

# Health, Safety and Welfare Policy

## Version 2020

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Related Documents:	Drugs Policy; Safeguarding Policy, Work Experience Policy; Use of Reasonable Force Policy; Accidents and Incidents Policy; Business Continuity Plan; Control of Substances Hazardous to Health; Display Screen Equipment; Driving for Work; Educational Visits; Electrical Safety and Portable Electrical Appliances Policy; Fire Procedures; First Aid Policy; Health & Safety Report for the Governors Term 1; Health & Safety Report for the Governors Term 2; Health & Safety Report for the Governors Term 3; Infectious Disease Policy; Lettings Policy; Lockdown Policy & Procedure; Lone Worker Policy; Manual Handling, Off-site Provision; PPE Policy; Risk Management Policy; Staff Stress, and Emotional and Psychological Well-being Policy; Supporting Medical Needs of Students; Violence to staff; Security Policy; Duke of Edinburgh Expedition Policy; Smoke & Vaping Policy; Risk Management Plan

## **Health & Safety Policy Statement**

**JOSEPH CHAMBERLAIN SIXTH FORM COLLEGE** has adopted a Health and Safety Policy to protect all its employees, students and visitors to encourage safe working practices. This document explains the policy and the systems that have been set up, within the College, to make sure that the policy is working effectively.

### **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

The Corporation hereby gives notice of its acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of its employees, students and others who may be affected by its activities, and declares its intention to satisfy the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions.

It is the policy of the Corporation to operate in the safest practicable manner consistent with statutory requirements and good practice. The health and safety of the Corporation's employees and all those likely to be affected by its operations is the responsibility of the Principal. Adequate resources will be made available to ensure the success of this policy.

It is the duty of the Principal to ensure that everything reasonably practicable is done to prevent injury and ill-health, and it is equally the duty of each employee to exercise personal responsibility for their own safety and that of others. This is required by statute.

All employees are to be aware that, in the event of any conflict between the demands of service provision and safety, they will receive the support of the Principal if they reasonably choose the safety of employees or third parties as the priority.

**Tony Day, Principal** .....

**1<sup>st</sup> September 2020**

## **1. OBJECTIVES**

The Corporation's objectives in this respect are to:

1. Provide and maintain workplaces which are without risk to the Health and Safety of any employee, student, visitor or contractor.
2. Provide a working environment of a standard which will ensure the Health and safety of its employees and students.
3. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
4. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
5. Make adequate arrangements for the safe use, handling and storage of all articles and substances used within the College.
6. Promote the instruction and training of employees in matters of Health and Safety so as to enable them to recognise and avoid hazards at work.
7. Inform employees, students, visitors and contractors of risks associated with their work activities by means of notices and instructions to clearly describe the work methods necessary to minimise the likelihood of injury or adverse effects on Health.
8. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees and students are informed of their obligation in respect of its use.
9. Provide First Aid equipment, facilities and training; and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, students and others allowed access to the College's premises.
10. Institute a procedure for the recording of all accidents, near misses and instances of ill health occurring, as a result of the College's activities and ensure that such incidents are monitored and investigated.
11. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work and students.
12. Advise all employees and students of their obligations in Health and Safety matters and the penalties for acting in such a way as to endanger the safety or health of themselves or others.
13. Establish a structure with responsibility for making this Policy effective.
14. Ensure the proper direction and control of all persons other than employees allowed access to the College's premises and also ensure they are not put at risk by the College's work activities.

15. Control the use of contractors on the College's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
16. Require Health & Safety audits of premises and individual departments to be carried out during each academic year, and to receive reports of findings and recommendations.
17. Maintain arrangements with staff trade unions for joint consultation and participation in measures for promoting Health & Safety.
18. Keep the Corporation's Health & Safety Policy Statement under constant review and make improvements, additions and amendments that from time to time that may be deemed necessary or desirable.

## 2. ORGANISATION AND RESPONSIBILITIES

2.1 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 & Safety remains with the employer, a wide range of duties may successfully be delegated, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.2 The College is committed to the identification and sharing of best practice and continuous improvements in all its health and safety procedures.

<b>STATEMENT OF GENERAL POLICY</b>	<b>RESPONSIBILITY OF:</b>	<b>ACTION/ARRANGEMENTS</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Rosie Shale Director of College Operations	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Rosie Shale Director of College Operations  Patrick O'Donohue Assistant Principal (Admissions, Marketing and College Services)	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height and electrical safety) and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Rosie Shale Director of College Operations	Staff routinely consulted on health and safety matters as they arise but also formally consulted at termly health and safety meetings with union representatives.
To implement	Rosie Shale	Escape routes well signed and kept

<p>emergency procedures – evacuation in case of fire or other significant incident.</p>	<p>Director of College Operations (Interim)  Patrick O’Donohue Assistant Principal (Admissions, Marketing and College Services)</p>	<p>clear at all times. Evacuation plans are tested at least twice each academic year. All elements of fire protection tested and inspected regularly.</p>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.</p>	<p>Rosie Shale Director of College Operations (Interim)  Patrick O’Donohue Assistant Principal (Admissions, Marketing and College Services)  David Thorpe Facilities Manager and members of Facilities Team</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Routine inspections of water systems take place. Science staff trained in safe handling/use of substances.</p>

The Principal, on behalf of the Joseph Chamberlain Sixth Form College Corporation is to co-ordinate the implementation of the Health Safety and Welfare policy.

- 2.3 The Principal will be supported by the Assistant Principal (Health and Safety) and Facilities Manager who will deal with the day to day Health & Safety issues. They will be supported in their roles by department managers who have the delegated responsibility for the Health & Safety of those Employees and Students under their direct control and for other people who may be affected by their work activities.
- 2.4 A central record shall be maintained, which will contain such Statutes, Certificates, Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant.
- 2.6 All employees are considered to have a statutory responsibility under Section 7 of the Health, Safety and Welfare Act. Each Employee, therefore will be responsible for:
  - a) Taking reasonable care for health and safety at work of themselves and any others who may be affected by their acts or omissions
  - b) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times .
  - c) Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
  - d) Reporting to their Department Heads, incidents which have led to or may lead to injury or damage.

- e) Assisting as required in the investigation of accidents or incidents
- f) Wearing the appropriate protective equipment, where required and ensuring this is stored correctly and replaced as required.

### **3. SPECIFIC RESPONSIBILITIES**

#### **3.1 Facilities Manager**

The Facilities Manager has a vital role of ensuring that the College Estate along with certain plant, fixtures and fittings is maintained in a safe condition and will also be responsible for:

- Arranging and monitoring routine maintenance/service and repair of all buildings, equipment, machinery and systems to ensure health and safety.
- Ensuring the integrity of the fire safety systems and firefighting equipment by establishing and arranging procedures for servicing/repairs by a competent contractor.
- Ensuring that appropriate regular fire safety checks e.g. fire alarm and emergency lighting tests etc. are carried out and recorded at the prescribed intervals.
- Implementing the Construction, Design and Management Regulations 2007 as appropriate and ensuring the competency of contractors employed to carry out any building projects, maintenance and repair jobs as appropriate.
- Planning, co-ordinating, controlling and monitoring the activities of all contractors according to the college's Contractor's Health and Safety Policy, method statement, etc. at the tender stages. Ensuring the competency of contractors employed to carry out maintenance jobs.
- Ensuring that the Environmental Policy standards set out in the Health and Safety Policy are adhered to and the duty of care with regard to special waste disposal etc. is complied with according to the Environmental Protection Act.
- Ensuring that systems for testing fixed installations and portable appliances testing are implemented and tested at the prescribed intervals.

#### **3.2 Radiological Protection Officer**

The Radiological Protection Officer provides advice on all aspects of radiological protection in the College, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 1999, together with other various Codes of Practice. The Radiological Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances. The Radiological Protection Officer will act as a link to the contracted services of the Radiological Protection Advisor and will report any concerns to the Health, Safety and Environment Manager.

#### **3.3 Director of Human Resources**

The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Health, Safety and Environmental Manager.

### **3.4 Technicians:**

Technicians are responsible for:

- Ensuring that suitable and sufficient risk assessments are carried out for all work activities and that adequate control measures are introduced and maintained.
- Carrying out regular departmental health and safety inspections, and forwarding reports to their relevant line manager and the Health, Safety and Environment Manager.
- Attending relevant health and safety meetings and training sessions.
- Familiarising themselves with, and acting in accordance to, the College Health and Safety Policy and local health and safety arrangements.
- Ensuring that adequate arrangements are in place, so far as is reasonably practicable, for the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- Complying with their individual responsibilities for health and safety under health and safety legislation and College policy.

## **4. INFORMATION SOURCES**

4.1 Employees wishing access to Health and Safety information will find all documents available in the Health and Safety folders available from the Health and Safety Administrator and online on Southalls' Safety Cloud document repository.

4.2 All reports received from staff or students relating to (a) Health and Safety concerns and (b) the College environment will be logged and a record kept of steps taken to respond to them. Colleagues will be able, if they wish, to consult these logs, which will be kept in a file in the General Office (for health and safety concerns)

4.3 The Health and Safety section of the staffroom notice board will be used to display current and updated Health & Safety information, additions to which, will be brought to the staff's attention during weekly briefings, or by special supplementary bulletin if necessary. In addition, Southalls' Safety Cloud contains 'My Dashboards' where staff can access relevant health and safety information.

## **5. STAFF REPRESENTATION**

5.1 Employees should at all times feel free to raise any safety concerns with the Health and Safety Co-ordinator, either as individuals or through their professional association's Health and Safety representative. The Health and Safety Co-ordinator would be pleased to attend any meetings in an advisory capacity if required.

5.2 The college has established a Health and Safety Committee to oversee the development and implementation of the policy. The Committee has the following terms of reference:-

- a) To emphasise the importance of individual safety and the role played by individuals in creating a safe and healthy workplace.
- b) To recognise and communicate the relationship which exists between the control of risks and the health and safety of staff, students, visitors and others.
- c) To ensure that all areas of the college buildings, outreach centres and grounds comply with current Health and Safety legislation and all reasonable steps are taken to ensure they are well maintained.
- d) To review and where appropriate amend on a regular basis the college's health and safety policy.
- e) To meet each term.

### 5.3 Composition of the College Health and Safety Committee:

- Director of College Operations (Chair)
- 1 nominated representative from each recognised Trade Union:  
NEU, NASUWT, UNISON
- Site Services Manager
- Sports Centre Manager
- Adult Learning Manager
- College Nurse
- Administration support

## **6. COLLEGE ENVIRONMENT**

6.1 The College recognises the need to maintain a comfortable and appropriate environment in which both teaching and learning may efficiently and enjoyably take place. Any concerns or suggestions in this respect should be directed to the Health and Safety Co-ordinator, who will record them and bring them to the attention of the Senior Leadership Team. As funds and priorities permit, the College will endeavour to respond to them as part of its resources development programme.

## **7. MONITORING AND INSPECTION**

7.1 Staff should be aware that the College is subject to inspection by the Health and Safety Executive, and as a matter of principle and routine, Health and Safety procedures and arrangements will be regularly monitored internally in order to verify that they are being observed. Each subject area has specific responsibility for Health and Safety issues that are addressed in separate policies within each subject area if appropriate. These are reviewed and updated annually in consultation with the Health and Safety team.

7.2 The, Asistant Principal Director of College operations (Health and Safety) and the Facilities team also complete regular inspections of all areas of the College environment, which are recorded and retained in the General office.

## **8. COMPETENT PERSON**

8.1 To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the College engages the services of Southall Associates Ltd.

Southall Associates provide the following:

- Assistance to the College in reviewing the policy and procedures required to comply with the Act.
- Assistance to the College to identify the risks and hazards which are associated the Colleges activities.
- Assistance to the College to review the appropriate risk assessments and safe systems of work required as a result of College activities.
- Monitoring the effectiveness of the College health and safety management systems by:
  - Site audits.
  - Monitoring the accident and incident statistics.
  - Investigating accidents and incidents.

Southall Associates can provide the following upon request:

- Assistance to the College in the provision of training of employees.

## **9. NEW STAFF**

9.1 As part of the induction process for every new member of staff, one of the Health and Safety team will carry out a Health and Safety induction, ensuring from the start that colleagues are in no doubt as to policy and procedure.

## **10. TRAINING**

10.1 Departmental Heads are responsible for providing the appropriate information, instruction and training of staff under their direct control and working in their departmental area. The Principal is responsible for ensuring that all members of staff are trained so that the activities of the College are carried out safely. The College will provide an introduction to Health and Safety to all new staff and will provide an update to current staff on a five yearly basis. This time line is based upon the College's view that it is a low risk environment.

## **11. HEALTH AND SAFETY PROCEDURES**

Joseph Chamberlain College will devise and implement documented procedures that provide guidance and instruction to staff and others on subject specific areas. General guidance on all aspects of college activity in relation to health and safety procedures is given below:

## 12. Management of Health and Safety within Support / Curriculum Teams

12.1 A head of a support team or leader of a curriculum team is a manager, and as such, is responsible for the health and safety of the rooms and equipment and activity within that area. It is the duty of all managers to regularly check to ensure that, within their areas, the environment and equipment used is in a safe condition.

12.2 So that they are able to satisfy the legal requirements, managers need to ensure that:

- there are regular health & safety audits of their areas
- a risk assessment is carried out for all activities undertaken in their areas and adequate measures are implemented to eliminate risks or reduce them to an acceptable level
- a risk assessment is undertaken, and appropriate measures are implemented, to prevent or control risks from substances which are hazardous to health (COSHH) where appropriate.

12.3 Five areas have been identified as being at a higher than normal risk for the college. The areas and postholders are as follows:

Area	Person responsible for H&S
Science	Kat Jones
Art and design	Alex Church
Recreation and Sport	Dan Bellamy
Health & Social Care/Childcare	Liz Mee
Subcontracted provision	Anna Richards

## 13. Safety Audits of Rooms, Equipment, Corridors and Stairs

13.1 Safety audits of their area are required to be carried out once at the beginning of each academic year by the line manager (typically a head of department, subject or support area). A copy of the audit sheet (a check list) is available as an online form. This process will be supported by a mid-year safety audit of the building by the Health and Safety Manager.

13.2 The Safety Audit is carried out by a *visual* inspection of the rooms, equipment, corridors and stairs used by an area. Although a manager is responsible for the audit s/he will need to actively involve all members of the area in the process. The task may be carried out by members of the area other than the manager. Indeed, in some areas, only certain users of the area will know the exact requirements in order to fulfil the audit.

13.3 Completed online forms will be collated and reviewed by the Facilities Manager in order that any remedial work may be carried out as necessary.

13.4 Action should be taken on all problems arising from the audit. Any action required will be the responsibility of either the Head of Department or the Facilities Manager depending upon the form of action to be taken.

## **14. GENERAL GUIDELINES FOR RISK ASSESSMENT**

14.1 Risk assessment is a method by which hazards are identified and their potential risks assessed.

14.2 Definitions -

**Hazard:** Something with the potential to cause harm

**Risk:** The likelihood that harm will occur

## **15. GENERAL GUIDELINES - Steps in Risk Assessment**

15.1 The risk assessment form is intended to assist in the adopting of proactive health and safety procedures. The person undertaking the assessment will need to identify hazards, assess and evaluate risks, and develop control measures to either eliminate hazards or at least reduce the risks from them.

15.2 A general risk assessment form is attached below. The form needs to be completed through carrying out the following actions -

- Identifying significant hazards in each area of the workplace. Areas need to refer to the appropriate information and legislation highlighted in their H&S Hand book to ensure that a suitable and sufficient assessment of risks is made.
- Identifying who might be harmed.
- Listing any control measures currently in place to mitigate the risk.
- Listing any **additional** control measures to be put in place, by whom they are to be actioned, and by what date.
- Signing and dating the risk assessment and submitting to the Director of College Operations, with a review date also listed.

## **16. DETAILED ADVICE FOR RISK ASSESSMENT**

### **Evaluating, monitoring and assessing risks arising from hazards:**

16.1 Risk assessment involves devising procedures to reduce risks to health and safety in each area. These procedures will need to be disseminated to every person whose health and safety may be affected.

16.2 The actions on the form will need to be monitored and reviewed to ensure they are effective.

16.3 Where it is found that the procedures are not working properly, it will mean that the risk assessment needs to be reviewed so that new health and safety procedures can be adopted.

16.4 Conducting risk assessments, adopting health and safety procedures, then monitoring the effectiveness of these, helps with compliance with the Health and Safety Executive's Guidance on Successful Health and Safety Management.

## **7. DETAILED ADVICE FOR RISK ASSESSMENT**

### **Risk/Hazard Control – Process to be carried out:**

7.1 The risk assessor should first look at existing safety controls ; the information that is available on the hazard e.g. warnings COSHH sheets etc.; training that has been given. This should be listed on the sheet. Then consider what in your professional judgement would be the best possible practice with this hazard.

7.2 Compare the considered best possible practice with the existing controls and decide whether they are suitable in the specific context. Make a judgement to select any additional controls in order to strengthen the existing mitigation of risk.

7.3 Hazards which have been identified in this way as requiring action need to be placed on the Action Plan together with the action to be taken.

7.4 When risks have been assessed there is a need to select and implement a method of control. There is a recognised order of effectiveness according to the seriousness and characteristics of the hazard. Usually a combination of these will be necessary.

Hierarchy of effectiveness for control measures:

- Elimination
- Substitution by something less hazardous or risky
- Enclosure of the hazard
- Guarding/segregation of people
- Produce a safe system of work that reduces the risk to an acceptable level
- Written procedures which are understood by those affected
- Adequate supervision
- Training
- Information/instruction e.g. signs and handouts
- PPE

7.5 Guidance for the target date will be according to the level of risk associated with the identified hazard.

## **8. DETAILED ADVICE FOR RISK ASSESSMENT**

### **Recording the Assessment**

- 8.1 All assessments should be recorded using the College Risk Assessment Record form. Copies of this must be kept in the area and electronically in the area on the General Admin drive Risk Assessment folder as directed by the Assistant Principal (H&S). Copies of the Risk assessment should be seen by all the people affected.

## **9. DETAILED ADVICE FOR RISK ASSESSMENT**

### **Support for Risk Assessment**

- 9.1 The College is a member of CLEAPSS and as a result has the benefit of the following literature which has been located within the areas indicated. The **location of the literature must be known to all staff** within the area in which it is located. It **must always be available and easily accessible to all staff** working within the areas or who require the information for their jobs within the college i.e. it must not be locked away.

#### **9.2 Science Area:**

- Recipe Cards
- Hazcards
- Laboratory Handbook
- Haztracts

#### **9.3 Art & Design Area:**

- Risk Assessments for Technology
- Hazcards

## **10. DETAILED ADVICE - RISK ASSESSMENT - PREGNANCY (EMPLOYEES)**

- 10.1 The need for a specific assessment in relation to new and expectant mothers is detailed in regulation 16(1) of the Management of Health & Safety at Work Regulations 1999. The college also has a general duty under the HSWA 1974 to ensure the health, safety and welfare of its employees.

- 10.2 The college has a duty to carry out an assessment of risks to new or expectant mothers whenever it employs a woman of childbearing age (see AoC H&S Briefing 5/03)

## **11. RISK ASSESSMENT - PREGNANCY**

### **Duties of the Employee**

- 11.1 Under the H&SWA 1974 new or expectant mothers have a duty to safeguard their own health & safety and that of their unborn or breast-fed child. As an employee knows she is pregnant she should inform her Line Manager and the Personnel Manager in writing to inform them of the situation.

## **12. RISK ASSESSMENT – PREGNANCY**

## **Duties of the College.**

- 12.1 Whenever an area with a higher level of risk than is usual in education employs a woman of childbearing age it will carry out an assessment of the risks within the area to new or expectant mothers. Action will then be taken to prevent such employees being exposed to any risk that has been identified. The risk assessment will be carried out in consultation with the employee.
- 12.2 When the college is informed by an employee that she is pregnant, Personnel will inform the Head of the Area of their legal obligations in relation to risk assessments and any following appropriate action. At this point the Head of Area may wish to undertake a revision of the risk assessment that has previously been carried out.
- 12.3 If hazards are identified the following steps will be considered to remove the person from risk:
- Step 1: temporarily adjust her working conditions
  - Step 2: offer her suitable alternative work
  - Step 3: suspend her from work (leave on full pay)
- 12.4 Working Conditions and Agents which may cause harm to Health & Safety. The following are examples recognised by the law:
- Mental and physical fatigue and other physical burdens
  - Handling of loads entailing risk of injury
  - Certain movements and postures
  - Shocks, vibration or movement
  - Travelling
  - Noise
  - Extremes of heat or cold
  - Ionising or non ionising radiation
  - Biological and chemical agents (lead & mercury and their derivatives, carbon monoxide)
  - Night work
- 12.5 Pregnancy of Students. The above procedures will need to take place with a student's tutor and/or subject teachers instead of the Line Manager.

## **13. RISK ASSESSMENT - PREGNANCY**

### **Pregnancy - H&S Provisions**

- 13.1 A bed is available in the First Aid Room as a rest facility if required
- 13.2 College nurse can provide general healthcare support and advice
- 13.3 The Line Manager in conjunction with employee/student shall undertake a risk reassessment of the job role of the employee especially with regard to the following areas of her working environment:
- **Fire Escape**- it will need to be considered if she safely follow the identified escape route within the time required.

- **Hazards** - The job will need to be reconsidered to identify any hazards involved especially in the light of the pregnancy. Where hazards have been identified the line manager will need to make a reassessment of the risk involved
- **Manual Handling** - she will become increasingly vulnerable to injury arising from such activities during the term of her pregnancy and during the maternity period after birth. A regular review will need to be made so that changes in her ability to lift and handle objects safely are known and acted upon. The review will be carried out by the line manager. The employee will need to keep her/him informed of her ability in this area
- **COSHH** - this will involve an assessment of the employee's exposure to substances that cause or may cause adverse health effects. This will include chemicals, biological agents, substantial quantities of dust etc. It is known that many of these agents can have adverse effects on the mother, foetus or breast-feeding child.
- **Personal Protective Equipment** - if the employee is supplied with Personal Protective Equipment an assessment must take place to check that it is suitable and can be worn correctly and comfortably. If not it may reduce the level of protection that it is designed to offer.
- **Display Screen Equipment** - if this is relevant to the employee's job a reassessment of her workplace will have to take place to check :
  - a) the suitability of the workstation
  - b) the requirement for breaks or changes of activity throughout pregnancy
- Risks due to **Contact with the Public** - if there is reason for thinking that a significant risk exists from community infection then alternative work may be considered.
- **Workspace** - if this is giving problems then it will need to be considered in discussion with the Line Manager.
- **Any general aspects** e.g. morning sickness, backache, tiredness etc.

## 14. DETAILED ADVICE - Construction, Design and Management

14.1 From time to time construction and maintenance work is undertaken at the College premises. Due to the nature and duration of the works this is rarely notifiable to the Health and Safety Executive. The College will comply with duties

placed on it as a client under The Construction (Design and Management) Regulations 2015 e.g. the managing of projects taking place at the College.

14.2 Advice will be sought when required from Southalls in regards to notification of works to the Health and Safety Executive and the management of project work taking place at the College.

### **15. DETAILED ADVICE - Emergency Closure**

15.1 From time to time circumstances arise which could lead to the emergency closure of the College. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days.

15.2 Parents/ Guardians will be advised via the website and social media, that there may be occasions when emergencies make it necessary for students to be sent home prematurely and that in these circumstances parents/ guardians must have informed their children of where they must go. Decisions as to the following actions will normally be made by the Principal in conjunction with the Senior Leadership Team.

### **15. DETAILED ADVICE - Employees at Special Risk**

15.1 The College recognises that some staff may from time to time be at increased risk of injury or ill-health resulting from work activities. All staff must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. As an equal opportunities employer the College would ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with nondisabled people.

### **16. DETAILED ADVICE - Employer's Liability Insurance**

16.1 The Finance Director is responsible for insuring the activities of the organisation. The College will at all times, have a valid employer's liability insurance policy for at least £10 million. Insurance certificates are displayed in Reception. There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the College's employer's liability insurance will be kept.

### **17. DETAILED ADVICE - Gas Emergencies**

17.1 Where a leak is identified the supply must be immediately isolated and the Principal informed. Unless the leak cannot be isolated, there is normally no need for an evacuation. In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999

2. Evacuate the buildings and move the students and the majority of the staff to a distance of at least 250 metres away. Security and site staff will stay at a safe distance to prevent access to the site and await the emergency engineer.

If it is safe to do so:

- Put out naked flames
- Open doors and windows
- Turn off the gas supply

### **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF DURING A GAS EMERGENCY !**

17.2 If the general public in the neighbourhood are at risk, contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **18. DETAILED ADVICE - Gas Safety**

18.1 Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works. Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

## **19. DETAILED ADVICE - Glass and glazing Doors,**

19.1 Doors which can be pushed open from either side, must have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they must be made of safety material or otherwise protected against breakage. A glazing survey assessment has been undertaken to ensure compliance with the Health and Safety Welfare Regulations 1992 and EN12600/BS6206. This assessment will be reviewed on a regular basis.

## **20. DETAILED ADVICE - Housekeeping**

20.1 The College will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to staff, students and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and walking areas and exits must be kept clear and free from obstructions at all times
- If water is spilt on the floor it must be wiped immediately to avoid slipping
- Trailing cables must not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area.

20.2 Any concerns regarding cleanliness / hygiene must be reported to the Site Manager.

## **19. DETAILED ADVICE – Infectious diseases** (see also *Infectious Diseases policy*)

### **Legionella**

20.1 Legionnaires' disease is a potentially fatal form of pneumonia that causes flu-like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria. The College is committed to managing the risks associated with legionella to comply with the terms of ACoP L8. The College employs Zeta Water Testing to complete a legionella risk assessment and management system in place to control the risk. This includes water temperature checks, flushing of showers, water fountains and the regular cleaning of shower heads and tanks. Records of checks are held on site and by Zeta.

### **Covid-19**

20.2 The college has a robust and extensive risk assessment process and set of procedures for dealing with the COVID-19 virus pandemic. (See the risk assessment for detailed information). This is available on the college website and on the staff site 'JCC Connect' also. The following general principles are promoted amongst staff and students and are adhered to:

- Stay home if unwell and get a test.
- Avoid public transport where possible.
- Keep your distance – stay 2 meters apart or 1 metre plus mitigating measures.
- Wash or sanitise hands regularly.
- Face to face working is not allowed.
- Masks must be worn in shared spaces.
- No sharing of equipment.
- Keep college tidy to ensure frequent cleaning can take place.

## **21. DETAILED ADVICE - Machinery / Powered tools**

21.1 Use of machinery and powered tools is included in risk assessments. It is College policy that all relevant employees and students will be trained in the safe operation of such equipment and employees and students are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations. All students will be supervised whilst using such equipment.

21.2 Appropriate guards on machines are provided in order to make all operations as safe as possible. Employees and students must NEVER:

- (a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- (b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.

- (c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

21.3 Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

## **22. DETAILED ADVICE - Managing Contractors**

22.1 The competency of contractors is checked by the Site Manager before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience. Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This must include information on:

- Hazards involved in the work.
- Assessment of the risks arising from the hazards identified.
- How the risks will be controlled.

22.2 It is the responsibility of the Facilities Manager to ensure that work is carried out in accordance with the method statement. Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work. The College will undertake regular checks on the contractors mode of operation and stop any work suspected to pose a risk to either our staff or the contractor.

## **23. DETAILED ADVICE - Radiation Sources**

23.1 The College has appointed a Radiation Protection Advisor who audits the storage, use and disposal of the radiation sources. The College has appointed a Radiation Protection Officer who maintains a register of all radiation sources ensuring that they are stored appropriately. Leakage tests are undertaken by the Radiation Protection Officer at least every two years. The Health and Safety Executive has been notified of the use of radioactive sources at the College.

## **24. DETAILED ADVICE - Temperature**

No specific minimum temperature is defined for Colleges. In situations where the temperature drops below 16°C for prolonged periods (greater than 24hrs) this must be reported to the Site Manager. In periods of hot weather, temporary cooling may be provided with fans and staff; students and visitors have access to water.

## **25. DETAILED ADVICE - Working at Height**

### **25.1 The Work at Height Regulations 2005 require:**

- Work at height to be avoided as far as reasonably practicable.
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury.

- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall.

**25.2** Work at height must be avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed. All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management. Defective ladders are labelled and removed from use. The College also uses a mobile elevated working platforms. All users have received IPAF training and the MEWPs receive a thorough examination under LOLER every 6 months.

**25.3** The roof of the College is fixed with fall arrest systems, staff are trained in the use of harnesses and the harness and fixed systems are subject to thorough examination as required and serviced and maintained. Personnel are not permitted to access any roof without the express permission from the Head of Site Services. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment. Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken.

**25.4** The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

## **26. Working at Height - Ladders / Step Ladders**

26.1 All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for staff to follow within the staff handbook. Aeroplane style steps with upper guard rails and hand rails or A-frame ladders are always used in preference to single section ladders. Ladders and stepladders must be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded and the ladder marked to indicate the next date after which the ladders must not be used. Defective ladders are labelled and removed from use.

## **27. Working at Height - Scaffolds and Platforms**

27.1 Fixed scaffolding (where applicable) must not be altered by **anyone** other than a competent site scaffolder. If alterations are required the Head of Maintenance or in the case of hired equipment the supplier/contractor must be notified and a new scaffold safety certificate issued if necessary. Trestles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

## 28. Workplace Facilities and Welfare

28.1 In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the College is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

## 29. Young Workers

29.1 Persons under the age of 18 years may be placed on work experience at the College or elsewhere but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness. Induction training is provided, and clear instructions on the tasks young people must not be involved in.

29.2 At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

## 30. FOR INFORMATION

Health and safety poster is displayed:	At reception and in Staff room
Liability Insurance Notices are displayed	At Reception
First-aid boxes	In each staff departmental area
Defibrillators	At site services office and sports centre
Accident file is located:	At reception
Accidents and ill health at work reported under RIDDOR:	As appropriate by Health and Safety Officer
Risk Assessments	General and Fire are held electronically on H: Drive Science and Art Departments hold copies of relevant risk assessments
Specific H&S Procedures, such as driving for work, fire procedures are available to staff via the College Moodle System	Contact the Reception Manager for further information
Policy subject to review, monitoring and revision by: Director of College Operations	Every 12 months

