



# **Greenhead College Corporation**

## **HEALTH AND SAFETY POLICY**

*Reviewed November 2009*

# GREENHEAD COLLEGE HEALTH AND SAFETY POLICY

## PART 1: GENERAL POLICY STATEMENT

- 1.0 The governing body notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.3(1)), which states that it is the duty of every employer to conduct their business in such a way as to ensure, so far as reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the college premises or participating in college-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the college and is part of good education of its students.
- 1.1 The aim of the governing body is, "**To provide a safe and healthy working and learning environment for staff, students and visitors.**" This shall be achieved by providing:
- a) a safe place for staff and students to work including safe means of entry and exit.
  - b) plant, equipment and systems of work which are safe.
  - c) safe arrangements for the handling, storage and transport of articles and substances.
  - d) safe and healthy working conditions which take account of all appropriate:
    - 1. *statutory requirements*
    - 2. *codes of practice whether statutory or advisory*
    - 3. *guidance whether statutory or advisory.*
  - e) supervision, training and instruction so that all staff and students can perform their college related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, students and others then the governing body will ensure, within the financial resources available, that such training is provided. Students will receive training appropriate to the college-related activities which they are carrying out and all training will be regularly updated.
  - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
  - g) adequate welfare facilities.
  - h) regular inspections of premises, machinery and processes by competent persons.
  - i) so far as is reasonably practicable, for all accidents/incidents to be reported, recorded and investigated and for procedures to be put in place to prevent a recurrence.
  - j) adequate financial provision to promote and maintain safe and healthy working conditions.

- 1.2 The requirements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the college premises or while taking part in college-sponsored activities.
- 1.3 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

Signed ..... (For the Governing Body) Date .....

Signed ..... (Principal) Date .....

Date of next review .....

Approved by the Policy Committee November 2009

Approved by the Corporation December 2009

***“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.***

Policy Owner: Jeannine King – Assistant Principal

## **PART 2: ORGANISATION AND RESPONSIBILITIES**

### **1.0 THE DUTIES OF THE GOVERNING BODY**

- 1.1 In the discharge of its duty the governing body, in consultation with the Principal, shall:
- a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and other health and safety legislation and codes of practices which are relevant to the work of the college, in particular the **Management of Health and Safety at Work Regulations 1999** and the **Disability Act 2001**.
  - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the college.
  - c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
  - d) identify and evaluate all risks relating to:
    - (i) accidents
    - (ii) health
    - (iii) college-sponsored activities (including work shadowing)
  - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
  - f) create and monitor the management structure.
- 1.2 So far as reasonably practicable the governing body, through the principal, will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed-term contracts, to receive comprehensive information on:
- a) this policy
  - b) all other relevant health and safety matters
  - c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **2.0 THE DUTIES OF THE PRINCIPAL**

- 2.1 The Principal has the overall responsibility for implementation of the health, safety and environmental policies for the college. It is recognised, however, that the effective implementation of the health and safety policy requires the involvement and commitment of employees at all levels.
- 2.2 The Principal may nominate specific responsibilities to ensure the effective implementation of the policy and that the health and safety policy is reviewed at appropriate intervals not exceeding annually.

## THE DUTIES OF THE PRINCIPAL      Continued:

- 2.3 The Principal shall:
- a) Ensure the dissemination of health and safety information throughout the college.
  - b) Ensure co-operation between departments on health and safety matters.
  - c) Ensure that health and safety issues are covered at relevant meetings.
- 2.4 As well as the general duties which all members of staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the college and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 2.5 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all the relevant legislation, codes of practice and guidelines are met in full at all times.
- 2.6 In particular, the principal will:
- a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the college.
  - b) ensure, at all times, the health, safety and welfare of staff, students and others using the college premises or facilities or services or attending or taking part in college-sponsored activities.
  - c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the college premises and facilities.
  - d) ensure safe working practices and procedures throughout the college including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
  - e) consult with members of staff, including safety representatives, on health and safety issues.
  - f) arrange systems of risk assessments to allow the prompt identification of potential hazards.
  - g) carry out periodic reviews and safety audits on the findings of the risk assessments.
  - h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
  - i) encourage staff, students and others to promote health and safety.

## **THE DUTIES OF THE PRINCIPAL      Continued:**

- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- k) encourage all employees to suggest ways and means of reducing risks.
- l) ensure that accident and incident information is collated and, where necessary, ensure that the accident/incident is investigated and relevant information is reported to the Enforcing Authority.
- m) monitor the standard of health and safety throughout the college, including all college-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- n) monitor first aid, welfare and disability access provision.
- o) monitor the management structure, along with governors.

The Vice Principal will deputise for the Principal in his absence

### **3.0 THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR**

- 3.1 The Health and Safety Co-ordinator is responsible to the Principal for ensuring that the physical premises and services within the College comply with health & safety legislation, and for managing healthy & safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).
- 3.2 Ensuring that all contractors are vetted for health and safety and are competent to carry out their duties in line with this Health and Safety Policy
- 3.3 Where repair work is required to premises, liaising with the heads of departments, co-ordinators, science technicians, caretakers, kitchen supervisors, admin group, etc to ensure the building remains in a safe condition.
- 3.4 Ensuring that any relevant testing and repairs are conducted to ensure equipment remains in a safe condition. Any statutory test records are to be kept for three years.
- 3.5 Ensuring regular safety inspections are made of the area of responsibility as required by the Principal or as necessary.

### **4.0 THE DUTIES OF SUPERVISORY STAFF**

- 4.1 All supervisory staff (heads of departments, co-ordinators, technicians, caretakers, kitchen supervisors, admin group, etc) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

- 4.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Principal (or the member of staff nominated by the Principal) for the implementation and operation of the college's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the college's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- 4.4 All accidents or incidents must be reported to the Health and Safety Administrator. The accident will be logged in the appropriate book, BI 510 or equivalent and the appropriate action taken under the current RIDDOR Regulations. All serious accidents and incidents will be investigated and action taken to prevent any further occurrence.
- 4.5 As part of their day-to-day responsibilities they will ensure that:
- a) safe methods of working exist and are implemented throughout their department.
  - b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
  - c) staff, students and others under their jurisdiction are instructed in safe working practices.
  - d) new employees working within their department are given instruction in safe working practices.
  - e) regular safety inspections are made of their area of responsibility in conjunction with the Health and Safety Co-ordinator as required by the Principal or as necessary.
  - f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
  - g) all plant, machinery and equipment in their department is adequately guarded and tested according to statutory requirements and is in good and safe working order.
  - h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
  - i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
  - j) a risk assessment is conducted for all toxic, hazardous and highly flammable substances in the department and they are correctly used, stored and labelled.
  - k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
  - l) all the signs used meet statutory requirements.
  - m) all health and safety information is communicated to the relevant persons.
  - n) they report, as appropriate, any health and safety concerns to the appropriate individual.
  - o) ensure that appropriate risk assessments are carried out and recorded.

## 5.0 THE DUTIES OF THE HEALTH AND SAFETY ADMINISTRATOR

- 5.1 Ensuring that all serious accidents and incidents are investigated and suitable recommendations to prevent recurrence are made.
- 5.2 Reporting of all reportable accidents / incidents to the enforcing authority.
- 5.3 Ensuring that the accident / incident reporting system as outlined in this policy is followed. Records shall be collated, analysed and reconciled, prior to being presented to the Principal and the college governors.
- 5.4 Ensuring the provision of adequate first aid equipment, facilities and personnel to enable first aid to be given in case of injuries at work.
- 5.5 Maintaining the college health and safety recording systems.

## 6.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 6.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
  - a) take reasonable care of their own health and safety and other persons who may be affected by their acts or omissions at work.
  - b) Co-operate as far as is necessary regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
  - c) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 6.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 6.3 All accidents or incidents must be reported to the Health and Safety Administrator. The accident will be logged in the appropriate book, BI 510 or equivalent and the appropriate action taken under the current RIDDOR Regulations. All serious accidents and incidents will be investigated and action taken to prevent any further occurrence.
- 6.4 In particular all members of staff will:
  - a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
  - b) ensure health and safety regulations, rules routines and procedures are being applied effectively by both staff and students.
  - c) ensure that all plant, machinery and equipment in their department is adequately guarded and tested according to statutory requirements and is in good and safe working order.

- d) not make unauthorised or improper use of plant, machinery and equipment.
- e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.

#### **THE DUTIES OF ALL MEMBERS OF STAFF Continued:**

- f) ensure that a risk assessment has been conducted for toxic, hazardous and highly flammable substances and that they are correctly used, stored and labelled.
- g) report any defects in the premises, plant, equipment and facilities which they observe.
- h) take an active interest in promoting health and safety and suggest ways of reducing risks.

### **7.0 THE DUTIES OF STUDENTS**

- 7.1 Students should take reasonable care of their own health and safety and other persons who may be affected by their acts or omissions.
- 7.2 Co-operate with the college as far as is necessary regards any duty or requirements imposed on the college under any of the relevant statutory provisions, co-operate with staff so far as necessary to enable that duty or requirement to be performed or complied with.
- 7.3 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 7.4 All students are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 7.5 All accidents or incidents must be reported to the teaching staff. The accident must be logged in the appropriate book, BI 510 or equivalent and the appropriate action taken under the current RIDDOR Regulations. All serious accidents and incidents will be investigated and action taken to prevent any further occurrence.
- 7.6 In particular all students will:
  - a) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
  - b) not make unauthorised or improper use of plant, machinery and equipment.
  - c) ensure that toxic, hazardous and highly inflammable substances are correctly used.
  - d) report any defects in the premises, plant, equipment and facilities which they observe.

## 8.0 HIRERS, CONTRACTORS AND OTHERS

- 8.1 When the premises are used for purposes not under the direction of the Principal then the person in charge of the activities, for which the premises are in use, will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 8.2 The Principal or the Health and Safety Co-ordinator will seek to ensure that hirers, contractors and others who use the college premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 8.3 When the college premises or facilities are being used out of normal college hours for a college-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 8.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the college premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without prior consent of the governing body:
- a) introduce equipment for use on college premises.
  - b) alter fixed installations.
  - c) remove fire and safety notices or equipment.
  - d) take any action that may create hazards for persons using the premises or the staff and students of the college.
- 8.5 All contractors who work on the college premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3.4 of the **Health and Safety at Work, etc Act 1974**.
- 8.6 In instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 8.7 The governing body draws the attention of all users of the college premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 9.0 CONSULTATION

- 9.1 The governing body, through the Principal, will incorporate agenda items on health and safety matters into existing consultative groups and will make arrangements for the establishment of a staff safety committee. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, all nominated safety representatives of each accredited trade union or staff association will be offered places on this committee.

- 9.2 Contractors and other employers must exchange health & safety information with the college when working on the site / premises for even short periods. This requires a two-way exchange of relevant risk assessment and control information, and provision of the college's emergency arrangements for contractors to co-operate with. Heads of department / unit who hire contractors (and agency staff) are responsible for ensuring that all appropriate health & safety information is exchanged before work commences.

## **PART 3: ARRANGEMENTS**

### **1.0 CODES OF PRACTICE AND SAFETY RULES**

- 1.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this policy the staff safety committee will approve (where necessary) codes of practice for the observation of safety requirements in college.
- 1.2 From time to time the Department for Children, Schools and Families (DCSF) the Learning and Skills Council and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of principals and others who control educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.
- 1.3 All operations will be carried out according to relevant statutory law and accepted codes of practice. All staff, student, visitors, particularly contractors, will be made aware of hazards associated with their work activities and fire / emergency procedures.
- 1.4 Where it is not reasonably practical to eliminate a hazard or reduce it by engineering controls, suitable personal protective equipment shall be provided, maintained and monitored in use.
- 1.5 Every effort shall be made to avoid the need for hazardous manual handling operations. If avoidance is not practical, risk assessments shall be made to identify measures to reduce the risk of injury from manual handling operations.
- 1.6 Suitable fire fighting and fire detection equipment shall be installed and maintained.
- 1.7 Instruction in fire / emergency procedures, fire prevention arrangements and fire fighting equipment shall be provided.
- 1.8 All electrical equipment will be effectively maintained so as to prevent danger in compliance with the Electricity at Work Regulations.
- 1.9 All mechanical systems / equipment will be maintained in accordance with manufacturer's recommendations, good practice and legal requirements.
- 1.10 The college will ensure that all waste materials are disposed of in an environmentally friendly manner.
- 1.11 All necessary safety signs will be posted at the appropriate points:
  - A notice specifying from whom and where first aid is available.
  - Certificate of employers liability insurance.
  - Information for employees notice (Health and Safety Law).
  - Emergency evacuation procedures.

- Fire Marshals list
- College safety policy.

## 2.0 **INFORMATION INSTRUCTION AND TRAINING**

- 2.1 All college employees will receive information, instruction and training to help them carry out their work within all areas of relevant health and safety law, all such training shall be recorded.
- 2.2 All staff and students shall receive induction training. Any such training will cover health and safety law and shall be recorded.

## 3.0 **RISK ASSESSMENT**

- 3.1 The Principal will ensure that all activities, processes, substances, work places and methods of work of all college-sponsored activities are risk assessed under the direction of the staff as identified within this policy.
- 3.2 Attention is brought to the College COSHH Assessments. Steps must be taken to conform to these Assessments. All activities involved with substances must be risk assessed no hazardous substances shall be used in the workplace until risks to health have been assessed and all persons using the substance made aware of hazards associated with such substances.
- 3.3 A health and safety inspection of the premises will be conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

## 4.0 **EMERGENCY PLANS**

- 4.1 The Principal will ensure that a disaster recovery plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the college. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - a) save life.
  - b) prevent injury.
  - c) minimise loss.

This sequence will determine the priorities of the plan.

- 4.2 The plan will be agreed by the governing body and be regularly rehearsed by staff and students. The results of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

5.0 **FIRST AID**

- 5.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 5.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

- 5.3 At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
- 5.4 Supplies of first aid material will be held at various locations throughout the college. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 5.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-college activities.
- 5.6 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the college premises or as part of a college-related activity.
- 5.7 All accidents and incidents will be reported. Records of such accidents and incidents will be collated, analysed and reconciled, prior to being presented to the governing body.

## 6.0 **EQUAL OPPORTUNITIES**

- 6.1 The Principal and the Admin team will ensure that people (staff, students and visitors) with disabilities are not disadvantaged by their disability.
- 6.2 Auxiliary aids and services will be provided as far as possible.
- 6.3 Timetables will be adjusted to take into account the physical features of the premises.
- 6.4 This policy has been framed in compliance with the college's Equality and Diversity Policy.

## 7.0 **STRESS**

- 7.1 The Principal or member of Admin Team will, for any member of staff who has suffered a stress related illness, do specific risk assessments in order to identify and reduce the causes, as far as is reasonably practicable.
- 7.2 The college will ensure that these risk assessments:
- a) Identify training and support required in stress awareness, communication, time management, handling difficult situations as part of a common response to workplace stress.
  - b) Treat members of staff with stress in the same way as it would treat employees with any other occupationally induced health problem.
  - c) Provide support for members of staff suffering stress or stress-related illness.

## 8.0 **HOUSE-KEEPING**

- 8.1 The College attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

## SUPERVISORY STAFF - AREAS OF RESPONSIBILITY

### Admin Team:

Principal	Martin Rostron
Vice Principals	Sue Creamer
	Anton McGrath
Assistant Principals	Christine Milsom
	Jeannine King
College Business Manager	John Blake
Information Officer (MIS)	Peter Gordziejko

### Heads of Department:

Administration/Support	John Blake
Art	John Standeven
Applied Business	Andrew Coles
Applied Science	Gill Stott
Biology	Elizabeth Hodgson
Business Studies/Economics	Bernadette Stephenson
Careers	Gillian Peers
Caretaking/Cleaning	Terry Burns
Chemistry	Karen Woolven
Computing	Geoffrey Lockwood
Computer Networks	Andy Macdonald
English	David Davies
Exams	Katherine Longbottom
Geography	Richard Brewster
Geology	Victoria Hopgood
Health & Social Care	Helen Barraclough
History	Alan Thomson
Human Resources	Debra Todd
ICT (A/AS level)	Jay Patel
IT	Phil Reading
Kitchen	Maura Boosey
Law	Neil Harper
Learning Support	Kim Askew
Library	Ros Moors
Mathematics	David Craven
Modern Languages	Elaine Maynard
Music	Brian Askew
Physical Education	Carl Atherton
Physics	Andrew Raw
Psychology	Tracey Greenaway-Jones
Religious Studies	Simon Barratt
Sociology/Gov & Politics	John Greenaway-Jones
Theatre Studies	Paul Wood

Approved by the Policy committee      November 2009

Approved by the Corporation              December 2009

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Policy Owner: Jeannine King – Assistant Principal