



Motivate, Develop, Inspire

Victoria College

Health & Safety Policy

Introduction:

This Statement of Health & Safety Policy is produced in respect of Victoria College as an Independent Specialist College within a soft Federation with Victoria School and Cherry Oak School, and forms the basis of future planning and implementation of health & safety matters. This policy has been revised and formally adopted by resolution at the Board of Trustees.

Statement of general policy:

- The Board of Trustees, working in conjunction with information, procedures, and codes of practice, are responsible for setting out the overall policy.
- The planning and implementation of the policy is the direct responsibility of the Executive Head Teacher, ensuring that Managers, Teachers, and Supervisors, at all levels, and all employees fulfil their duties to cooperate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees, supply teachers and temporary/relief staff. The day-to-day management (not the responsibility) of the policy is delegated to senior staff.
- The Board recognises the need to consult staff on health & safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the College's Board procedures, Federated Health and Safety discussions, at staff meetings and designated training sessions.
- It is the Board of Trustees policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Board's policy to extend this protection to students, contractors and members of the general public from foreseeable risks.

The Board of Trustees recognises its responsibility under the Health & Safety at Work Act so far as is reasonably practicable to:

- Provide plant, equipment, and systems of work which are safe and without risks to health.
- Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage, and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and students, to perform their work safely and efficiently.

- To promote the development and maintenance of sound safety, health, and welfare practices.
- To maintain the premises in a condition that is safe and without risks to health, and the maintenance of access to and egress from the premises.
- To provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and students.
- To ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed, for the safe use of machinery, equipment, and substances.
- Maintain a close interest in all health & safety matters in so far as they affect activities in the premises under the control of the College.

The Board will require the Executive Head Teacher/Head of College to present regular reports on health & safety matters in order to determine the strengths and weaknesses and to determine the way forward.

Organisation:

The Board of Trustees recognises the need to identify organisational arrangements in the College for implementing, monitoring, and controlling health & safety matters. It must also ensure that College budgets reflect the finance necessary to implement health & safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Head of College:

The Head of College is responsible and accountable to the Board of Trustees for implementing the College Health & Safety policy and for all matters relating to health, safety, and welfare within the establishment.

- The day-to-day management of health & safety matters (N.B.- duty not responsibility) will be delegated to the Senior Staff responsible for different areas of the Colleges. This is written into job descriptions.
- The Head of College must be aware of all contracts and/or third parties entering the College to undertake maintenance, service, or works contracts. Again, this duty will be delegated to the Director of Support Services/Building Managers. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
- The Board of Trustees will require the Head of College to ensure the College's Health & Safety Policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled, and revised as necessary.
- The Head of College is responsible for ensuring that all new, amended, or updated material regarding health & safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- The Head of College must ensure that the agreed procedure for reporting all defects, hazards, and problems regarding health & safety matters functions efficiently and effectively.
- The Head of College will arrange meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Board of Trustees.

- The Head of College will seek advice, when appropriate from outside agencies that are able to offer expert opinions.
- The Head of College, or designated Senior Staff, shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc., which they consider to be unsafe.
- The Head of College, in approval from the board depending on financial policies, shall make arrangements for improvement to premises and (with appropriate members of staff) plant, tools or equipment which are the establishment's responsibility.
- The Head of College, with the Board/Chair of Board shall review from time to time:
- The provision of First Aid in College.
- Fire and evacuation procedures.
- The Head of College will monitor and inform the Board of Trustees that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- The Head of College will consult with approved trade union representatives on all health, safety, and welfare matters and co-operate with them in the execution of their duties.
- The Head of College will be responsible for emergency procedures and bomb warnings and evacuation of College premises.

Director of Support Services and Building Managers:

- To be responsible for coordinating all contractual work and maintenance carried out on College premises.
- To liaise with the Senior Leadership Team to ensure safety procedures and policy agreements are adhered to.
- To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- To ensure good communication exists within the College.
- To be responsible for health & safety matters regarding "Grounds Maintenance Service Contracts".
- To be responsible for compiling a College "Buildings register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables, RAAC etc.).
- To be responsible for ensuring that where water outlets, showers/taps have not been used for 2/3 days, flushing is carried out in accordance with details in Section F2.8 of Health & Safety Manual. They should also be aware of the HSE Guideline HS (G) 70 "The Control of Legionellosis" and of the need to carry out risk assessment of the premises.
- To be responsible for repairs and general maintenance of the College.
- To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health & safety matters. Areas of concern are likely to be technical issues, sampling, monitoring, and auditing requirements.
- To be responsible for ensuring that a property survey of the College buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

The Head of College/Director of Support Services & Post Holders:

The Head of College/Director of Support Services/Post holders are responsible and accountable to the Executive Head Teacher for all matters relating to health, safety, and welfare within their departments.

In the exercise of this responsibility the Head of College/Director of Support Services/ Post holders must ensure that:

- All staff under their control receive instruction in their duties, regarding health & safety matters.
- All staff under their control are adequately trained to carry out their duties efficiently and effectively.
- The Head of College/Director of Support Services/Post holders must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- The Head of College/Director of Support Services/Post holders are responsible for defining safe working arrangements in their respective areas and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- The Head of College/Director of Support Services/Post holders are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- Under Section 6 of the Health and Safety at Work Act etc. the Head of College/Director of Support Services/Post holders are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (N.B. "Use of Manufacturers Data Sheets").
- The Head of College/Director of Support Services /Post holders must report to the Executive Head Teacher (or the Senior Staff) all problems, defects and hazards.
- The Head of College/Director of Support Services/Post holders must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- The Head of College/Director of Support Services/Post holders must carry out regular safety inspections of the department/College/unit or area of responsibility. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- The Head of College/Director of Support Services/Post holders are also required to carry out regular risk assessments in their departments - the assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work, including lifting & handling.
- All post holders must report, and if appropriate make recommendations to the Executive Head Teacher or their representative on any practices, premises, equipment etc., which give rise to risks to health & safety.

Teachers:

Teaching staff are responsible and accountable to the Head of College for the implementation of the College safety policy in the performance of their duties.

- They must be familiar with the College's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department or area of work.
- They must ensure that where conditions apply, all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- They must report to the Head of College using the agreed procedure, all problems, defects, and hazards that are brought to their notice.
- Supply Teachers and all relief or temporary staff must be made aware of the College Health & Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.

Kitchen Manager/Manageress: Within Victoria School as meals purchased by the college

- Must familiarise him/herself with the College's Health & Safety Policy and what it means to their work activities.
- He/she must work in conjunction with any Policy Statement, health & safety rules and guidance issued by the (DSO) Direct Services Officer "Catering".
- He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- He/she should be familiar with the Food Safety Act 1990 and the implications as far as the College is concerned.
- The Kitchen Manager/Manageress must inform the Head of the College of any potential hazard or defects.
- It is extremely important that new entrants/employees or part-time assistants are aware of health & safety practices and procedures in the kitchen.

Safety Representative(s):

UNISON and GMB representatives are currently school staff, but will continue to have an input until staff have completed the TUPE process where new reps will be sought.

The Safety Representative(s) will be encouraged by the Head of College to fulfil his/her duties as well as being released for any appropriate training. The Director of Support Services will also consult regularly with the Safety Representative on health and safety matters, and report as necessary to the Executive Head Teacher/Head of College.

- He/she/they will be entitled to inspect the Colleges in accordance with the agreed Trade Union procedures/agreement.
- The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the federation's Health & Safety and Buildings Committee.
- The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

Other College Staff/Employees:

- All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- All staff/employees have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards, defects to the Head of College.
- All staff /employees have responsibilities to report near misses as well as accidents and incidents.

All staff/employees will be given access to the College's Health & Safety Policy and are asked to make themselves familiar with all documents relating to health & safety in the College.

Copies of the College's Health & Safety Policy will be available at all times on the College website and in the policy folders located on the K drive..

Role of Specialist Advisers:

The Board recognises there will be occasions when the College will require specialist advice, for example on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at the College VCLT level.

Arrangements:

The Board of Trustees recognises that the way forward in achieving effective management of the College health & safety policy and the arrangements necessary to fulfil the obligation is through the Board Meetings.

General matters:**Monitoring the College's Health & Safety Performance:**

The Board will require regular updates from the Head of College confirming that satisfactory inspections have been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).

The Board with the Head of College will identify from reports, strengths, and weaknesses in the conduct of College Health & Safety inspections, in order to remedy situations and to plan successfully, future objectives regarding health & safety matters.

Auditing:

The Board will also require updates on health and safety matters, providing an objective assessment. The updates should provide an examination of records as required in the appropriate sections of the Education Service Health & Safety Guidance Notes for Colleges e.g.

- Accident reporting & investigation.
- Fire & evacuation drills.
- Premises inspection.
- Statutory records & inventories.
- Levels of staff training related to Health & Safety.
- Induction log.
- Write-off logs etc.

Local Arrangements

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Accident Reporting Procedures

In accordance with the LA accident/incident/near miss reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

These are completed on line.

- My Concern is used to record all minor incidents to students. (Including bumped heads). Any more significant incidents must also be reported to the LA/Board.
- Where bumped heads parents will always be informed by Letter/telephone.
- When a serious accident occurs, and the student requires treatment, the details are recorded on the online LA Accident portal. The SLT will be responsible for deciding if the incident is reportable to the Charity Commission, Adult Safety Services, LADO and/or the ESFA
- College accident reports will be monitored for trends and a report made to the Board, as necessary.
- The Head of College or Director of Support Services, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Employee Accidents

(This applies to all education employees and self-employed persons on College premises.) Any accident to an employee resulting in a fatal or major injury should be reported to the LA immediately by telephone. If first reported by telephone, the details should be confirmed within seven days. The online form for BCC will be used.

Student Accidents

Fatal and major injuries to students on College premises during College hours should be reported in the same way as those to employees.

Fatal and major injuries to College students occurring on sponsored or controlled activities, organised by the College but off the College site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) by the LA on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

The College will still be responsible for recording all work related incidents which as a result has caused the persons to be away from College.

Asbestos

The Asbestos Register is held with the Site Manager/Building Services Manager and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The College's asbestos monitoring person will be the Building Managers for visual inspections. SBM will be responsible for ensuring Asbestos Awareness Training has been undertaken and Refresher Training required 3 yearly.

The College Shall Ensure:

- The asbestos log is maintained and any changes are acted upon.
- 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 visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos management plan.

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** a targeted area survey will be required for most areas of the college.

Any damage to materials known or suspected to contain asbestos should be reported to the Director of Support Services (SBM) who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Executive Head Teacher.

APPENDIX 4

Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

The College/Site Manager is responsible for the cleaning staff and COSHH documentation for the cleaning products.

In all other areas the College's nominated person responsible for substances hazardous to health will be the Building Managers who is responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the persons involved before use.
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

Bodily Fluids

The college seeks to maintain a healthy and safe environment for staff and students.

Standard hygiene precautions and the correct management of blood spills and other body fluids minimise the risks of transmission of infectious diseases including bacterial and viral infections.

Aim

To ensure safe practices in response to exposure to bleeding, blood spills, and other body fluids.

- Staff will be given appropriate information/instruction on how to deal with this.
- Staff members are given instructions about basic hygiene measures e.g. thoroughly washing hands etc.
- Staff are made aware that they cover existing cuts and grazes before dealing with bodily fluids.
- Staff aware of the procedure for dealing with and disposal of bodily fluids and waste materials.
- Suitable personal protective equipment is available i.e. disposable gloves/aprons.

Suitable equipment etc., is available i.e. hot water, soap, detergent, absorbent material e.g. paper towels, plastic bags, sterilising liquid, bucket, clinical waste bin /bags, first aid kit.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 5

Contractors

All contractors used by the College shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to College office where they will be asked to sign in via the app and issued with a visitor's badge. The correct signing in procedure results with all visitors receiving the appropriate policies and information to their email address

The Building Managers will be responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

College Managed Projects

Where the College undertakes projects directly, the Board of Trustees would be considered the 'client' and therefore have additional statutory obligations.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The College, contractor(s) and any subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used prior to works commencing on site. The College will ensure all contractors complete the contractor job registration form prior to work commencing.

To ensure contractor competency the College will use recommended contractors.

For major/notifiable works the Board of Trustees will seek direction that will provide a Clerk of works/ to oversee the works carried out if they were funding the project.

APPENDIX 6

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, Director of Support Services etc. shall have a DSE assessment carried out by their manager.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use only every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The College will be responsible for covering the cost of the eye test.

APPENDIX 7

Educational Visits

The College has a separate policy which can be found on the intranet.

Fire Evacuation & other Emergency Procedures

Level One Risk Fire Assessment and Fire Log Book.

It will be the responsibility of the Site Manager to ensure that a level one fire risk assessment is undertaken; this should be carried out by a competent fire officer. Any actions identified will be completed within the time scales indicated on the action plan and signed off by the Head of College and Site Manager

The risk assessment and the action plan should be presented to the Board of Trustees for consideration.

The fire risk assessment is located in the Cleaning store in college and within the Health and Safety folder on google drive and reviewed every 2 years by a competent fire officer and reviewed annually by the SBM and the Building Managers.

The fire log book is located in the college cleaning store In the event of an emergency the fire log book will be brought to the attention of the fire officer.

Details of chemicals and flammable substances on site are kept by the Site Manager/Building Service Manager's as appropriate, for consultation.

The local fire station are informed that Oxygen is stored at college and a risk assessment of this is completed by the NHS team.

All students have Special Education Needs and a PEEP

Other regular users of the building:-

- Multi-Agency Partners, e.g. College Nurse, College Doctor, physio, SLT, etc.
- City Serve – Kitchen staff
- Cleaning staff.

The Head of College is the responsible person for this building, and in her absence the Director of Support Services will be the responsible person.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire Alarm

The College fire alarm system can be activated in various ways; including break glass activation points.

The break glass activation points are located next to fire doors:

A Weekly regime of testing the fire alarm system is carried out by the Building Managers. A log of these checks is located in the Fire Log Book.

Assembly Points

There are assembly points for the students and staff in the playground of LongWill School adjacent to the art room and at the front of the building.

Staff and students are instructed to assemble at their nearest assembly point.
Communication between assembly points will be via radio.

If the assembly point becomes a risk, the fire coordinator will instruct all present to move to another assembly point.

In the event of a bomb threat follow the evacuation procedures

In the event of inclement weather; or other emergency; the students will be taken to a local school where arrangements have been made to accommodate them temporarily.

Fire Fighting

Staff should only use the fire extinguishers to support an evacuation. Ensure the alarm is raised BEFORE attempting to tackle a fire (small fires only)

Staff should be made aware of the type and location of portable fire fighting equipment and fire marshalls receive basic instruction in its correct use.

Fire Extinguishers

Fire extinguishers are available throughout the College. The following extinguishers are in College:

- CO2 extinguisher – red with black label
- Foam extinguisher – red with cream label
- Fire Blankets – Red holder
- 1 foam extinguishers is on each minibus

Emergency Lighting

Emergency lighting is located across the College building.

Regular, recorded checks of the emergency lighting are carried out see: Inspection/Maintenance of Emergency Equipment section.

Fire Safety Monitoring Checks

Monitoring checks are carried out on a monthly basis by the Site Manager/Building Services Managers. Details of these checks are recorded in the Fire Log Book. The Fire Log Book will be reviewed by the Director of Support Services half-termly.

Visitors / Contractors

All visitors must sign the visitors' book located at College reception and wear a visitor badge throughout the course of their visit. Visitors will be provided with the fire procedures via email. It will be the responsibility of the host to inform them of the College emergency procedures, although they will be directed by Reception to read the evacuation procedures , as they sign in.

Contractors must sign in at College reception and wear a visitor badge throughout the course of their visit. Contractors should report to the Building Managers and state the nature of the work to be carried out and the impact this will have on the safe working practices within the College. The host will ensure that they are aware of the Colleges emergency procedures and if necessary how to raise the alarm in the event of an emergency.

In the event of long term building work emergency procedures will be discussed at the pre commencement meeting and updated as work progresses.

Staff Training

On the first day of work, new or temporary employees will read the emergency plan.

It is important that all College employees (teaching and non-teaching) undertake formal fire safety training. This includes general fire awareness training. It will be the responsibility of the Colleges senior leadership team to ensure this is carried out at least annually or as changes require additional training. All training will be recorded in the staff training folder.

Fire Drills

Fire drills will be organised between the Site Manager and the Head of College. There will be two fire drills per academic year, unless drills need further practice, ; one will take place in

September to take account of the new intake and any new members of staff. We aim to evacuate the whole College within 8 minutes.

Details of the fire drill will be recorded in the Fire Log Book by the Building Managers and the Board of Trustees will be informed of dates, times and any specific problems.

Following a fire drill there will be a debriefing session with the Senior Leadership Team, the SBM and the Administration Team; any issues raised through the debrief will be fed back into a review of the evacuation procedures as necessary.

Personal Emergency Evacuation Plans (PEEPS)

Personal Emergency Evacuation Plans (PEEPs) will be carried out for staff or students requiring one due to disability or ill health. These plans will be followed in all emergency evacuations including fire drills.

Staff should be aware of any child or adult in their area that has a Personal Emergency Evacuation Plan (PEEP).

Fire Evacuation Procedures

Brief Evacuation Procedures detailing the assembly point, along with a plan of the College is also displayed across the College.

Special Events

Parents and visitors must sign in at reception. Before the event begins, the event leader must brief all present about the fire procedures and the assembly point. Class staff will be responsible for ensuring that any students are evacuated safely from the event. Senior Leaders will be responsible for escorting parents and visitors to the nearest safe exit and assembly point.

Review

The Executive Head Teacher and the College senior leadership team must ensure that the emergency plan is reviewed on an annual basis, or sooner if there are any changes to staff that have specific responsibilities within this plan.

Inspection/Maintenance of Emergency Equipment**Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Site Team and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested quarterly.

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment.

Weekly visual checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering, and monthly checks are recorded.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the approved contractor.

Green Door Release Boxes

These will be tested regularly by the Site Team

Emergency Red Pull Cords

These will be tested regularly by the Site Team

Emergency Lighting

These systems will be checked for operation monthly by the Site Team and annually by an approved contractor

Test records are located in the site's log book.

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

First Aid & Medication

First aid boxes are located in the: cookery room and located in the medical room. They are also on the minibuses.

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out termly.

First Aiders:

The College has sufficient numbers of first aiders, at Victoria College nurses cover students for first aid when required.

A list of first aiders is displayed in the main foyer and around the College.

Transport to Hospital:

If the first aider or SLT considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

The College has a separate policy for administering medication please refer to this policy

These are administered by the nursing staff.

Health & Safety Information & Training Consultation

Bi weekly staff meetings discuss health and safety issues, near misses, and premises affecting staff, students or visitors. These are fed through to VCLT and to the Board as necessary.

The Health and Safety Law poster is displayed in reception.

The Local authority provides competent health and safety advice for our federation.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Head of College is responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

The Head of College or their nominee will be responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head of College will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of College or their nominee's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the SBM/Building Managers.

Monitoring inspections with a specific focus will be carried out by union representatives at least termly.

The person(s) undertaking such inspections will complete a report in writing and submit this to the SBM. Responsibility for following up items detailed in the safety inspection report will rest with SLT.

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

APPENDIX 13

Legionella

The College complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the College has been completed by a competent contractor.

The Building Managers are responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

The Contractor is Responsible for the Following:

- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.
- Monthly Temperature checks

The Building Managers are Responsible for:

- Identifying and flushing rarely used outlets on a regular basis and after College holiday periods.

TMV's will be serviced annually by a competent contractor.

Lettings/shared use of premises

Victoria College has a separate policy for lettings.

Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head of College to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head of College for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the College.

Controls

Staff should seek the permission of the Line Manager to work alone in the building outside of normal College hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

Good practice would be to liaise with other staff during College holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the College premises. At weekends and during College holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the College premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the College not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Executive Head Teacher or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Executive Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the College's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the College's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within College. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk, or which are potentially hazardous given their own level of experience and the nature of the task.

All College personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all College personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Executive Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The College respects the rights of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Executive Head Teacher any aspect of work related risks.

The Head of College will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Manual Handling

The College has a separate manual handling policy.

Mobile Phones

The College has a separate mobile phone policy.

New & Expectant Mothers**Introduction**

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breastfeeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

The college is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed once the Head of College has been made aware that a member of staff is an expectant mother. This will be a working document and updated monthly and/or as needed. It will also be used on their return to work for up to 6 months.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference.

The Head of College must be informed as soon as you are confirmed pregnant .

The Mat B1 form must be sent to HR once received by the expectant mother.

Noise

The College will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise.

Suitable assessments of the working environment will be undertaken to determine any circumstances or areas where employees are exposed to excessive levels of noise. Employees exposed to such noise levels will be advised of the risk.

Areas where the noise levels are excessive will be clearly demarcated and all persons, including visitors, entering such areas will be required to wear suitable hearing protection, which will be provided by the college.

Where possible, consideration will be given to reducing existing noise levels at source, by fitting

noise absorption devices. For occasions where new plant equipment is purchased, it is the intention of the federation to ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

Occupational Driving & Driving the College Minibuses

Introduction

The Head of College (Victoria College) will maintain a list of nominated drivers who have agreed to driving the minibus and will conduct an annual check of their driving licence that will be done online.

Drivers are responsible for checking the vehicles prior to use. Risk assessments have been carried out on the use of the minibus and all checks are carried out prior to using the vehicle.

Occupational Driving & Driving the College Minibuses

Minibuses

Introduction

These procedures are designed to give guidance but are not exhaustive. In essence the College must ensure that its vehicle is operated safely and complies with all the relevant legislation governing transport operations.

The minibuses will receive a 10 weekly check, LOLER testing for the tail lift, the buses will be insured, have an annual MOT and be registered for road tax

It is a requirement that the College's procedures are followed by all employees. Failure to do so may result in action being taken under the College's Conduct and Discipline Procedure. If you are in any doubt you must seek advice from the Head of College.

Responsibilities

The vehicle must not be used for "hire and reward".

The College minibus will not exceed the weight limit of 3.5 tons and/or no more than 14 passengers plus the driver.

The vehicle must be used only for the purposes of College business; this includes transporting students to and from local sports fixtures and occasionally on educational visits, unless authorised by the Executive Head Teacher.

Permission to Drive

All drivers must have permission to drive and a list of nominated drivers must be held within the College.

Once on the list any subsequent convictions, accidents, or relevant health problems must immediately be reported to the Executive Head Teacher and Head of College (failure to do so may invalidate the individual's insurance status). An annual form will be signed to say that they are safe and able to drive.

Keys

These should be collected and returned from/to the college reception

Drivers' Hours

- (a) The total working/supervision/driving day must not exceed 11 hours in any 24 hours.
- (b) A break of 20 minutes must be taken after every 2 hours of driving.
- (c) Longer or potentially arduous journeys should be discussed with the Educational Visits Coordinator, (Health, and Safety) in order to determine the necessity of route plans and "second" drivers.

Minibus Checks

All drivers should make a visual check of the vehicle prior to use and any problems reported, in person or via email. Check the first aid box, fire extinguisher and safety tool as well as a general overview of the bus and seatbelts.

A more stringent mechanical check will be made every 10 weeks by a local approved garage.

Maintenance/repairs will be arranged by the Building Managers/College office and a record of this will be kept in the office.

After Use

Drivers must ensure that the minibus is returned to the college for transport of students to their homes. Any defects to be reported to the Head of College.

The minibus can only be driven by approved drivers. Minibus drivers must be over 21 years of age and at least 2 years post qualification experience on a full clean driving licence.

Approved drivers must be medically fit to drive and are required by law to inform the DVLA at once if they have any disability which is or may become likely to affect their fitness as a driver, unless they do not expect it to last for more than three months. They must also inform the line manager.

Approved drivers must inform the Head of College if they receive any endorsements on their driving licence.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must check the following before taking the minibus out on the road:

- Lights, horn, stop lights and reflectors
- Brakes and steering
- Windscreen washers and wipers
- Visually inspect the tyres for damage and wear
- That there is no damage to the body of the vehicle that is likely to cause harm
- Seat belts are working correctly
- the first aid box has sufficient in date items
- the fire extinguisher is in place
- the emergency tool is safely stored
- The interior is safe and luggage is appropriately stowed

Drivers must adhere to the current speed limits.

All fines and fixed penalty tickets are the responsibility of the driver of the minibus.

If the minibus is involved in an accident the driver of the bus should, if reasonably practicable, complete an accident report form and inform the Head of College.

Responsibilities

The Head of College will:

- Ensure that all drivers fill in a driver declaration form
- Follow up any issues raised through risk assessments
- Ensure the driver's driving licences are reviewed online via the DVLA web site at three monthly intervals or at least annually.

All, staff that drive on behalf of College will:

- Fill in a driver declaration form when they apply to drive the minibus
- From the risk assessment findings, take appropriate corrective actions where identified and record the action taken
- Provide the relevant personnel with your driving licence, and MOT certificate as appropriate in accordance with the completion of the Authorised Driver Record (ADR).

- Report any endorsements, impending endorsements, and disqualifications immediately.
- Carry out the pre-start checklist at the start of your journey when driving on College business.
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 20 minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol
- Not eat, drink or use a mobile phone whilst driving
- Drive in accordance with the highway code

In the event of a road traffic collision obtain the following information:

- Stop; and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT
- Make a sketch drawing/take photographs of the accident site.

Premises & Work Equipment

Statutory Inspections

Regular inspection and testing of College equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Building Managers.

The Building Managers are responsible for identifying all plant and equipment to be recorded in an asset register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report any problems found with plant/ equipment to the Building Managers online using the electronic system. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum Areas

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

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a 'Gas Safe' registered contractor.

Electrical Safety

Fixed electrical testing is carried out by contractors at least once every five years. Latent defects and defective equipment are reported for remedial action.

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use and report all defects.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a qualified competent person.

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

The P.E. equipment will be inspected on an annual basis by an approved contractor.

Housekeeping, Cleaning, & Waste Disposal

The College employs cleaning staff to ensure the premises are kept clean. Waste disposal is managed by the local authority and waste bins are located in a compound away from the main College building. Safe access to the College, when it has snowed or is icy, is managed by the site team.

Smoking

The site is kept as a non-smoking site which also includes the use of all forms of electronic cigarettes.

Air Conditioning Units

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

APPENDIX 22

Risk Assessments

The risk assessments are held centrally in a shared work area.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is sooner. Staff are made aware of and sign to acknowledge reading and understanding of them and any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by a relevant member of the SLT.

It is the responsibility of staff to inform SLT of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Pregnant and Nursing Mothers Assessments

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

Security

Safety of our students, staff, and visitors to the college is of paramount concern to our whole College community. The Board has endeavoured to make the College as safe as possible.

Entry to the College Buildings for Visitors/Staff

The Reception area is clearly marked and directs the visitors to the front entrance of the College. Visitors are able to wait in the foyer.

Visitors who are admitted into the College are asked to sign the visitor's book and given a visitors badge and safeguarding leaflet where appropriate escorted around College by staff members. A note is put in a diary and on the noticeboard to inform staff of planned visitors. When possible all staff, are asked to challenge anyone in the building without a green or yellow lanyard, anyone with a red visitor's badge should not be unaccompanied and should politely be escorted back to reception where they can inform the SLT/office of visitors to College who are not wearing a badge.

Student Supervision

A member of the SLT and a nurse remain on the premises until the last young person is collected.

Security of the College building is reviewed by the Board. Matters of security may be raised for consideration as necessary.

Alarm System

The College alarm is always set each day.

Care of ICT Equipment

As far as possible, equipment which is expensive portable equipment is locked out of sight securely.

Security of Data

The Board recognise their responsibility to ensure that measures are taken to ensure no breach of security.

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Curriculum Networked Computers:

- Accessed by personal passwords
- Password gives students and staff different access levels
- Manager only has access to management files
- Files are backed up frequently by the College.

Office Computers:

- Accessed only via individual passwords.
- Financial files are accessed via further password
- Access to the College office is prohibited except for staff requiring access for a specific purpose.

Other Data Protection Issues:

- Printed material is disposed of by shredding.
- Parents are informed of data kept in College and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Disaster recovery plan in place.
- College anti-virus software is updated regularly.
- The College has access to the school technician who looks after all of the IT equipment

APPENDIX 24**Slips & Trips****Introduction**

Slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. It is therefore important that the College puts in place management systems to eliminate or minimise risks from slips and trips.

This risk must also be considered during planning, construction and refurbishment or any changes of use within the buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff, and students are committed to taking personal responsibility.

The College Will:

- Provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure that College premises are designed and maintained to minimise the risk of slips and trips.

Staff Responsibilities:

- Staff will be made aware of policies and procedures relating to slips and trips in their work area, and are expected to follow them.
- Staff will take a proactive role in preventing slips and trips by: taking action to remove slip and trip hazards from their work area e.g.
- Cleaning up spillages, rerouting trailing cables etc.
- Maintaining a tidy office/work area.
- Reporting any defects to the Building Managers electronically.

Stress/Wellbeing

The College and Board of Trustees 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 management standards.

Systems are in place within the College for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of senior leadership team
- Mentoring of new staff.
- Whole College teaching staff meetings
- Departmental staff meetings
- Employee assistance program
- Federated Mental health and Wellbeing working group.

Where applicable staff will be referred to Occupational Health through external contractors.

The Executive Head Teacher will consider the HSE stress awareness assessment to be completed and actions where necessary.

APPENDIX 27

Vehicles on Site

Vehicular access to the College is available to College staff, visitors, and contractors.

Supervisory arrangements are in place to support the arrival and departure of students from College by bus/taxi at the beginning and end of the College day.

Staff

All College staff should try and park in the designated staff car parks.

Visitors

Visitors should enter through the main College entrance and park either in the College car park (disabled parking available) or alternatively outside on the main road of the College.

If parents are visiting the College they must enter and register through the main College reception which is located at the front of the College.

Parents

Parents/guardians use the car parks when dropping off/collecting students.

Deliveries

College delivers must report to reception at the front of the College

The maximum speed limit entering the College is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles including all restricted parking areas (e.g. double yellow lines).

The main vehicle access gate incorporates a designated pedestrian walkway for students, staff, and visitors.

Violence

The college will not tolerate violent behaviour from parents, visitors or others who enter the College.

The College has a responsibility to protect, so far as is reasonably practicable, the safety of all employees.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the College. Consult with the Board if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

Volunteers

Introduction

Within the college we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the College. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of College. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to College's resources.

The College values volunteers and the contribution that they make to the sustained success of the College. We hope that the association will be a mutually beneficial partnership between the College and the volunteer; that the benefits to be gained by the College in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in College.

Safeguarding

This College is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for work within the college will require an Enhanced Disclosure and Barring Check.

It is the responsibility of the College to ensure that its safeguarding policy is adhered to at all times.

Organisation

Volunteers will not be asked to undertake certain duties:

- Those which would normally fall within a Teacher's responsibility under loco parentis
- Covering for staff absence within the classroom
- Unsupervised 1:1 work with students
- Those which would normally be undertaken by a contractor engaged by College
- Those requiring full financial or budgetary responsibilities
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the College's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer must complete the necessary paperwork to enable them to work in College. It should be noted that volunteers' work in College is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the College.

The College holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in College.

Expenses

Although there is no obligation to make financial reimbursements to volunteers, the College will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for College etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for College use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head of College prior to expenditure.

Induction and Training

Volunteers who work in College will be given an induction process which aims to enable them to become familiar with the College, staff and their roles, how their role fits into this, principles and procedures unique to the College and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in College, if not before.

If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the College will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within College, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Executive Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Board of Trustees involvement.

Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate equipment is to be used. Staff must not climb onto chairs etc.

The College staff are responsible for assessing the risks when working at height and following the relevant risk assessments and control measures that have been put in place to reduce the risk of injury so far as is reasonably practicable.

The Building Managers shall ensure:


- All work at height is properly planned and organised.
- Manage the use of steps and ladders ensuring safe practices.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected.
- Any risks from fragile surfaces are properly controlled.

Staff must not work beyond a height of 2.5 metres (normal height within a classroom) unless they have received specific training.

Students will not be permitted to use ladders/stepladders.

Contractors will not be permitted to use any of the College's work equipment.

Date Accepted by Board: 07.12.2023

Signed: 

Chair of Board of Trustees: John Rodway

Review Date: December 2024

12/05/2022 The board accepted the removal of the addendum that had been in place during covid.