementation of all proposed College wide action relating to the prevention of workplace stress
* provide adequate resourcing to ensure the implementation of this policy
* maintain a robust risk management process to ensure that principal risks are reported to the Governing Body

In the first instance staff should contact their line manager or Director of Human Resources.

* 1. Training

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person’s competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

* New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
* Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the College to ensure that all employees are competent, even though the employee may have evidence of formal training.
* In order to secure the health and safety of all employees, the College will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
* Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The persons responsible for this induction are Director of Human Resources and the Health & Safety Coordinator and the individual’s line manager / mentor.
  1. Violence

The definition of work-related “violence & aggression” in the context of these arrangements means;

“Any incident where staff are abused, threatened or physically assaulted in circumstances related to their work involving an explicit or implicit challenge to their safety, well-being or health”.

The College is committed to providing a safe and secure work environment for all its employees, students and visitors. It recognises that both physical injuries and physiological distress can result from acts of violence and aggression and incidents involving verbal abuse, intimidation, threats and physical assault arising in the course of work or as a result of work they undertake.

The College supports the prosecution and/or taking of legal action against any perpetrators of violence and aggression against a College employee. These arrangements outline the measures and action to be taken to prevent and manage violence towards staff in connection with work. The College will also provide support to those employees who are affected by an act of abuse or violence in connection with work.

Where it has been identified, staff will be provided with appropriate information, instruction and training for dealing with difficult situations.

* 1. Vehicles

Vehicular access to the College is restricted to College staff and visitors only and not for general use by students or by parents / guardians when bringing students to College or collecting them.

* 1. Work at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The Colleges nominated person responsible for work at height is the Estates Manager who shall ensure:

Suitable and sufficient risk assessments must be completed for all working at height activities e.g. putting up displays, changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. The risk assessment must consider the following:

Individual

* Are they up to the job
* Medical/physical needs
* Medication
* Suitable clothing including footwear
* Attended suitable training and refresher courses

Equipment

* Appropriate for the job
* Correct height
* In good state of repair
* Regularly inspected
* Easily accessible
* Conforms to BSEN 131

Location

* Weather
* Lighting
* Uneven/unstable/slippy surfaces
* Contamination – mud, water, oil, etc
* Vehicular and pedestrian access
* Overhead services
* Access – opening doors/windows
* Secured ladder
* Distractions e.g. sudden noise, pedestrians, electric shock
* Height at which works is to be completed

Activity

* Avoid it
* Plan the work
* Minimise the risk of fall or reduce distance of fall
* Duration – up to 30 minutes
* Frequency – daily, weekly, etc.
* Lone worker – can the individual summon help if required.
* Physical effort required
* Manual handling of equipment
* Falling objects

Students are not allowed to use ladders in College. Contractors are only allowed to use their own ladders which need to be suitable for the task.

* 1. Work Equipment

All staff are required to report to the Estates Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

* + 1. Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EQUIPMENT** | **RESPONSIBLE PERSON (WHO CAN ASSESS RISK)** | **AUTHORISED USERS OF THE EQUIPMENT** | **AUTHORISED PERSON FOR INSPECTION AND REPAIR** | **INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)** |
| Access equipment e.g. ladders, tower scaffold | Site staff / caretaker | Site staff / caretaker | Site staff / caretaker | Ladders  Visual inspection each time used.  Formal checklist to be completed at least once per term.  Tower scaffold on erection. Avoid leaving in situ when not in use. |
| Caretaking/cleaning equipment including hand tools | Site staff / caretaker | Site staff / caretaker | Site staff / caretaker | Visual inspection each time used.  College to determine following manufacturers advice |
| Grounds maintenance equipment | Site staff / caretaker | Site staff / caretaker | Site staff / caretaker | Visual inspection each time used.  College to determine following manufacturers advice |
| Gas appliances  (includes College catering equipment, boilers, food tech etc.) |  |  | Gas Safe contractor | Daily visual  Annually |
| PE equipment |  |  | Approved contractor | Daily visual before use.  Annually |
| LEV, dust extraction /fume cupboards |  |  | Approved contractor | Daily visual before use  14 monthly (max) Refer to CLEAPSS guidance. Records of these examinations must be kept for a five year period. |
| Technology Equipment |  |  | Approved contractor | Daily visual before use  Termly formal written  Annual inspection, service and maintenance by competent engineer.  Refer to CLEAPSS guidance. Records of these examinations must be kept for a five year period |
| Art/Design Equipment |  |  | Insurance engineer | Daily visual before use  Termly formal written  Annual inspection, service and maintenance by competent engineer  Refer to CLEAPSS guidance. Records of these examinations must be kept for a five |
| Portable electrical equipment |  |  | Competent trained contractor | Daily visual before use. |
| Lifts/lifting equipment |  |  | Approved contractor | Daily visual  Lifts quarterly  Hoists/slings for people – 6 monthly |