

Norton College (Worcester and Tewkesbury) Limited

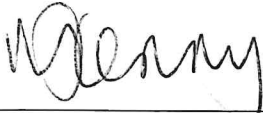
Health and Safety Policy

Statement of intent

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

We are committed to:

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

Date policy last reviewed:	17/01/2023		
Date for next review:	17/01/2024 (Annually)		
Signed by:			
	Executive Headteacher	Date:	17/01/23
	Board of Directors	Date:	17/01/23

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

2. Roles and responsibilities

2.1 The Board of Directors, in conjunction with the Head of School, will:

- Ensure they provide a safe place for all users of the site including staff, students and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-college familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the College.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the College has secured safe means of entry and exit for all site users.
- Ensure the College can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the College can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

2.2 The Head of School will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy, with the Executive Headteacher, and its effectiveness annually.

- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Health and Safety officer.

2.3 The competent Health and Safety officer will:

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

2.4 Supervisory staff/department heads will:

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

2.5 All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Board of Directors.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the College can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

2.7 Students will:

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

3. Construction and maintenance

3.1 Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

3.2 The Health and Safety Officer and Director will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Health and Safety Officer and Director will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

3.3 The Health and Safety Officer and Director will ensure that:

The principal designer and principal contractor are provided with a 'client brief/CDM preconstruction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the College wants built or maintained
- The site and existing structures
- Information about hazards, such as asbestos
- Timescales and budget for the build
- How the College expects the project to be managed
- CDM appointments of principal contractor/principal designer
- Welfare arrangements
- Details of the nearest A&E department

3.4 The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

3.5 The principal designer prepares a health and safety file containing information that will help the College manage risks associated with any future maintenance, repair, construction or demolition work.

3.6 The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

3.7 Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

3.8 The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

3.9 Following completion of the project, the health and safety file is handed over to the The Health and Safety Officer and Director, and is made available to anyone who needs to alter or maintain the building.

4. Training and First Aid

4.1 The College will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the College.

4.2 The Head of School will ensure that there are an appropriate number of first-aid trained staff members working within in each room.

4.3 Staff members will be provided with regular training opportunities and have access to support where needed.

4.4 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the College.

4.5 Staff will be trained on how to assess risks specific to their role.

4.6 The Health and Safety officer will ensure staff know how to meet their duties outline in this policy.

4.7 Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

4.8 The school will act in accordance with the First Aid Policy at all times.

4.9 The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

4.10 A full list of trained first aiders is available in the college office.

5. Contacting the emergency services

5.1 The Head of School will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

5.2 Staff will contact the emergency services in an emergency.

5.3 Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

5.4 Where an ambulance is called for a student, office staff will contact the student's parents.

5.5 Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point.

5.6 Staff will be aware of any students who have specific evacuation needs.

5.7 Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

6. Fire safety

6.1 All staff members fully understand and effectively implement the Fire Evacuation Plan.

6.2 The Head of School is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

6.3 Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

6.4 The College will test evacuation procedures on a termly basis.

6.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

6.6 Firefighting equipment will be checked on an annual basis by an approved contractor.

6.7 Fire alarms will be tested weekly from different 'break glass' fire points around the College, and records will be maintained and held in the main office.

6.8 Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the secure fire cabinet.

7. Accident reporting

7.1.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated Health and Safety officer.

7.1.2 The Health and Safety officer will be responsible for informing the Head of School and the Board of Directors if the accident is fatal or a "major injury", as outlined by the HSE.

7.1.3 More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

7.2 Significant accidents

7.2.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

7.2.2 The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

7.2.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

7.3 Reporting procedures

7.3.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Health and Safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

7.3.2 The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm> .

7.3.3 The HSE no longer accepts written accident reports, except for in exceptional circumstances. The College will report all accidents and injuries online where possible (using the above link/web address).

7.3.4 Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

7.4 Reporting hazards

7.4.1 Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

7.4.2 In the main, reporting should be conducted verbally to the Health and Safety officer as soon as possible, who will then inform the Head of School as appropriate.

7.5 Accident investigation

7.5.1 All accidents, however small, will be investigated by the Health and Safety officer and the outcomes recorded.

7.5.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.

7.5.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

7.5.4 The Health and Safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

8. Active monitoring system

8.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives.

8.2 Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Weekly reports to the Board of Directors through SLT minutes.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

9. Evacuation

9.1 The College will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.

9.2 In the event of a fire, the Fire Evacuation Plan will be implemented.

9.3 If an evacuation is deemed necessary, the following procedure will take place:

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

10. Visitors to the College

10.1 All visitors and contractors will sign in to reception.

10.2 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the College concerned.

10.3 No contractor will carry out work on the College site without the express permission of the Head of School, other than in an emergency or to make the site safe following theft or vandalism.

10.4 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the College.

10.5 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

10.6 Visitors and contractors will wear a visitor's badge at all times while on College grounds.

10.7 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

10.8 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

10.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

10.10 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

11. Personal protective equipment (PPE)

11.1 PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards.

11.2 The College will provide employees and students who are exposed to a hazard at the College, which cannot be controlled by other means, with PPE.

11.3 All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

11.4 Staff and students will use the PPE provided, and care for it according to the instructions and training given.

11.5 Students will report any loss or defects to the staff member who will report it to the Health and Safety officer for repair.

11.6 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

11.7 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

11.8 PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

11.9 Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

11.10 Thorough risk assessments are carried out by the Health and Safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

11.11 Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained.

11.12 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

11.13 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

11.14 The College understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

11.15 The Financial Director will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

11.16 In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt.

11.17 Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

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

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

11.19 If the College follows either of the below procedures, we will not report uniform costs as detailed in 11.16 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
- Paying back the employee's actual costs.

12 Maintaining equipment

12.1 When not in use, PPE will be properly stored, kept clean, and in good repair.

Inspectors, or a trained Health and Safety officer, will inspect the following equipment for health and safety issues annually:

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

12.2 It is the responsibility of the Health and Safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

13. Hazardous materials

13.1 The College will act in accordance with the COSHH principles at all times.

13.2 No chemicals or other hazardous materials will be used without the permission of the Head of School.

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

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

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

13.6 The site manager in liaison with the Health and Safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

13.7 Control measures will be checked and reviewed by the Health and Safety officer on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

13.8 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

13.9 Hazardous substances will be labelled with the correct hazard sign and contents label.

13.10 Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

13.11 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

13.12 Dust and fumes will be safely controlled by local exhaust ventilation equipment.

13.13 No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

13.14 No potentially hazardous materials will be used in lessons without the approval of the Health and Safety officer.

13.15 The Health and Safety officer will ensure staff are appropriately trained to use hazardous materials.

13.16 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

13.17 The Head of Science and Health and Safety Officer (where appropriate) will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

13.18 A termly audit of hazardous materials will be undertaken by the Health and Safety officer and Head of Science with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with College procedures.

14. Medicine and drugs

14.1 The College's Administering Medications Policy will be read, understood and adhered to at all times.

14.2 The College will obtain notification from parents regarding any medication that students are required to take.

14.3 Only trained staff will administer medication.

14.4 Staff will receive annual training in supporting students with medical conditions.

14.5 A record will be kept of any medication that students take – this will be checked prior to administering any non-prescription medication.

15. Smoking

15.1 The school is a non-smoking premises and smoking will only be permitted in the designated areas.

16. Cleaning

16.1 Contract cleaners will be monitored by the Health and Safety officer. The standard required will be clear in the service level agreement held with the contracted cleaners.

16.2 Special consideration will be given to hygiene areas.

16.3 Waste collection services will be monitored by the Health and Safety officer

16.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

16.5 The Head of School is responsible for ensuring that the College is at a safe temperature for staff and students to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

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

17. Infection control

17.1 The College actively prevents the spread of infection through the following measures:

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

17.2 Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc... will be sent home and recommended to see a doctor.

17.3 The College keeps up-to-date with national and local immunisation scheduling and advice.

17.4 The College encourages parents to have their children immunised.

17.5 All cuts and abrasions will be covered with waterproof dressings.

17.6 The College will ensure that arrangements are in place to minimise any student health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in College if they are unwell.

17.7 Hand sanitiser is available in communal areas and learning rooms around the College.

18. Risk assessment

18.1 The Head of School has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the College. The Health and Safety officer will be consulted when risk assessments are being carried out.

18.2 Termly assessments of high-risks areas, such as laboratories, will be undertaken.

18.3 Annual risk assessments will be conducted for all other areas of the College.

18.4 Risk assessments will consider the needs of staff, students, visitors and contractors.

18.5 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

18.6 Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

18.7 The College will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the College has implemented to control the risk

18.8 The College will appoint an educational visits coordinator (EVC) and ensure they receive the training necessary to carry out the role. The EVC will ensure risk assessments are completed by staff leading day trips or residential stays.

19. Slips and trips

19.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The College utilises the following procedure:

Identify the hazards – risk factors considered include:

- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear
- Individual factors (rain, supervision, pedestrian behaviour, etc.)

Decide who might be harmed and how

Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced

Record the findings

Review the assessment regularly and revise if necessary

20. Security and theft

20.1 CCTV systems will be used to monitor events and identify incidents taking place.

20.2 CCTV systems may be used as evidence when investigating reports of incidents.

20.3 CCTV footage is personal data, so will be handled in accordance with the College's Data Protection Policy.

20.4 Money will be held in a safe.

20.5 Money will be counted in an appropriate location and staff should not be placed at risk of robbery.

20.6 Staff and students are responsible for their personal belongings and the College accepts no responsibility for loss or damage.

20.7 Thefts may be reported to the police and staff members are expected to assist police with their investigation.

20.8 All members of staff are expected to take reasonable measures to ensure the security of College equipment being used.

20.9 Missing or believed stolen equipment will be reported immediately to a senior staff member.

20.10 The College will install access control and security measures to ensure the safety of the College, e.g. security glazing on windows.

20.11 The College will ban individuals from the premises if they pose a risk to any member of the College community.

20.12 The College will consider any risks that are posed by their local context, e.g. recent arson attacks.

21. School trips and visits

21.1 Health and safety policy and procedures concerning off-site trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

22. Work-related hazards

22.1 Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted safe working procedures.

22.2 Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

22.3 Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

22.4 Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

23. Near misses

23.1 A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

23.2 If staff members, students, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Head of School as appropriate.

23.3 The College will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

23.4 After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.